



**CANADIAN HISPANIC VILLAGE
HOUSING CO-OPERATIVE LTD.**

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CANADIAN HISPANIC VILLAGE HOUSING CO-OPERATIVE LTD.

PROCEDURES

SUBJECT: Parking Procedures

APPROVAL DATE:

APPROVED BY: The Board of Directors

General Parking Procedures:

- **MEMBERS ARE RESPONSIBLE TO ENSURE THAT THEIR VISITORS ARE PARKED IN VISITOR STALLS ONLY.**
- **Parking stalls are assigned to each unit and remain with the unit.** Members are discouraged from trading stalls with other members. If this occurs, when members move, the parking stall reverts back to the assigned unit.
- **Parking Stalls:** Clearing and keeping parking stalls clear of snow and ice is a member(s) responsibility. Spills of any kind must be cleaned up by the member. Product and instructions for cleaning vehicle spills can be obtained from the office.
- **Rental Stall(s):** Clearing and keeping parking stalls clear of snow and ice is a member(s) responsibility. Spills of any kind must be cleaned up by the member. Product and instructions for cleaning vehicle spills can be obtained from the office. Parking rates are determined from time to time by the Board of Directors.
- **Members, non-member residents and/or frequent visitor(s) are not allowed to use visitor parking stalls on an ongoing regular basis. If a member suspects another member, non-member resident and/or frequent visitors of abusing a visitor stall, a written or telephone parking complaint can be filed as outlined below. In the interest of "fairness" members must allow equal access to visitor parking stalls. Chronic use of the visitor parking stalls by one vehicle will be considered a violation to the parking policy.**
- **Vehicle repairs and maintenance will not be allowed on CHV property.**

Parking Procedures

- *Members who have unlicensed, derelict, inoperable or unattached vehicles parked on CHV property will be given twenty-four hours to license or remove the vehicle from CHV property. If the vehicle is not licensed or removed or alternative arrangements made with the office, after 24 hours, a \$50 fine will be issued to the member whose stall the vehicle is parked in. If the vehicle is still not licensed or removed or alternate arrangements made with the office, after 48 hours, a \$100 fine will be issued to the member whose stall the vehicle is parked in and the member will be asked to attend the next board meeting to discuss the matter. A further fine may be levied at the discretion of the Board of Directors.*
- *Visitors are not allowed to park and use recreational vehicles on Canadian Hispanic property.*
- *Visitors, members, and/or non-member residents are not allowed to hook up recreational vehicles for use on Canadian Hispanic property.*

Visitor Parking Permits: *These permits are for out of town guests of members that stay longer than 48 hours.*

Visitor parking permits will be issued by CHV staff as follows:

- *a visitor parking in a visitor stall for more that forty-eight [48] hours must obtain a visitor parking permit*
- *the first permit will be issued for four [4] calendar days.*
- *a second permit may be issued for an additional three [3] calendar days for a total not to exceed seven [7] calendar days. Any extension of the seven [7] day period must be approved by the parking committee*
- *the visitor parking permit must be visibly displayed on the vehicle dashboard while the vehicle is parked on CHV property.*
- *a visitor parking permit does not ensure a parking stall*
- *any abuse of the visitor parking permit will result in it being revoked*
- *visitors must comply with the parking policy*

Receiving parking complaints:

Parking complaints must be submitted in writing to the office or the appropriate Board member. All the required information must be provided or the complaint will be returned to the person making the complaint for clarification.

- *If someone is parked in your unit or rental stall, YOU can handle the problem. Call parking patrol at 537-7100 – and the vehicle may be ticketed or towed. Written proof the stall belongs to you needs to be shown.*

Parking Procedures

Note: Written proof which stalls belongs to which unit is given to each member upon move in. Written confirmation of rental stall numbers are obtained when the stall is rented. Copies of the above may be obtained from the office.

Processing parking complaints:

- *Upon receipt of a first complaint, a warning letter will be issued by the office but no fine(s) will be levied.*
- *A second complaint received, within a three month period, will result in the member being assessed a \$50 fine.*
- *A third complaint received within a six month period, will result in the member being assessed a \$100 fine and requested to attend the next parking committee meeting to review the parking policy. Failure to attend will result in the matter being referred to the Board of Directors.*
- **Should further violations of this policy or procedures occur, the Board of Directors may determine that the matter is chronic and warrants termination of membership. If a member fails to abide by the member approved parking policy when directed by the Board of Directors to do so, the member will be considered to be in violation of this policy and his or her membership may be terminated.**

Vehicle Removal Fines:

- *A \$50 fine will be levied against any member that does not remove or make arrangements to have their vehicle(s) removed from the parking lot for parking lot cleaning.*
- *A \$50 fine will be issued anytime members do not remove their vehicles from the parking and rental stalls when they are instructed to do so for any reason and for any length of time.*

Records:

- *In all cases when correspondence is sent to a member, a photocopy will be included in the member file.*