



4/1/2024

Dear Owners,

The Parking Committee has checked the parking areas and has found that a majority of the vehicles do not match the registration on file. **For this reason, all previous registrations are null and void.**

Whenever an owner **or** tenant changes vehicles, the vehicles must be re-registered. Whenever an owner has a new tenant, new registration forms must be completed. **The owner is responsible for their tenant's vehicle registration.**

Our Rules and Regulations state that all vehicles must be registered to park on the Villa at the Woods property. Per our Rules & Regulations the owner will be fined if the rules are not followed, along with vehicles being be towed.

**April 30**      **Deadline to register vehicles.**

**May 1**          **Owners will be fined \$75 for each non-registered vehicle.**

**May 15**        **Owners will be fined an additional \$75 for each non-registered vehicle.**

**May 31**        **Fines will increase and non-registered vehicles will be towed.**

**Non-registered vehicles can lead to losing your parking privilege.**

Five documents required for each registered vehicle:

1. A completed parking registration form
2. Copy of driver's license
3. Copy of current DMV registration
4. Copy of current insurance card
5. Copy of current inspection sticker

Two ways to give us the information:

1. Email documents: [villaatthewoodsparking@gmail.com](mailto:villaatthewoodsparking@gmail.com) with the subject line: Parking – Unit #
2. Put documents in the drop box outside the Board Room door (3<sup>rd</sup> floor opposite 3202).

After the Parking Committee approves the documents, the vehicle owner will be given a parking sticker to adhere to the rear driver side window or back window.

For questions, contact the Parking Committee at: [villaatthewoodsparking@gmail.com](mailto:villaatthewoodsparking@gmail.com)

Together We Make a Difference!  
Villa at the Woods – Parking Committee

4/1/2024

For additional info contact:  
villaatthewoodsparking@gmail.com



UNIT #

Primary Space #

## Villa Parking Registration

1

**UNIT OWNER** Print Name: \_\_\_\_\_ Owner Cell #: \_\_\_\_\_

Owner Address: \_\_\_\_\_

Owner Email: \_\_\_\_\_

**\*\* Even if you have no vehicle information to submit, you are required to complete all of BOX 1 AND Sign in Box 4 AND submit this form.**

2

**TENANT** Print Name: \_\_\_\_\_ Tenant Cell #: \_\_\_\_\_

Tenant Email: \_\_\_\_\_

3

Continue if you are registering a vehicle.

Circle one

Circle one

OWNER Occupant

TENANT Occupant

Primary Space

Second Space

Vehicle Year, Make and Model: \_\_\_\_\_ Color: \_\_\_\_\_

License Plate: \_\_\_\_\_ Parking Space #: \_\_\_\_\_

\* A separate form is required for each registered vehicle.

\* Copies of (1) Driver license (2) DMV registration (3) Insurance card (4) Inspection sticker.  
All documents must be valid and up-to-date.

4

**OWNER'S signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Owner or tenant can submit the required documents in two ways:

1. email (above) with subject line Parking - Unit# 2. Dropbox outside the Board Room door (3<sup>rd</sup> floor opposite)

**Excerpt from the Rules and Regulations of the Villa at the Woods, Effective June 1, 2022.**

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iii. Violation of the parking policy will result in the vehicle being towed at vehicle owner's expense in addition to a fine for the unit owner.

ii. A valid parking permit is required to be displayed while the vehicle is on the Condo property.

xiii. All vehicles parked in a space should be registered, insured, and in good repair.

viii. No parking is allowed for commercial or large vehicles without expressed written consent of the Board.

**Page 1 of 16 - fine schedule.**

Office use only.

Villa Tag # \_\_\_\_\_