# CROSSROADS COOPERATIVE

# VEHICLE POLICY

**TABLE OF CONTENTS**


1.0 Introduction
- 1.1 Definitions
- 1.2 Appeals

2.0 Parking Policy and Procedures
- 2.1 Parking Authorization
- 2.2 Registration
- 2.3 Insurance
- 2.4 License Plates
- 2.5 Nonfunctional Vehicles
- 2.6 Long Term Guests
- 2.7 Membership Parking
- 2.8 One Vehicle Per Space Policy
- 2.9 Parking Not Required
- 2.10 Recreational Vehicles
- 2.11 License Classes
- 2.12 Vehicle Weight

3.0 Registration of Vehicles
- 3.1 Vehicle Registration
- 3.2 Visitors Spaces

4.0 Responsibility of the Coop
- 4.1 Snow Removal
- 4.2 Complaints

5.0 Responsibility of the Members
- 5.1 Registering Vehicles
- 5.2 Parking
- 5.3 Snow Removal
- 5.4 Guests

6.0 Complaints and Penalties
- 6.1 Complaints
- 6.2 Acting Upon Complaints
- 6.3 Co-op Action

## SECTION 1: Introduction

### 1.1 Definitions

**Vehicle:** a thing used for transporting people or goods, especially on land. It shall include cars, vans, trucks, motorcycles. It does not include trailers, boats, or other objects that must be towed by another vehicle.

**Nuisance**: A derelict vehicle, a vehicle that causes damage to co-op property or property of another member, or a vehicle that receives three separate complaints.

**Visitor's Parking Space:** A parking spot not belonging to a member, usually shown with a painted V on the ground. Will not have a post beside showing a unit number.

**Guest:** A person visiting a member's unit, who does not live in said unit.

**Long Term Guest:** A guest registered with the co-op, who is living with a member for an extended period of time. See Long Term Guest under the Occupancy Bylaw.

### 1.2 Appeals

Appeals may be done in accordance with the occupancy bylaw for appealing a director's decision, article 15.

Appeals may not be made for:

- An illegal act, or
- An act or failure to act that impairs the safety of others.

## Section 2: Parking Policy and Procedures

### 2.1 Parking Authorization

Each unit is to be assigned one parking space that is to be considered the private property of that unit.

### 2.2 Registration

All vehicles will be registered with the co-op, as per section 3.0 "Registration". Only the vehicle registered to the unit will be authorized to use the assigned parking space for a period longer than 72 hours, without registering the vehicle with the co-op, and written permission to use the parking spot from a member of that unit.

### 2.3 Insurance

Only vehicles that are insured will be authorized to park on co-op property.

### 2.4 License Plates

A vehicle parked on co-op property must have currently valid license plates. A vehicle may be parked up to 15 calendar days without proper license plates before action to remove the vehicle can be taken.

### 2.5 Nonfunctional Vehicles

Members will not park nonfunctional vehicles on co-op property for a period longer than 30 days.

### 2.6 Long Term Guests

Members who have registered long-term guests must also register their vehicles, if any. These are to be parked in visitor's parking spots on a first-come basis, unless prior permission was given (See **2.2 Registration** and **2.9 Parking Not Required**) is given to park in the member's personal parking spot. The member's vehicle must be parked in their household parking spot first.

### 2.7 Membership Parking

Vehicles must belong to a member or a guest of a member's household. Guests who are not registered as "long term guests" must not have their vehicles parked on coop property more than 2 weeks out of the month. This is to ensure fairness in the usability of visitors parking spaces, as well as to not have parking spots rented out to non-members for extended periods of time.

### 2.8 One Vehicle Per Space Policy

Only one vehicle per parking space is permitted. Double parking is prohibited.

### 2.9 Parking Not Required

Members who do not require their assigned parking space may assign their space to another unit, after registering the assignment with the Co-op. This assignment may be receded if the parking space is required by the original owner, upon registering this with the Co-op.

### 2.10 Recreational Vehicles

Recreational vehicles will not be authorized to park in parking spaces during the winter months, consisting of October 15th to April 30th. Members will park vehicles such as trailers, campers, boats, motorcycles elsewhere during these periods, and not on co-op property. Members with recreational vehicles during the other times of the year must park their vehicles in their designated parking spaces and any other motor vehicles in designated visitor's parking spaces on a first come basis.

### 2.11 License Classes

Only vehicles requiring a class "G" or class "M" license will be authorized to park on the property.

### 2.12 Vehicle Weight

A vehicle will not be authorized if its weight is in excess of 2 metric tonnes.

## SECTION 3: Registration of Vehicles

### 3.1 Vehicle Registration

It is the member's responsibility to provide the office with the make, model, colour, license plate number and proof of liability insurance for all their vehicles upon move-in and as changes occur.

### 3.2 Visitors Spaces

Members with more than one vehicle may use any visitor parking space that is vacant on a first come spaces. Under no circumstances is a visitor parking space considered the private area of one member.

### 3.3 Unregistered Vehicles

Vehicles parked in excess of 15 days that are not registered with the co-op under one of the memberships' household and belonging to a member, or a long-term guest of a member's household, will be towed at the owner's expense. This will be done at the discretion of the co-op's board of directors or property manager, or upon the procedures outlined in section 6 (6.0 Complaints and Penalties).

## Section 4: Responsibility of the Co-op

### 4.1 Snow Removal

It is the responsibility of the co-op to tender out and hire a snow removal contractor (under contract) to remove snow from all parking areas and roadways.

### 4.2 Complaints

It is the responsibility of the co-op to respond promptly to complaints from the membership, following the Complaints and Penalties section **(6.0 Complaints and Penalties)**.

## Section 5: Responsibility of the Members

### 5.1 Registering Vehicles

It is the responsibility of the Member to register each vehicle pertaining to their unit and to promptly inform the Co-op office of any changes.

### 5.2 Parking

It is the responsibility of the member to park their vehicle in the spot assigned to their unit, and telling their guests that they must park in the designated visitor parking spaces. Vehicles will not be allowed in undesignated areas, or areas designated as fire routes, and vehicles parked in these areas may be towed at the discretion of the Co-op board of directors or property manager, at the vehicle owner's expense.

### 5.3 Snow Removal

It is the responsibility of the member to remove their vehicle in order to allow access to snow removal equipment. Upon failure to do so, the following will be enacted:

I) For the first offense, a warning will be issued to the member in writing.
II) For a second offense in the same winter period (October to April), the vehicle will be towed at the owner's expense.
III) For a third offense in the same winter period, the Member will be asked to appear before the board of directors, and the vehicle will be towed at the owner's expense.

### 5.4 Guests

Members are responsible for the vehicles of guests visiting their unit.

## Section 6: Complaints and Penalties

### 6.1 Complaints

Any member with a complaint in regards to parking infractions should submit the complaint in writing to the office for review at the next board meeting.

### 6.2 Acting Upon Complaints

When the Co-op receives a complaint in regards to parking infractions, the Co-op will make a reasonable effort to substantiate the complaint and appropriate action will be taken.

IV) For the first complaint, a written warning will be issued to the Member.

V) If a second complaint is received by the Co-op within a three month period, the Co-op may have the vehicle towed away at the member's expense.

VI) If a third complaint is received by the Co-op within a six month period, the Member will be asked to appear before the board of directors, and the vehicle may be towed at the owner's expense. The board will review and decide if the member should be allowed to park on Co-op property

### 6.3 Co-op Action

If a vehicle or member is found in violation to this policy, the Co-op, at the discretion of the board of directors or property manager, may take action in accordance to this policy.