

Richmond Terrace Condominiums Amended Parking Policy
Approved by Richmond Terrace Condominium Board of Directors on 3/24/2015
Made part of Richmond Terrace Rules and Regulations dated 9/1/2014
Effective 4/1/2015

For Information Purposes:

This Parking Policy derives from three sources described here:

- 1) The amended Condominium Plat and Declarations (the disclosure documents given to all purchasers of a Richmond Terrace Condominium) identify only the following parking places available to Residential residents:
 - a. One hundred seventy-one underground garage parking spaces
 - b. Thirty-two surface parking spaces in the parking area located adjacent to Franklin St.
- 2) A separate legal agreement with the owners of the Commercial Units that identifies an additional designated 37 parking spaces to be available to Residential residents allowing limited access only between the hours of 5:00 pm and 7:30 am on weekdays and on Saturdays and Sundays and on holidays. (19 of these spaces will later be identified in this Parking Policy as Blue striped spaces).
- 3) A verbal agreement subject to change at any time with the owners of the Commercial Units allowing anytime use of 18 of the 37 units referred to in #2. (These 18 spaces will later be identified as Red striped spaces) Those 18 spaces are located in the area east of the Richmond St. entrance and directly facing the Kwik Trip gas station.

As additional information, of the 171 underground parking garage spaces, 147 spaces are Unit assigned and 24 are excess rentable spaces. There are 32 parking spaces in the Franklin St. surface lot.

Attached to this Parking Policy is a map of the Condominium property identifying the number and location of available outside surface lot parking stalls, including the hours of their available usage.

In consideration of the aforementioned description, and under the broad authority granted by the Declarations and Bylaws, the following Parking Policy has been hereby adopted by the Board of Directors:

- 1) By this reference, this Parking Policy is part of the Rules and Regulations dated September 1, 2014, incorporated as Item #28 of said Rules and Regulations.
- 2) Unit owners shall be responsible for their tenants' and tenants' ' guests' compliance with this Parking Policy and will be subject to enforcement of said Parking Policy.
- 3) All residents of the Condominium must register their allowable vehicles with the Condominium Association. One parking sticker per allowable registered vehicle will be issued by the Association and said sticker must be placed in the lower corner of the passenger side of the front windshield of the registered vehicle.
- 4) Residents are only allowed to park in a) their Unit assigned underground garage parking space or b) in a Blue striped or Red striped parking space on a first-come first-served basis during the hours applicable to the color of striping. Blue striped parking spaces are available for use by all residents on a first-come, first-served basis only between 5:00 pm and 7:30 am on weekdays and also anytime on Saturdays and Sundays and on holidays. Red striped parking spaces are available for use any time by all residents or registered guests on a first-come, first-served basis.
- 5) Trailers, campers, recreational vehicles, all-terrain vehicles, snowmobiles, motorcycles, boats and buses may be parked on the Condominium property only if parked in the underground parking garage in the space designated for the Unit. Multiple vehicles (for example, a scooter and small car) may be parked in the space designated for

the Unit in the underground parking garage only if clearly contained within the space and only if they do not affect the accessibility of an adjacent storage unit or parking space.

- 6) Parking spaces may be re-assigned based upon access considerations for the adjoining storage units and parking spaces.
- 7) No junk or derelict vehicle or other vehicle on which current registration plates are not displayed may be kept anywhere on the Condominium property. A junk or derelict vehicle is further defined as a vehicle that is non-operable.
- 8) No Unit may register more than two vehicles total, EXCEPT a third vehicle may be registered only for those Units renting an excess underground parking space. Also, one other vehicle may be registered in addition to the applicable two or three vehicles described in the previous sentence if the additional vehicle is a motorcycle and a separate motorcycle parking space is being rented from the Association. The Board of Directors may set and amend at any time the rental cost applicable to the excess 24 parking spaces in the underground parking garage and the motorcycle parking spaces.
- 9) A waiting list will be established for the excess rentable underground parking spaces and priority will be given as spaces become available to first any unit owner who resides at Richmond Terrace and then any tenant in residence. The excess spaces may only be used by the unit owner or tenant or their guests. A unit owner or tenant may never rent more than one excess rentable stall. A unit owner who currently resides at Richmond Terrace and rents an excess rentable stall, but then becomes no longer in permanent residence, must forfeit their excess rented stall.
- 10) No unit owner or tenant may rent their parking space to another resident unless the unit owner or tenant has no registered vehicle anywhere on the Condominium property.
- 11) A guest, as it relates to this Parking Policy, is defined as anyone associated with a resident who does not claim Richmond Terrace Condominiums as their principal residence and who does not have a Richmond Terrace parking sticker on their vehicle. Guests of residents are allowed to park anywhere on the Condominium property without a guest pass for up to one 24 hour period or portions of the same 24 hour period. The 24 hour period is defined as starting at the time the guest first parks on the property and does not re-start if the guest vacates the property during that 24 hour period. Any guest parking on the property immediately consecutive to that 24 hour period must obtain a Guest Parking Pass from the Condominium Association and must park in the associated resident's Unit assigned underground garage parking space or the Red or Blue striped spaces only during allowable times.
- 12) A Resident is solely responsible for obtaining required guest passes, the display of guest passes and proper parking space location of their guests' vehicle, subject to enforcement per #15 below. Residents may obtain a guest parking pass for the same guest totaling a maximum of fourteen days per three month period. The three month period starts on the date the first pass is issued and ends ninety days later after which time a new three month period may begin. A request for an exception to this portion of the Parking Policy wherein a parking pass is requested for additional days for the same guest during an identified three month period must be granted by the Richmond Terrace Board of Directors, subject to their sole discretion. In situations where a guest pass is required (see #11 above) during a Monday – Friday period of time, the guest pass must physically be obtained from the Condominium Administration. In situations where a guest pass is required during a holiday or weekend for an unexpected guest and the Condominium Administration is unavailable to provide a physical guest pass, the resident must email the guest pass request to the Administration and include relevant vehicle description and license plate number. E-mail address is richmondterracemanagement@gmail.com. If continued guest registration is required for the same guest, the resident must obtain a physical guest pass on the first day that the Administration office reopens.

- 13) Any resident that requires a temporary exception to any of the above Parking Policy rules (for example, overnight parking of a moving van or a moving pod) must request and obtain, if granted, a temporary exception Parking Pass.

- 14) Primarily for snow plowing reasons, anyone parking longer than 96 consecutive hours in a Red striped parking space must either move said vehicle after 96 hours from that space or have made arrangements to move the vehicle upon Association request and have communicated those arrangements in advance to the Condominium Association.

- 15) Enforcement of this Parking Policy will be implemented per Article VIII, Section 4 of the Condominium Bylaws and by Statute #346.55 (3) of the City of Appleton Code . Section 4 identifies the maximum fine that may be levied against a unit owner as an amount not to exceed one-percent (1%) of each unit owner's annual assessment for any one violation and identifies each day that a violation continues as a separate violation. Fines are special assessments and shall be collectible as such.
The Condominium Association and/or Board of Directors may choose on a case by case basis to give a warning or other correspondence of violation of this Parking Policy. Such warning or other correspondence does not preclude the immediate acceleration to enforcement per Article VIII, Section 4 of the Bylaws as referred to above.