

**COUNTRYSIDE PROPRIETARY**

**ADMINISTRATIVE RESOLUTION NO. 233**

**REVISED - EFFECTIVE DATE MARCH 27,2025**

**NON-COMMERCIAL RESERVED PARKING POLICIES**

WHEREAS, Article III, Section 3 (c)(1) of the Declaration of Covenants and Restrictions charges the Board of Directors of the Proprietary with the power and duty to maintain and manage the real property, as defined in Article 1, Section 2 of the Declaration, to include all land encumbered by the Covenants contained in the Declaration; and

WHEREAS, Article VI, Section 9 of the Covenants and Restrictions authorizes the Board and/or its appointed designees to adopt rules and regulations governing parking upon common areas; and

WHEREAS, in order to assure safe and equitable parking arrangements as well as maintain and preserve the attractive appearance of the community, the Board wishes to adopt a policy governing parking practices for all town house sections; and

WHEREAS, the Board desires to revise Administrative Resolution No. 233 as noted below.

NOW, THEREFORE, BE IT FURTHER RESOLVED that Administrative Resolution No. 233 is hereby revised, and that the Board adopt the following policy governing reserved parking practices.

**I. Parking Rights**

Ownership of a lot in a townhouse section shall entitle said lot Owner(s) and/or their designated tenants to the use of two (2) reserved parking spaces for approved vehicles, together with the right of ingress and egress to and from their reserved spaces.

**II. Approved Vehicles**

An approved vehicle shall include any conventional passenger vehicle, truck or van.

**III. Vehicle Requirements**

All motor vehicles registered in the State of Virginia shall display current license plates and a valid state inspection sticker, if required, and must be maintained in proper operating condition so as not to be a hazard or nuisance by noise, exhaust emissions or appearance. Vehicles not registered in the State of Virginia shall

display current license plates. For purposes of this Resolution, covered vehicles (i.e., vehicles covered so as to obscure the vehicles' windshield and/or license plate(s)) shall be considered in violation unless the vehicle owner shall, within twenty-four hours of a request made by the Proprietary representative, produce proof of valid state license and inspection sticker, or grant written permission for Proprietary staff to remove cover for purposes of inspection.

**IV. Restricted Vehicles**

In addition, no recreational, junked or abandoned vehicle, or other equipment or machinery, as specifically defined in separate administrative resolutions, shall be kept on the property, nor shall any repair or extraordinary maintenance be carried out on the property. Extraordinary maintenance is defined as maintenance requiring in excess one (1) day to return the vehicle to operational condition. Vehicles in violation of the paragraph shall be removed from the said area by an approved garageman under contract with the Proprietary and placed in a designated impoundment lot at the expense of the vehicle's owner of record.

**V. Additional and Visitor Parking**

A. Additional parking in areas not specifically assigned to a particular unit shall be available on a first come, first-serve basis to all Owners and their guests. This includes but is not limited to all visitor parking spaces and curbside parking, where permitted.

1. Use of visitor parking spaces for parking a vehicle in the same neighborhood for more than three (3) days in a 30-day period is prohibited and will be subject to the enforcement action stated in Section VIII below.
2. A resident will be deemed a chronic offender after the vehicle has been towed once. Residents who abuse their visitor space privileges and are deemed chronic offenders will be towed immediately if parked in a visitor space.
3. No commercial vehicle shall park in a visitor parking space. Commercial vehicles authorized to park temporarily in an assigned parking space while delivering goods or services to a resident's home shall fit in that space without protruding onto sidewalks or roads and shall not block access to vehicles parked on either side. Overnight parking of commercial vehicles in assigned parking spaces or in visitor spaces is expressly prohibited.
4. Open curbside parking or Visitor spaces shall not be used for storage or long-term parking of any vehicle.

- B. No parking shall be allowed in areas that would impede the normal flow of traffic or access to sidewalks, mailboxes or other parking spaces.
- C. Parking along areas marked by fire lanes is prohibited. Any vehicle parked along a designated fire lane will be subject to immediate towing as stated in Section VIII below.

**VI. Identification of Spaces/Vehicles**

- A. Assignment of parking spaces shall be performed in accordance with criteria as defined and adopted by the Board of Directors, as may be revised from time to time by the Board.
- B. The parking assignment will include two (2) spaces for each townhouse, as designated by that unit's Proprietary lot number.
- C. Assignment of parking spaces and contracting of permanent pavement striping shall occur in Proprietary-owned street areas at such time as the Grounds Committee determines a section or sections to be fully completed or newly repaired. All vehicles must be removed from Proprietary streets on day(s) of contracted work or be subject to towing.

**VII. Redesignation of Space Assignment**

The Proprietary, acting through its Grounds Committee and Board of Directors, reserves the right at all times to re-designate the space where an Owner's vehicle(s) shall be parked, provided thirty (30) days written notice is given the Owner. "Written notice" may include a notification letter sent through the United States Postal Service, or e-mail notification sent to the Owner's e-mail address of record on file with the Proprietary, in accordance with applicable Virginia law.

**VIII. Enforcement**

Enforcement Agent – The Board of Directors reserves the right to contract with a local towing company to perform enforcement services at such time and hours as the Board deem necessary. The towing company's name, address and telephone number will be periodically published in the CountrySide Courier.

Enforcement Procedures –

- A. State and County Ordinance Violations: The Board of Directors has executed an agreement which permits the Loudoun County Sheriff's Department to enter onto Proprietary-owned townhouse streets within CountrySide for the purpose of enforcing state and county vehicle licensing ordinances. In the case of an invalid license plate or inspection

sticker, the sheriff's office should be contacted by the complaining resident for enforcement. In addition, an agent designated by the Board of Directors (generally, an employee of the Proprietary's current management company) shall place a violation sticker on the driver's side window of the offending vehicle, allowing three (3) days to remove the vehicle or correct the violation.

- B. Additional/Visitor Parking Violations: If a vehicle is in violation of Section V, an agent designated by the Board of Directors shall place a violation sticker on the driver's side window of the offending vehicle, allowing three (3) days to remove the vehicle or correct the violation. A resident will be deemed a chronic offender after the vehicle has been towed once. Residents who abuse their visitor space privileges and are deemed chronic offenders will be towed immediately if parked in a visitor space.
- C. Other Violations: In the event a car is parked perpendicular to a parking space, and/or otherwise obstructing ingress and egress into and out of the space and parked in an unauthorized reserved parking space, or impeding access to sidewalk ramps, handicap access and/or mailboxes, the obstructing vehicle shall be immediately removed by a local towing company. Such action shall be at the sole risk and expense of the vehicle's owner of record. In the event a vehicle is parked in a fire lane; parked in a handicap space without a valid handicap permit; parked so as to take up two parking spaces in visitor parking or in the pool parking lots; parked on the common grass; or parked so as to block access to a dumpster, or impeding access to sidewalk ramps, handicap access and/or mailboxes, the Proprietary or the Fire Marshall may take immediate action, at the sole risk and expense of the owner of record, to have the obstructing vehicle removed. The restriction against taking up two parking spaces is not applicable to vehicles parked in assigned reserved parking spaces unless the owner of record who is assigned those spaces reports a specific violation against his/her spaces.

- D. Compliance with Rules and Regulations – All owners, their tenants, invitees, visitors, guests and/or agents shall observe and comply with the above procedures and any and all additional rules and regulations as may be promulgated by the Proprietary from time to time with respect to the use of assigned parking areas.

IX. Towing

- A. Towing Enforcement: If, following the violation notice, the owner has not corrected the violation, then the agent designated by the Board of Directors shall be authorized to remove the vehicle through an arrangement with a local towing company for the purpose of impounding in a designated lot provided by the local towing company, at the sole risk and expense of the vehicle's owner of record.
- B. Towing During Non-Business Hours: A CountrySide Proprietary townhouse resident may have a vehicle towed for any of the following reasons:
1. A vehicle is parked in their assigned space.
  2. A vehicle is blocking ingress and egress of their assigned space.
  3. A vehicle is parked perpendicular to a parking space.
  4. A vehicle is parked in a fire lane.

Before any vehicle is towed subject to Section IX (B), the resident must do the following:

1. Call only the local towing company that is under contract with CountrySide Proprietary.
2. Meet the towing agent at the resident's CountrySide townhouse.
3. Produce a valid driver's license and proof of residence or signed rental agreement. If one of the above reasons for towing still exists, the vehicle will then be towed at the sole risk and expense of the vehicle's owner of record. All costs associated with the towing and impounding of that vehicle is the responsibility of the vehicle owner.
4. Items 2 and 3 above do not apply to fire lane violations.

**X. Funding**

All costs associated with parking space assignments, production and distribution of rules and regulations, contractual, and administrative and enforcement services, shall be funded by assessments paid by the affected neighborhood members provided that such funding is formally approved by the Board of Directors.

**XI. Effective Date**

This Resolution is effective **March 27, 2025**

ATTEST:

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PRESIDENT: Penelope M. Francke

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DATE:

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SECRETARY: Kumar Sangaran

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DATE: