

HOUSING AUTHORITY OF PADUCAH
VEHICLE PARKING POLICY
EFFECTIVE July 1, 2020

This Parking Policy shall apply to all residents, guests, visitors, or anyone on the premises with the Housing Authority of Paducah's (HAP) authorization.

DEFINITIONS

Vehicle:

For purposes of this Parking Policy the word "vehicle" is defined as any self-powered motor transportation, including but not limited to:

- A) A personal, privately registered automobile, car, SUV, van or truck (no business or commercial registrations),
- B) A motorcycle,
- C) A motor-bicycle, and
- D) Any other motor-powered vehicle requiring registration and state license for operation in the State of Kentucky.

Resident:

For purposes of this Parking Policy, the word "resident" is defined as a person legally listed on a valid, effective, signed lease agreement filed with the HAP and designated as currently living in one of the HAP's housing units.

Employee/Contractor/Vendor:

For purposes of this Parking Policy, the word "employee", "contractor", or "vendor" is anyone who is employed by the HAP, a board member, or anyone authorized to perform work or provide services to the HAP.

Visitor:

For purposes of this Parking Policy, the word "visitor" is anyone who is a guest of a resident or a HAP employee. Resident's overnight guests or visitors are allowed on the property for a period not exceeding seven (7) consecutive days/nights or fourteen (14) calendar days each year. Upon written request to HAP, an extension of this provision may be granted. The resident must advise the property manager of all guests staying overnight who are not on the lease. Should the visitor or guest arrive after hours, the resident must report visitors or guests before the end of the next business day.

PURPOSE

The purpose of this Parking Policy is to define the parking rules and regulations for all housing developments operated by the Housing Authority of Paducah (HAP). Realizing the limited number of available parking spaces in all our developments, this policy is established to:

1. Better meet the parking needs of HAP and our residents;
2. Make parking safer for all HAP residents and visitors;
3. Ensure the availability of parking for residents who meet the requirements as outlined in this policy;
4. Address the following parking concerns of HAP:
 - Residents and/or their guests parking on grass, under clotheslines, on sidewalks or porches, in fire lanes, blocking sidewalk ramps or fire hydrants, or in other unacceptable areas;
 - Commercially-owned and other non-resident owned vehicles parking on premises without authorization;
 - Unregistered vehicles parked on HAP property;
 - Unauthorized vehicles parked on HAP property; and
 - Vehicles not meeting requirements for a valid safety inspection, automobile registration, etc.

This written policy is to ensure:

1. That the enforcement of this Parking Policy is consistent and without prejudice or discrimination;
2. That residents are aware that any vehicle not authorized by HAP to be parked on HAP property will be towed at the owner's expense;
3. That HAP provides no guarantee of security and/or safety of said vehicles and assumes no liability whatsoever for loss, theft or vandalism of said vehicles while parked in the available parking areas;
4. That these parking areas are provided for a vehicle owned by a resident, and that to the greatest extent possible the resident has exclusive use of the HAP's property so designated;
5. That the vehicle is owned, properly registered and insured to a resident of HAP;
6. That any vehicle which is unregistered, uninsured, and/or inoperable that presents a clear and unattractive nuisance must be removed and cannot be parked in those parking areas;
7. That stripped, "junked" vehicles, vehicles with "flat" tires, broken windows or windshields, or those in the process of being repaired are not allowed to remain on the premises as they create possibly hazardous, threatening situations for residents, guests, vendors, or other persons having reasons to be in the development areas;
8. That residents are fully aware that the availability of parking areas at HAP developments is a privilege afforded to all residents based on available space

and not an inherent right to space for personal property of a nature defined herein.

BASIC RULES

1. Only one (1) vehicle which is permitted to park on the property owned/managed by HAP (additional vehicles with approval by Property Manager or Executive Director). The following requirements must be met:
 - a. Privately owned or leased by a resident of HAP with authority of the head of household;
 - b. Properly registered with the Kentucky Motor Vehicle Department. Residents moving into the State of Kentucky from another state must register their vehicle in Kentucky within thirty (30) days.
 - c. Properly insured in Kentucky.
 - d. In operable condition and in generally good repair with no flat tires, broken glass, no sharp edges, etc.
 - e. The vehicle must be parked in specifically designated parking spaces/areas.
 - f. Authorized to park on HAP property by HAP.
2. To obtain authorization to park a vehicle on HAP property, residents must possess a current and valid Kentucky license and verify proper insurance coverage.
3. Only the head of household is permitted to request authorization to park on HAP property. Any vehicle owned by others in the household will require the head of household's approval before HAP grants approval to park. The head of household is ultimately responsible for proper parking by any person listed on their lease.
4. All new residents must register their vehicle with their Property Manager's Office on the date of occupancy. A vehicle purchased by a current resident must be registered with the property management office immediately upon entering HAP property with the vehicle. Any vehicle not properly registered with the property management office will not be allowed on HAP property in resident parking areas and is subject to immediate towing at the owner's expense.
5. Parking Permit Stickers will be issued:
 - a. Annually, between July 1 and August 31 for current residents of HAP;
 - b. On the move-in date for a new resident of HAP;
 - c. Any time a resident purchases a new vehicle
6. The parking sticker shall be placed on the outside of the glass of the vehicle. The parking sticker must be displayed at all times in either of the following locations:
 - a. the lower corner of the rear window on the driver's side of the vehicle or
 - b. the lower corner of the front window on the driver's side of the vehicle.

7. Parking in driveways in front of buildings or on roads in front of buildings is permitted for loading and/or unloading only and must be limited to no more than ten (10) minutes. Repeat violators may lose the privilege of parking on HAP property or risk the possibility of eviction proceedings for serious repeat violations to this Parking Policy. The parking of commercial vehicles is strictly prohibited. Trailers, campers, mobile homes, boats, ATVs, Skidoos, jet skis, etc., (either motorized or "trailerred") are not permitted to be parked or stored on HAP property.
8. Repair work done on vehicles on HAP property is subject to the following rules and regulations:
 - a. No resident, visitor, or guest is allowed to work on or make repairs in any manner to any vehicle under such circumstances as will create a potential for serious threat or hazard to the health, safety or well-being of any other person, or damage to the property of HAP;
 - b. The only work that is acceptable and may be performed on a vehicle must be minor, such as changing a tire and is required to take no more than one (1) hour to complete. If it is necessary to "jack up" or place the vehicle on "blocks" for any such minor repair, said vehicle shall not be left unattended. An adult must be present with the vehicle at all times.
 - c. No work can be done on any vehicle that would interfere with the quiet enjoyment of the property by other residents;
 - d. Work on any vehicle involving vehicle fluids such as oil, grease, water, etc., is specifically prohibited under any circumstance;
9. At no time will it be permissible to utilize HAP utilities (electricity, water, etc.,) for washing, charging, vacuuming or cleaning, etc., of any vehicle.
10. Visitors shall not be permitted to park their vehicles in any area designated for use of residents. When residents use the Community Rooms or Centers, guests must park in visitor parking areas or on the street.
11. Any violation of any part of this policy may result in vehicles being towed at the owner's expense and possible forfeiture of parking privileges on HAP property.
12. Property Management has the right to revoke parking authorization at any time. Upon such revocation, the resident or owner shall immediately remove the vehicle from the premises. Failure to do so shall give Property Management the right, in addition to other remedies, to remove and/or dispose of such vehicles. All costs connected with such removal and/or disposal of such vehicles shall be borne by the resident or owner.
13. The Property Management's rights hereunder to remove vehicles from the premises shall also extend to any such vehicles which the Property Management, at its reasonable discretion, deems to have been abandoned by the Owner, without the need of any other prior revocation of parking privileges.
14. No part of this policy shall constitute HAP assigning individual parking spaces unless, in so doing, HAP determines a need to provide a reasonable accommodation.

REGISTRATION PROCEDURE AND ISSUANCE OF PARKING STICKERS

All authorized vehicles parking on HAP property must display a valid HAP parking sticker. Requests for parking stickers can be made by the head of household as indicated on the Housing Authority lease.

Annually, between July 1 and August 31 for current residents of HAP, at the move-in time for new residents, or when a vehicle is purchased or leased by a resident of HAP, the resident will fill out an attached application for a parking permit and will submit the following documentation to their Property Manager:

1. A current and valid Kentucky license;
2. The official Kentucky vehicle registration;
3. Current insurance certificate signifying current coverage for liability, as a minimum; and
4. The registration of the vehicle as well as all other information must be in the name of a legal resident of the HAP and must be current.*

The vehicle shall be subject to a visual inspection by the Property Manager to ensure that the vehicle is what is listed on the application and that the registration and license plate are current and correct.

After review and approval, the Property Manager shall issue and affix a parking sticker to the vehicle in the locations listed above.

Residents are required to notify the Property Management Office of any changes in registration, insurance, or revocation of license immediately. The above is the responsibility of the resident and is enforceable under the terms of the resident's lease agreement.

If the vehicle being registered is not owned by the resident, the owner of the vehicle must:

- Supply the HAP a signed and notarized statement which grants the resident use of the vehicle including dates of use;
- Supply the HAP a copy of the current/valid insurance on the vehicle;
- Supply the HAP a copy of the current/valid registration of the vehicle;

A Temporary Parking Permit will then be issued to the resident reflecting the valid dates listed on the statement from the owner.

If the owner of the vehicle grants exclusive (no dates listed) use of the vehicle to the resident, the Property Manager will affix a parking sticker to the vehicle in the locations listed above.

GENERAL PARKING POLICY

Unless specific parking spaces have been assigned to specific residents as a reasonable accommodation, residents are allowed to use any available parking space in the resident parking area on a first-come, first-serve basis. Vehicles parked in resident parking spaces that do not display a resident parking sticker issued by the Property Manager's Office are subject to immediate towing at the owner's expense.

Designated handicapped parking spaces are also to be used on a first-come, first-serve basis but only for those residents, guests, or visitors possessing an official, state-issued, handicapped parking permit or license plate. Vehicles parked in designated handicapped parking spaces must have the official state-issued handicapped parking permit displayed in the vehicle window at all times. Vehicles parked in designated handicapped parking spaces that do not display the official state-issued handicapped parking permit, or do not have the handicapped parking license plate, are subject to immediate towing at the owner's expense.

Parking spaces available and designated as "visitor" parking are to be occupied only by visitors to the particular development. These spaces are not to be used as overnight parking by visitors or guests without the permission of the Property Manager's Office. Residents and/or their visitors or guests must notify the Property Manager's Office in the event a visitor or guest is expected to remain parked at the development overnight. Vehicles parked in these spaces overnight without the permission of the Property Management's Office are subject to immediate towing at the owner's expense.

Vehicles observed on the premises that have not been properly registered with the Property Managers Office and/or are not properly registered with the State of Kentucky are subject to immediate towing at the owner's expense.

It is the resident's responsibility to inform the Property Manager's Office immediately of changes in registration or insurance or revocation of driver's license.

COMMERCIAL VEHICLES

Commercial vehicles are prohibited from parking in or around the Housing Authority parking areas without the express permission of the Property Management Office. No commercial vehicles are allowed to park in resident or visitor parking spaces at any time. Commercial vehicles found parked in violation of this policy are subject to immediate towing at the owner's expense.

VISITOR OR GUEST PARKING

If visitors or guests expect to park on HAP property for more than a twenty-four (24) hour period of time or overnight, the owner of the vehicle must apply for a temporary parking card from the Property Management Office. This parking card is the only

acceptable authorization for visitors or guests to park overnight on HAP properties. Vehicles granted this temporary parking card must have a valid registration and insurance to comply with all restrictions imposed on residents by this parking policy.

If the visitor(s) or guest(s) arrive after HAP business hours, on HAP observed holidays, or on the weekend, they must park on a public street until a temporary parking card can be obtained from Property Management. It is the responsibility of the resident or household members to inform their visitors or guest of this policy.

The temporary parking cards will stipulate the length of visit, represent the Property Management approved length of guest visit(s), and be valid only for that particular guest, visit, vehicle model, make, and license plate. If an exception is granted by Property Management, extending the length of time of the guest visit, another temporary parking card must be obtained. The card will be placed on the rearview mirror or in the back window conspicuously for easy identification of the temporary parking card.

EMPLOYEE/CONTRACTOR/VENDOR PARKING

Employees, contractors, vendors, board members, and/or anyone designated by the Executive Director will be issued employee parking permits that are to be displayed on the vehicle's rearview mirror. The vehicles will be required to be backed into the parking space for easy visibility of parking tags. Vehicles with "Official" License plates are not to be towed for any reason at any time.

OFFICE VISITOR PARKING

At most HAP offices, there are designated "Office Visitor Parking" spaces that are to be utilized by customers during normal business hours, Monday through Friday, from 7 am to 5 pm. Towing in these spaces will only be initiated by HAP employees. After normal business hours, these spaces can be used by residents and/or their guests or visitors only if the vehicle has a valid parking permit or temporary parking tag.

SALE OF VEHICLE

If the ownership of the authorized vehicle has been transferred to another, the resident must remove the HAP parking sticker from the authorized vehicle. Upon presentation of the removed HAP parking sticker and submission of the application for a parking permit with all necessary documentation, a new HAP parking sticker will be issued and properly adhered to the new authorized vehicle.

PARKING POLICY VIOLATIONS

The Parking Policy is included as an addendum to the resident lease agreement. Residents will be asked to respond to the HAP as a result of specific complaints lodged against them regarding any violation of this policy. Violations of this policy or other

regulations of the HAP that may, from time to time, be made addendums to the lease agreement to ensure the health, safety and/or peace of mind of residents and/or protection of the property of the HAP can and will result in action spanning from barring resident use of the parking area up to and including the commencement of eviction proceedings.

Vehicles observed on the premises that have not been properly registered with the Property Manager's Office and which do not have a HAP parking sticker or Temporary Parking Permit and/or not properly registered are subject to immediate towing at the owner's expense. Failure to comply with this policy will lead to the towing of vehicles in violation at the owner's expense and possible forfeiture of parking privileges on HAP property.

If towing occurs, the charges must be paid to the towing company first for the vehicle to be released to the owner. The towing company used by the HAP is:

Jason's Collision Center
125 County Park Rd
Paducah, KY 42001
270-994-0407 (24/7)

Towing Company Charges (subject to change at the discretion of the towing company):

- Vehicle "hooked-up" but not loaded - \$50
- A vehicle loaded on the tow truck - \$100
- If the vehicle is towed to the company's lot - \$100
- Additional day storage fee - \$45

WAIVER

Residents who cannot meet the requirements of this policy and feel that they have extenuating circumstances may request in writing a waiver of certain parts of this policy from the Executive Director. The decision of the Executive Director will be final.

I have read and I understand this Parking Policy and I have received a copy of the Parking Policy. I hereby agree to abide by the terms and conditions set forth herein.

Head of Household

Date

Resident (if not the head of household)

Date

Property Manager

Date