

Please Read

All

Information

In Its

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Carleton Place Parking Program 2019

Parking Sticker/Guest Passes are **NOT available in the Management Office**

In order to keep our database updated with contact information for Owners & Tenants we will need each owner to complete the front and back of the Registration & Parking Program Contact Sheet

New Tenants Only - We will need a copy of any new lease with the tenant contact form

New Tenants Only - Please forward a \$50.00 Registration for each New Tenant

We will not mail any parking passes until the completed registration forms, copy of the lease (if required) & new tenant fees (if required) are in the Management Office for ALL tenants in a unit

Please mail or email all required documents to the following:

email - chris@csshoamgt.com

mail - Carleton Place HOA Parking Program
1213 Culbreth Drive
Wilmington, NC 28405

A Combination of Three (3) stickers/guest passes are available for each unit -
Everyone that is able to reside in the unit will be issued a pass

Owners are to provide and review the Rules & Regulations with their Tenants

Tenants are to contact Owners or Rental Agents only. Tenants are not to contact the Management Company over the parking program or any ramifications from not obtaining the proper parking passes.

New 2019-2020 Light Blue Parking Stickers/Guest Passes are to be on all Tenant vehicles prior to Saturday, August 31, 2019. Vehicles on parking pads or Carleton Drive are subject to citation or towing beginning 9/1/19

Please destroy any old passes as they do not transfer from one Owner or tenant to another since they are registered to specific autos and license tags

Carleton Place Townhomes
1213 Culbreth Drive
Wilmington, NC 28405
chris@csshoadmgt.com

Date: Monday, April 15, 2019

RE: Parking Program – New Color for Tenant Stickers & Guest Passes

Dear Homeowner(s):

The Board of Directors for Carleton Place Townhomes would like to announce that there are new **Tenant** stickers and guest passes for parking in the community for the 2019-2020 year. These new stickers/passes will be available beginning May 01, 2019. The new color change will be effective as of Saturday, August 31, 2019. Either the old Red or the new Light Blue parking stickers/passes may be used up until August 31, 2019. Beginning September 01, 2019 all Tenants parking in Carleton Place will need to have the new **Light Blue Tenant parking sticker or Light Blue Tenant guest pass. The burgundy Owner resident stickers and guest passes will NOT change.** The program is as follows:

The stickers/guest passes are NOT available in the Management Office. The stickers/passes will be mailed to the Carleton Place address.

All full-time Owner Residents will still have a permanent parking sticker on their vehicle. This will be burgundy in color and will not change again unless you trade vehicles or move from the community. There are a total of three (3) parking stickers/passes per unit only. **Everyone legally allowed** to reside in the unit will receive a parking sticker if they have a car. Those without cars will receive a guest pass up to the limit of three per unit. **Tenants that change mid-year are required to return the parking sticker/pass if an additional is needed for a new tenant.**

All full-time Tenant Residents will be issued a parking sticker. There will be up to three (3) LIGHT BLUE stickers for non-related individual's automobiles in a unit. Previous registered tenants in the same unit will not be charged a fee for new stickers - The HOA Management just needs to know that it is a renewal. Any tenants that are new or did not register in previous years will be charged a \$50.00 new tenant registration fee. This includes the cost of parking stickers for Tenant Residents. The new tenant registration fee of \$50.00 will need to be prepaid or paid at the time the parking sticker(s) are requested. All renewal tenants in the same unit will need to receive a new LIGHT BLUE sticker but will not be charged a new tenant fee. Owners need to inform us that the tenants are still in the unit so that we know to send them a sticker.

All stickers will still be issued for a specific resident, vehicle and license plate number. Off site owners who lease their units must provide the Association a copy of the lease listing the NEW tenants in each unit. Only then will the tenants have the ability to obtain stickers/passes. **Please note that any Owner delinquent for more than thirty (30) days on any amount will not be able to receive parking stickers for that unit until the amount is brought current.** The Association does notify each Owner of any outstanding balance every thirty (30) days. Any outstanding account balance must be paid in full by check or online payment prior to being eligible for parking passes.

Stolen or vandalized stickers and guest passes are \$25.00 each to replace after the initial distribution. The new parking stickers are designed to be tamper resistant and if pulled off the windshield will have the word "VOID" on the back. You cannot pull a sticker off one car and put it on another. **The stickers should be placed on the exterior of the car at the driver side windshield in the lower corner.** The guest hangers are to go over the interior rear-view mirror. All stickers have been created to eliminate the possibility of duplication.

The goal of this program is to continue to incorporate the items that are currently working and to continue to improve the weak areas. This program is important to everyone owning and renting in Carleton Place as there is very little overflow parking*. Any long-term unstickered vehicle in the Community will be subject to violation fines and ultimately towing.

Please forward a copy of leases showing any current tenants with the completed registration forms (front & back). Please be sure that all past due balances are current prior to sending tenants to pick up stickers/passes. Thank you in advance for your attention in this matter and for sharing this information with your tenants.

Carleton Place Townhomes Board of Directors

** The stickers cannot guarantee sufficient space for everyone because of the limited overflow parking. It does help to significantly insure the best availability to those domiciled in Carleton Place.*

Carleton Place Townhomes - Registration & Parking Program
Resident Information and Contact Sheet (please print)

Carleton Place Address: _____ Guest Passes (2): _____

Homeowner Name(s): _____ Phone #: _____

Mailing Address (if different than above): _____

Homeowner Email Address: _____

Owner Occupants of Home:

Please list all owner occupants and contact information - tenant information on the back:

Name: _____ Phone: _____ Cell: _____

Car Make Model: _____ TAG #: _____ Stcker #: _____

Name: _____ Phone: _____ Cell: _____

Car Make Model: _____ TAG #: _____ Stcker #: _____

Name: _____ Phone: _____ Cell: _____

Car Make Model: _____ TAG #: _____ Stcker #: _____

Name: _____ Phone: _____ Cell: _____

Car Make Model: _____ TAG #: _____ Stcker #: _____

I have received my parking stickers and I understand that a replacement will cost \$25.00 per sticker. I also agree to supply the Association with tenant information if my unit is rented. The tenants have been supplied the current community guidelines for Carleton Place. I understand that there is a charge of \$50.00 per tenant for registration. I understand that there is a \$50.00 pet registration per dog. The Association has a maximum one dog per tenant if the unit is rented.

Signature

Date

Tenant Registration & Parking Program

Please list all tenant/renter occupants and contact information below:

Tenant #1

MI Date _____

Name: _____

Email: _____

Phone: _____

Car Make Model: _____

TAG #: _____

Stcker #: _____

I have received my parking sticker and I understand that a replacement will cost \$25.00 per sticker.

I also agree to abide by all of the Community's guidelines. By signing, I agree to this statement.

Signature

Date

Tenant #2

MI Date _____

Name: _____

Email: _____

Phone: _____

Car Make Model: _____

TAG #: _____

Stcker #: _____

I have received my parking sticker and I understand that a replacement will cost \$25.00 per sticker.

I also agree to abide by all of the Community's guidelines. By signing, I agree to this statement.

Signature

Date

Tenant #3

MI Date _____

Name: _____

Email: _____

Phone: _____

Car Make Model: _____

TAG #: _____

Stcker #: _____

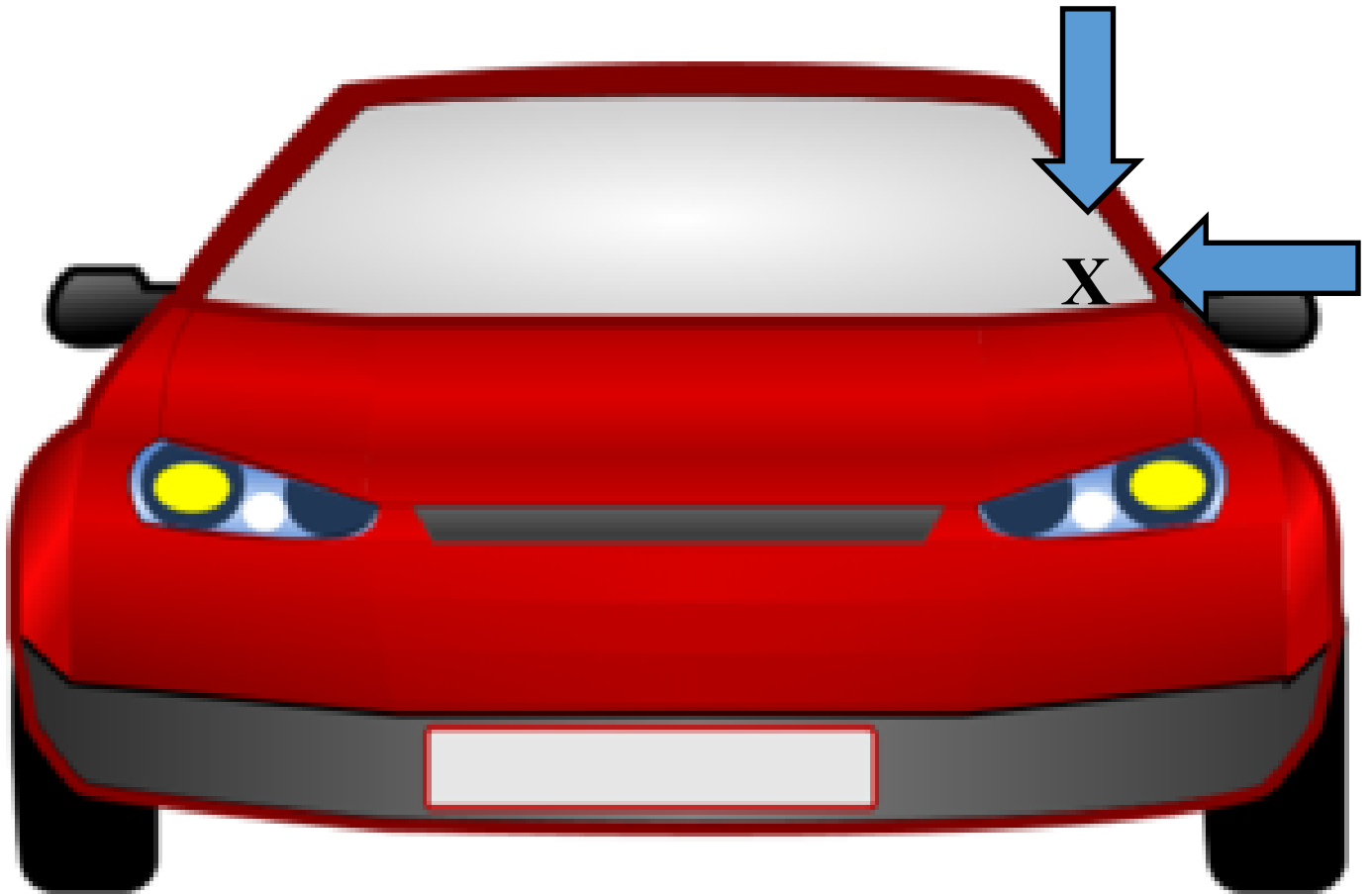
I have received my parking sticker and I understand that a replacement will cost \$25.00 per sticker.

I also agree to abide by all of the Community's guidelines. By signing, I agree to this statement.

Signature

Date

Carleton Place Townhomes Parking Sticker Placement



“X” Marks where your Parking sticker is to be placed on your **Exterior Front Windshield**. If the sticker is not placed in this location the vehicle is subject to Tow, Citation and Violation Fine. The replacement for stolen or vandalized stickers are \$25.00 in check, money order or credit card. Credit cards are accepted online only at www.csshoamgt.com.