



## Carleton Place Townhomes Parking Program

### EFFECTIVE SEPTEMBER 1, 2025, 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, 2025.

After August 31, 2025, one new **Light 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 if picked up at the Clubhouse during the listed pickup dates. The cost will be \$125 if the hangtag is not picked up to include the cost of the hangtag and mailing.** The hangtag will be active September 1, 2025 – August 31, 2026. This fee is NON-REFUNDABLE. **Lost, stolen, or hangtags taken by tenants moving out, will only be replaced on a case-by-case basis presented to the HOA board for their approval. Annual hangtags are assigned to a specific unit, not to tenants and are not reissued if the unit changes tenants/owners.**

The UNIT OWNER will have to **email the hangtag request with lease** of each unit new tenant to [chris@csshoamgt.com](mailto:chris@csshoamgt.com). Hangtag requests begin on 07/01/2025. **The Light Blue hangtags are not for use until September 1, 2025. The hangtag will not be processed until all required information is received.**

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 able to be picked up at the clubhouse or mailed to the address the Owner assigns. If picked up, one tenant will need to produce a State photo ID and sign for the hangtag. After the pickup times, the hangtags will be mailed to the address on file of the Owner. These will be mailed once a week only. The Association suggests that you act sooner than later if a hangtag is required.

\*\*\*\*\*After August 31, 2025\*\*\*\*\*

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	***Weeks Pool is Open*** 9PM – 9AM w/new hangtag 9AM – 9PM pool pass on dashboard when at pool  ***Weeks Pool is Closed*** 9PM – 9AM w/new hangtag

**Step 1 – Email Lease to Management Company along with any past due balance paid.**

**Step 2 – Make the \$110.00 payment via USPS (check/money order) or Electronically [www.csshoamgt.com](http://www.csshoamgt.com) if hangtag will be picked up during the dates/times below. CSS does not accept cash. CSS is not able to draft your bank account. or:**

**Make the \$125.00 payment via USPS (check/money order) or Electronically [www.csshoamgt.com](http://www.csshoamgt.com) if hangtag will be mailed to unit owner. CSS does not accept cash. CSS is not able to draft your bank account.**

**USPS payable to:**

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

**\*\*\*hangtags are not available at the Management Office for any reason at any time**

**2025 Pickup dates at the Carleton Place Clubhouse:**

**Tuesday, August 12, 2025 10:00am-12:00pm**

**Thursday, August 14, 2025 4:00pm-6:00pm**

**Tuesday, August 19, 2025 4:00pm-6:00pm**

**Thursday, August 21, 2025 4:00pm-6:00pm**