

Vehicle Towing Protocol for Parking Violations

Purpose:

This protocol establishes the procedures for addressing parking violations in a fair, consistent, and documented manner before authorizing vehicle towing.

1. Violation: Notify a Board Member

- Before taking any enforcement action, contact any Board Member to report the violation.
- If an emergency parking violation, keep calling board members until you reach one.
- If a non-emergency parking violation, please email myerleecirclesecretary@gmail.com
- The Board Member will confirm that the violation warrants enforcement under the community's policies

2. Board Member-Violation Procedure:

- Identify the Violation
- Confirm that the vehicle is in violation of the community's parking rules or governing documents
- Verify that the violation meets the criteria for enforcement

3. Document the Violation

- Take, clear, time-stamped photographs of:
- The entire vehicle
- The license plate
- The location of the vehicle
- The specific parking violation (if applicable)

4. Issue a Violation Notice

- Place a written violation notice in a visible location on the vehicle, such as under the windshield wiper.
- The notice should include:
- Date and time of violation
- Nature of the violation
- Statement that this serves as the first warning
- The address/location of violation

5. Grace Period – One Infraction

- The vehicle owner or resident will be allowed one documented parking infraction without towing (this includes healthcare workers, cleaning companies and contractors)

6. Subsequent Violation

- If the same vehicle or resident commits a subsequent parking violation after receiving the initial written warning:
- Contact a Board Member for final authorization
- The Board Member will confirm the first warning is on file

- The Board Member will notify the authorized towing company to remove the vehicle in accordance with community policies and applicable state and local laws
- The towing expense will be the responsibility of the vehicle owner or resident

7. Recordkeeping

- Maintain a file containing:
 - Photographs
 - Photograph of violation notice on vehicle
 - Date and time
 - Board Member authorization signature
 - Towing Company Information
 - Parking Violation type
 - Address
 - Warning or Towed

8. Homeowner Responsibility

- It's the homeowner's responsibility to communicate to healthcare workers, contractors, cleaning people and any visitors the expectations of where to park and not to park in a manner that meets our parking rules.
- If a homeowners varied healthcare workers, contractors, cleaning people or visitors continue to park against parking rules, a fine recommendation of \$25.00 by the board may be sent to the fine committee to ensure the homeowner is communicating expectations to their visitors of our association (See bylaw 14.1 Levy Fines)

9. Exceptions:

- Vehicles creating an immediate safety hazard, blocking emergency access, obstructing fire lanes, parking in a handicap parking place contrary to signage, or a driver showing an unwillingness to move a vehicle when these issues are pointed out, may be towed without the one-warning grace period if permitted by the community's governing documents and applicable law.

10. Professionalism

- We expect every communication by homeowners or board members to someone parked illegally to be kind and professional.

Created and Accepted by the Board 7/28/2026