

Castleberry Station Parking Violation

Standard Operating Procedure

It is common in communities to have limited excess parking and tight alleys and roads. So, it is imperative that homeowners and guest abide by the parking rules set in the Castleberry Station Covenants, Restrictions, and Easements (Article VIII Section 17). This is to allow the residents and guests safe ingress and egress of the community and the homes within. Vehicles violating these parking regulations are subject to tow at the vehicle owners expense.

If a vehicle is parked in violation of the Castleberry Station Covenants, the following process is required to tow any vehicle from the property.

1. The vehicle shall receive violation sticker to serve as a notice of improperly parked vehicle. The violation sticker shall contain the date and time the violation notice was applied to the vehicle, and the tag number of the vehicle. The violation sticker shall be placed on the driver's side of the car on the window closest to the rear of the vehicle (not to obstruct the drivers view).
2. The following information shall be sent to the HOA manager and the Board elected parking committee chair for proper document retention:
 - a. A picture showing the manner the vehicle is parked (be sure to capture the violation and surrounding area).

- b. A picture of the license plate. (Letters and Numbers must be legible)
 - c. A picture of the applied violation sticker with date, time of application, and the vehicle's tag number written on the violation sticker.
 - d. Name of the reporting party along with any witnesses.
3. After application of the notice, and the above outlined documentation is completed:
- a. Vehicles are subject to immediate towing at vehicle owner's expense if:
 - i. The vehicle is parked in a manner described in the Covenants as causing a hazardous condition.
 - ii. The vehicle has received a parking violation notice in the past 12 months (must have proper documentation of the past violation)
 - b. All other vehicles will be given 24 hours, after a violation notice sticker has been applied, to move the vehicle to comply with the parking rules outlined in the Castleberry Station Covenants. If the vehicle is not moved into compliance in the 24-hour timeframe, it can be towed at the vehicle owner's expense.
4. During regular business hours (Mon-Fri 9am-5pm) the HOA manager will be responsible contact the HOA contracted towing company to have the vehicle towed. Outside regular business hours the Board elected Parking Committee Chair will be responsible to contact the HOA contracted towing company to have the vehicle towed.