



Carleton Place Townhomes Parking Program

EFFECTIVE SEPTEMBER 1, 2022, PARKING ON THE HOA CONTROLLED PORTION OF CARLETON DRIVE AND PARKING IN THE CLUBHOUSE/SWIMMING POOL LOT (BETWEEN 9PM AND 9AM) WILL REQUIRE A NEW HANGTAG THAT IS HUNG AND DISPLAYED FROM THE REAR VIEW MIRROR

Carleton Place Townhomes will continue with the parking program effective September 1, 2022.

After August 31, 2022, one new **Blue**, optionally purchased hangtag for each unit will allow one vehicle per unit to park on the controlled portion of Carleton Drive (anytime) or in the pool lot between 9PM and 9AM. The controlled portion of Carleton Drive is defined as those parking spots east of the clearly marked signs designating control of parking spots on Carleton Drive.

Carleton Place parking hangtags must be hung, front facing, from the rear-view mirror, in full view of Regional Security and Earl's towing company and not placed elsewhere in, or on the vehicle in order to be considered a valid non-towable, hangtag display. The hangtag is not required to park either in your garage or on your parking pad, so if these are the only areas in which you, your tenants, or your guests park, you may not wish to purchase a hangtag.

Under the program, from 9:00am until 9:00pm during the summer weeks the pool is open, vehicles parked in the clubhouse/pool parking must display a Carleton Place pool pass on the dashboard when using the pool. Parking in the pool parking lot from 9PM until 9AM will require the hangtag. Cars that remain in the pool lot after 9AM without a pool pass on the dashboard or remain in the clubhouse pool lot in the months when the pool is closed even with a pool pass on the dashboard, will be subject to towing.

The cost of the hangtag is \$110, and it will be active September 1, 2022 – August 31, 2023. This fee is NON-REFUNDABLE and the hangtag is NON-REPLACEABLE until the next years' program.

The UNIT OWNER will have to **email the hangtag request with lease** of each unit new tenant to chris@csshoamgt.com. Hangtag requests begin on Monday, July 18, 2022. **The Blue hangtags are not for use until September 1, 2022.**

All unit related dues/fines/fees must be paid in full before a hangtag will be issued.

There are no registration forms, and the hangtag will be mailed directly to the address of the unit owner or another address designated by the unit owner in writing. If the hangtag is mailed to the owner it will be the owner's responsibility to get the hangtag to their tenant(s) if they have renters.

*****After August 31, 2022*****

What Parking Documentation is Active?
New hangtag (1 per unit, optional)
Pool pass (2 per unit)

Parking Location	When Can I Park?
Unit's Garage	Anytime (Lease needed for new Tenants)
Unit's Parking Pad	Anytime (Lease Needed for new Tenants)
Carleton Drive	Anytime with current year hangtag (Lease needed for new Tenants)
Pool Parking Lot	<p>***Weeks Pool is Open*** 9PM – 9AM w/new hangtag 9AM – 9PM pool pass on dashboard when at pool</p> <p>***Weeks Pool is Closed*** 9PM – 9AM w/new hangtag</p>

Step 1 – Email Lease to Management Company along with mailing instructions

Step 2 – Make the \$110.00 payment via USPS or Electronically www.csshoadmgt.com

USPS payable to:

**Carleton Place Townhomes
 c/o CSS, LLC
 1213 Culbreth Drive
 Wilmington, NC 28405**

*****hangtags are not available at the Management Office*****