

**GARAGE PARKING
PROCEDURE 141**10/12/2025
Revised**Bill Grabowski**
Association President

Previous 140

PURPOSE OF THIS PROCEDURE

Each Tides owner is assigned 1 parking spot for the main rental season (Memorial Day – mid-September). This location is not permanent and can be changed, if desired by the owner, by being placed on a waiting list until a new spot is available. The procedure detailed below uses a methodical and orderly turnover of parking assignments from those previously assigned spots. This procedure also addresses general parking rules.

It should be noted there are two defined exceptions to the procedure due to special circumstances;

- If requested, owners with permanent state issued Handicapped Parking tag/identification that has been validated by the Board of Trustees of the Tides Condominium Association or the Office Manager, will be placed at the top of the "Owners Desiring New Parking Spot List."
- If requested, current members of the Board will be placed on the "Owner's Desiring New Parking Spot List" after those holding Handicapped credentials.

Other circumstances will be considered by The Board of Trustees as they arise.

SCOPE OF THIS PROCEDURE

This policy applies to all Tides owners

RESPONSIBILITIES AND AUTHORITIES

The Board of Trustees maintains the responsibility and authority to make necessary changes to this policy. This authority may not be delegated. The Office Manager has the responsibility and authority to execute the procedures listed herein. Transactions falling outside this policy require Board of Trustees action.

Owners are responsible to place their name on the "Owners Desiring New Parking Spot List" if they want or need a new spot. ***The owner has 2 weeks to respond with a yes or no to an offered new spot*** from the Office. Lastly, a selling owner also needs to advise the Office when their unit is sold so an offer to an owner on top of the list can be made.

PROCEDURES - PARKING SPOT ASSIGNMENTS

1. Each owner has the opportunity, at any time, to place their name on a "Owners Desiring New Parking Spot List" kept by the Office.
2. The Office Manager will maintain the "Owners Desiring New Parking Spot List" based on time of receipt of the owner's request.
3. When a unit is confirmed sold (ownership has transferred), the Office Manager will be notified by the seller and the assigned parking spot is relinquished to the Office Manager.
4. The Office Manager will consult the list of owner's desiring new parking spots.
5. Owners at the top of the list will then be offered the available parking spot by telephone or email to determine if they wish to move to the newly available spot. ***If the owner refuses, the second owner on the list will be offered the spot and so on until the list is exhausted.*** At that point the last remaining spot will be assigned to the new owner.

6. However, *if the available spot is accepted by an owner, their current spot is relinquished and becomes available* and their name is removed from the list. Repeat point 5 above until that spot is assigned. *This process can take several cycles until all spots are assigned to all units.*
7. Note that if the Office Manager is unable to contact the owner for a period of two weeks or does not receive a reply within the same period it will be handled as a “refusal.”
8. Each owner on the list will have the “right of refusal” of the available parking spot and will retain their position on the list if they refused the offered spot.
9. ***Owners who are beneficiaries of this policy may not place their name on the list for one year.*** After that period, they may add their name to the waiting list and will be placed at the end.
10. If an owner is in arrears more than 90 days on obligations to The Tides, their name will be removed from the list and they may not be placed on the list until all obligations are current. Owners returning to the list under this paragraph shall be placed on the bottom of the list.

GARAGE PARKING RULES:

- Only 1 vehicle per unit is allowed in the garage at any time.
- Please pull in or back in as far as possible to ensure others have sufficient clearance to maneuver.
- The maximum clearance of the vehicle to enter via Jackson Street is 6 feet 3 inches.
- **Vehicles over 17 feet long are not recommended** due to space constraints
- do not place objects in front of or on the storage bins/boxes
- It is recommended not to park in the pair of spots 29 & 33 and 30 & 32 during the off season. In case of emergency, these spots allow access to either side of the garage without leaving the building.
- During the rental season, parking spots are at a premium. The Office will send out an email weekly asking owners to advise the Office a list of days they will not be using their spot. The Office will then use these open spots for daily (not overnight) for staff, cleaners and contractors. These spots are not to be provided to renters and only to others owners in extreme circumstances.

OWNERS RIGHTS UNDER THIS POLICY

Each owner is entitled to the following;

- To receive a copy of this procedure.
- To be promptly notified (email, telephone, in writing) of an available parking spot which they have 2 weeks to accept.
- To expect that the parking assignment will be handled impartially.
- To be able to dispute that obligations are owed by following Policy 133 Alternative Dispute Resolution
- to expect that only their or their renter’s vehicle will be using their assigned parking spot unless they have given permission for the Office to temporary reassign it.

RELATED POLICY

133 Alternative Dispute Resolution

RELATED DOCUMENT

Tides Condominium Association By-Laws Article V.i; VIII.1