

## **PARKING RULES FOR HOUSING AUTHORITY COMPLEXES**

Parking on Alameda Housing Authority (AHA) properties are provided exclusively for the Residents and is considered private property. Parking will be allocated to Residents first and if space permits AHA will designate spaces for visitors.

Violators of these rules may be cited and/or towed at the owner's expense.

### Parking Permits

1. Residents are required to complete the Application Parking Permit Form, and bring current Department of Motor Vehicle registration, driver's license, and proof of insurance to the AHA office during normal business hours. Vehicle must be registered to the Resident and AHA address. Residents must call 747-4303 to make an appointment. Residents without the above documentation, will not be assigned a parking space.
2. Residents must continually meet the driver's license, insurance and registration requirements at all times. In the event that they no longer can meet this condition, they must report this in writing to AHA within 14 calendar days.
3. Parking decal must be applied to the vehicle on the driver's side rear bumper by AHA staff. To ensure visibility of the permit, vehicles must be parked front first into parking spaces. Car covers should be such that the permit is visible at all times.
4. Each household is entitled to only one Parking decal, when available. Residents that were already issued a parking decal and an assigned space can continue to park as long as they meet AHA parking requirements. Two spaces may be assigned, if available, at the following complexes: Parrot Village, Esperanza, Eagle Village, and China Clipper. See additional information below regarding Independence Plaza.
5. Parking decal must be obtained prior to parking any vehicle in resident-designated spaces at all AHA properties. Parking decals are color coded and only good for parking at designated location.
6. Cars, motorcycles, and small pick-up trucks, with or without a camper top and designed for personal use, are eligible to obtain a parking permit. Vehicles that are too large for the parking spaces (e.g., boats, trailers, motorhomes, and commercial vehicles) are not eligible to request a Parking Permit and are prohibited from parking on AHA premises.
7. Non-operational or unregistered vehicles must be removed within 96 hours. Operational vehicles must be moved every 96 hours unless the resident has informed the AHA in writing that they are on an extended absence.
8. Independence Plaza and China Clipper parking areas are gated so Residents with parking permits will also be issued a gate opener. Gate openers are not to be shared. Cars inside the gated areas should either 1) possess an AHA parking decal, 2) be an AHA vehicle, 3) be an AHA employee vehicle, 4) be an

emergency response vehicle, or 5) be approved to be on the property by AHA management.

9. If a space goes unused for an extended period (14 days or more) , without the AHA being noticed of a Resident's absence, AHA may revoke the parking privileges, with a 14 day notice, in the event that other residents are waiting on a parking space.
10. If a Resident obtains a new vehicle or is no longer in possession of the registered vehicle, the Resident is responsible for removing the parking decal. The Resident must provide AHA proof of vehicle disposition and must provide AHA the removed decal in whole or in pieces, including the decal numbers. A new decal must be requested and attached to the new vehicle within 14 calendar days after the disposal of the old vehicle.
11. When a Resident moves, Resident is responsible for removing in whole or in part (including the decal number) and turning in the Parking decal with the unit keys, along with the gate opener at which time the deposit will be refunded if applicable.
12. Under no condition will a space be allocated to a person who does not live at an AHA site or to a household member who does not have a valid driver's license, insurance and registration of the vehicle.
13. AHA has a process for reasonable accommodations which is available for those with disabilities. More information is available at the front desk or at [www.alamedahsg.org](http://www.alamedahsg.org). A resident may request a reasonable accommodation at any time. A resident without a reasonable accommodation may have an existing space revoked or be required moved to a different location in the event that a reasonable accommodation is received for that space or one like it. Generally AHA will not accept a reasonable accommodation request for a specific space but will attempt to meet the household's needs as best possible within the context of other households' needs and spaces available. (See Independence Plaza below for additional information.)
14. AHA may require tenants to move or require a household to give up their parking space to make space for others with a higher priority need. In the event that this is required to make space for others, existing tenants with spaces will be given at least 15 calendar days' notice.
15. AHA reserves the right to use a towing company or other service to remove vehicles as permitted by state and city regulation.

### Use of Parking Lots/Spaces

16. Parking spaces are very limited so Residents of Independence Plaza, China Clipper, and Anne B. Diament Plaza are assigned parking spaces by AHA. No sharing of assigned spaces with other tenants or guests is permitted. Residents must park only in their assigned spaces. Residents of all other complexes may

park in any space designated for resident parking, including the handicapped-accessible spaces if the Resident has a handicapped placard/sticker. Residents may not park in spaces designated for visitors unless they have been issued a temporary pass by AHA.

17. Independence Plaza has designated loading zones (yellow zones). These yellow zones are provided for Residents' temporary use in loading and unloading vehicles. Immediately upon completion of loading/unloading or 20 minutes Residents must move their vehicles from the loading zones. Violators are subject to fines or towing at their expense.
18. Residents assigned gate openers are advised not to leave them in their vehicles. The theft of a gate opener must be reported immediately to AHA staff and the Alameda Police Department. Residents will be charged \$50.00 for replacement of gate openers.
19. Vehicles must be operable and maintained at all times. No major vehicle maintenance (other than emergency work) is permitted on the premises and must have prior AHA approval. Any vehicle not in operating condition must be removed promptly.
20. Residents are responsible for keeping their assigned parking space free of debris and damage.
21. Washing vehicles or repairing of vehicles, except for emergency repairs necessary to move the vehicle (such as one-time tire replacement, battery change etc) is **not** permitted on any AHA property or on City streets.
22. Residents must obey the parking lot speed limit of five (5) miles per hour.
23. Vehicles must not use more than one parking space, or block thoroughfares or the ability of other drivers including emergency vehicles to enter or exit parking lots.
24. Residents must observe all parking restrictions as outlined in these rules and on signage throughout the parking lots.
25. Visitors may park in spaces designated for "Visitors Only" for a maximum of twelve (12) hours without prior authorization of the Property Manager. Residents seeking prior authorization for their guests' parking should apply to the Property Manager for a "Temporary Parking Permit." The Property Manager or designee will only issue a permit for guests if space is available. These permits are issued for a maximum stay of two weeks in any 12-month period. Upon issuance of "Temporary Parking Permit," instruction as to available parking will be given. To ensure there is adequate parking for guests, residents may not park in "Visitors Only" spaces. Visitors may not park in Resident spaces. Regular, repeated use of the visitor parking by an un-authorized visitor overnight is not permitted.
26. A visitor with a handicapped placard/sticker may park in the visitor parking in a designated handicapped space or a visitor space.
27. Residents must provide proof of current vehicle registration, insurance, and driver's license annually.

28. Residents shall not sublet the space.
29. Residents shall not allow friends, guests, relatives, other tenants, or anyone else park in their assigned space for the properties with assigned spaces.
30. If a Resident or their guest does damage to AHA property or other tenant's property, the Resident must contact the Resident Manager or AHA staff and must also contact the resident whose vehicle or property were damaged. If the Resident does not know the owner of the damaged vehicle or property, the Resident must leave a note on the damaged vehicle with the Resident's contact information and date and time the incident occurred. If a Resident or their guest(s) causes damage to other's property two or more times, the Resident could lose parking permit. If the Resident does not leave a note (or contact the other resident) and contact the Resident Manager or AHA staff, the Resident can lose parking permit, even if damage only occurs once.

### Enforcement

31. Request for police enforcement for unauthorized vehicles (without parking decals) can be made by calling AHA. Residents should note as much information about the vehicle as possible before making the call, such as where the vehicle is parked, the make and model of the vehicle, and the state that issued the registration/tag and the tag number.
32. Vehicles violating these parking rules are subject to being cited or towed at the owner's expense. .

### Independence Plaza:

Due to the very limited parking (105 resident spaces for 186 units) at independence Plaza, the following priorities will be utilized to allocate parking behind the gates.

1. **Resident manager** (one space only)
2. **Requests for a first space based on an approved reasonable accommodation.**
3. **Requests for a second parking space based on an approved reasonable accommodation for both the first and second space.** No requests for a second space will be accepted without a reasonable accommodation. Before a second space is assigned, the second reasonable accommodation must document and demonstrate why the household's needs' cannot be met with the first dedicated parking space.
4. **Existing residents** with no parking space (max. one per unit) who have an eligible driver and vehicle (a waitlist will be maintained)
5. **New move ins** who have an eligible driver and vehicle at the time of move in only (max. one per unit)

6. **Live In Attendant** of existing tenants with no parking space already assigned to the unit. The live in attendant must be pre-approved by AHA. This space will be revoked if person in categories 1-5 is waiting for a space.

A clicker for access to pick up a household member from a unit that does not have an assigned space may be requested as a reasonable accommodation, but no space will be provided. .

Anne B Diament

1. Due to the limited number of spaces at Anne B. Diament (11 spaces for 65 units), parking spaces will be assigned based on reasonable accommodations first. If all spaces are not needed by households requiring a reasonable accommodation, the other spaces will be assigned based on current waiting list as of 1/1/2016 until expired and then by seniority at the complex. A parking space without a reasonable accommodation may be revoked if a household needs the space due to a reasonable accommodation.

AHA reserves the right to make other reasonable rules and regulations as in its judgment may be needed for the safe and efficient operation of the premises.