

PLYMOUTH FARMS HOMEOWNERS' ASSOCIATION
Vernon Hills, IL 60061

June 2022

Dear Plymouth Farms Homeowner:

The Plymouth Farms HOA Board of Directors is pleased to provide you with a copy of the attached Administrative Resolution relating to parking & vehicle operations in Plymouth Farms.

The Resolution is the product of many months of careful deliberation made in response to homeowner requests for (1) equitable use of (2) better control over and (3) unhindered access to parking in Plymouth Farms. It is designed to provide residents with the maximum free use and enjoyment of Plymouth Farms' limited parking facilities while restricting and controlling unauthorized use.

Final implementation of the Resolution and the mandatory use of parking permits by residents of Plymouth Farms is set to begin (Day, Month, Date, Year).

PARKING REGISTRATION FORM

Please fill out and return the attached Parking Registration Form and all the required supporting documents via email or physical mail. Please make sure all copies are clear and readable; otherwise, your entire application will be denied until we receive readable documents.

Mperial Asset Management, LLC
c/o Plymouth Farms Parking Forms
110 N. Brockway St.
Suite **320**
Palatine, IL 60067

plymouthfarmshoa@gmail.com
(Subject line: Plymouth Farms Parking Forms)

You (or your tenants) will be registered for the issuance of the Plymouth Farms Parking Permits once your registration form and supporting documents have been verified and processed.

PLYMOUTH FARMS HOMEOWNERS' ASSOCIATION

PARKING AND VEHICLE OPERATIONS IN PLYMOUTH FARMS
RULES AND REGULATIONS

WHEREAS to ensure safe, equitable, and convenient use of the parking areas, the Board deems it to be in the best interest of the Association to establish a comprehensive policy with respect to the parking, operation, and towing of vehicles in the community;

WHEREAS, the Board deems it to be in the best interest of the Association to adopt a uniform and systematic procedure for the manner in which the Association and its legal counsel handle parking and vehicle operations;

NOW, THEREFORE, BE IT RESOLVED that the Board duly adopts the following vehicle operation and parking policy in Plymouth Farms and that this Resolution shall serve as Resolution and will supersede all prior resolutions establishing parking vehicle operations and towing guidelines.

I. REGISTERING A VEHICLE

1. All resident vehicles must be registered, insured, and licensed with the State of Illinois and adequately registered with management and display a current Plymouth Farms parking permit (stickers).
2. Plymouth Farms allows the registration of three (3) vehicles only. With proper vehicle registration, each homeowner could receive up to three (3) parking permits (stickers).
3. Permits (stickers) are non-transferable and MUST be permanently affixed to the upper corner of the driver-side windshield.
4. The following documents are mandatory to register and obtain parking permits (stickers) within Plymouth Farms. Any missing or unreadable documents will be rejected, and parking permits (stickers) will not be issued.
 - Plymouth Farms Registration Form
 - Four clear pictures of the vehicle (pictures must be taken during the day, no nighttime photos) ...
 - 1) Side view (driver side) from the front bumper to the rear bumper
 - 2) Front View
 - 3) Back View
 - 4) License plate showing the entire plate, including the current registration sticker.

II. GENERAL PROVISIONS

- A. General. The restrictions listed here are in addition to, and exclusive of, various state laws and county ordinances governing several of the documented

violations. These parking policies apply to vehicular operation within the common ground parking areas of the Plymouth Farms townhouse community.

- B. Responsibility For Guests. Each homeowner/resident is responsible for the conduct of their tenants, guests, and visitors as it relates to the operation, parking, and proper use of vehicles within the Plymouth Farms community.
- C. Parking Spaces. All parking spaces in the common areas are private property owned and maintained by the Plymouth Farms Homeowners Association. These parking spaces are for the exclusive use of Plymouth Farms homeowners/residents and their guests. Guests are defined as persons visiting Plymouth Farms residents. These spaces are only to be used for parking authorized vehicles, and they are not to be used for personal gain or the warehousing of vehicles.

III. PARKING

A. Use of Parking Areas.

1. All motor vehicles on the common areas (all paved surfaces) shall be parked within the spaces marked so as not to obstruct or reduce the adjacent spaces for other vehicles.
2. Only one authorized vehicle, may be parked in a parking space.
3. All vehicles operated or parked on the common areas must display current license plates and state registration stickers.
4. All vehicles operated on the common areas must be operated by a person holding a valid driver's license or permit.
5. Any household requiring more than three parking spaces, must park the additional vehicles on Plymouth Farms Road or Creekside Drive. Both are public roads and owned by the Village of Vernon Hills and patrolled by the Vernon Hills Police Department.
6. Vehicle repairs are not allowed on the common areas.

B. Permit Parking.

1. Parking in Plymouth Farms parking spaces will be by permit only, even in reserved parking spaces. Parking permits (stickers) must be displayed at all times when parking in Plymouth Farms.
2. Each resident is assigned two parking spots. The garage is the primary parking location for one of the registered vehicles. The garage must be maintained in a manner to allow for this primary parking spot to be utilized. If a second vehicle is registered, they may park in the assigned driveway/parking pad for the home in which it is registered too.

3. Multiple vehicles may be parked in a driveway provided the driveway is large enough to accommodate the vehicles and no vehicle encroaches upon the Association's or neighbor's property; is parked over, on, across or blocking any sidewalk; or is parked on any area of the lot that is not designated as a driveway. No part of the vehicle can be hanging off the driveway, the entire car from front bumper to rear bumper needs to be fully parked in your driveway/parking pad. Vehicles in violation of this restriction are subject to towing.
4. Issuance of permits:
 - a) Each homeowner in Plymouth Farms will be issued 3 parking permits (stickers).
 - b) Parking permits must be permanently affixed to the upper corner of the front driver's side windshield, so it is clearly visible from the street.
 - c) Stolen or lost permits must be reported to the Board of Directors and may be replaced for a fee of \$150.00.
5. It is the homeowner's responsibility to transfer the parking permits to new homeowners when the townhouse is sold or to the tenants when the townhouse is rented.
6. Failure to display a valid parking permit on vehicles parked in any parking space (reserved or unmarked) will result in vehicle towing at the owner's expense.

C. Policy Compliance. By accepting a parking permit the homeowner acknowledges and agrees to comply with this Resolution.

D. Parking Spaces.

1. Reserved parking spaces.
 - a) Each Plymouth Farms townhouse has been permanently assigned one (1) reserved parking space, the units' driveway, or parking pad. Reserved spaces (parking pads) were designated based on residence location and marked with the unit's house number near the curb of the parking space.
 - b) No one may park in someone else's reserved parking space without prior permission. Homeowners/residents have the right to have 3 unauthorized vehicles removed from their reserved parking space as described in the procedures in IV.D.1.
 - c) Permits are required, at all times, on vehicles parked in reserved parking spaces.
2. Unmarked parking spaces.

- a) Unmarked parking spaces shall be available on a first-come, first-serve basis for homeowners/residents and their guests in accordance with the regulation of three parking permits per home.
 - b) Permits are required, at all times, on vehicles parked in unmarked parking spaces.
3. Guest/Visitor Parking.
- a) Vehicles without a parking permit (sticker) may NOT park on any Plymouth Farms roads from the hours of 12:00 am to 7:00 am.
 - b) Any vehicle not displaying a valid parking permit (sticker) within the above hours described in Section III.3.A, is subject to towing at owners expense.
4. Vendor Parking.
- a) Vendors making deliveries or providing services to a Plymouth Farms homeowner/resident must park temporarily in the homeowner/resident's driveway/parking pad.
 - b) The vendor's vehicle (truck, car etc.) must be easily identifiable as a vendor (commercial) vehicle, e.g., with the name and/or contact information of the company or vendor on the vehicle (e.g. Cox cable, Verizon etc.), and the vendor must park in the homeowner's/resident's reserved space or driveway.
 - c) If the vendor sends multiple technicians with multiple vehicles the additional vehicles can park in a striped parking spot on the street. Any vendor parking in an unmarked parking spot the homeowner/resident will be fined

IV. VEHICLES

A. Vehicle Operation.

- 1. Vehicles in the community shall be operated in a safe and prudent manner so as not to endanger the life, limb, or property of another person.
- 2. Operators of vehicles shall keep to the right in the traveled portions of the parking areas and in traffic circles.
- 3. Vehicle operators shall yield the right-of-way to pedestrians on walkways and in crosswalks.
- 4. The maximum speed shall not exceed 15 miles per hour.

5. All stop signs and traffic directional signs shall be obeyed.

B. Authorized and Unauthorized Vehicles. The provisions of this Resolution apply to vehicles parked or stored in open view, in common area parking spaces or driveways, or open spaces within the boundaries of the Plymouth Farms community.

1. Authorized Vehicles. The following types of vehicles are authorized to park in Plymouth Farms.

- a) Private passenger vehicles, owned or leased by or for a resident/s of Plymouth Farms or their guests are authorized to be parked in Plymouth Farms. Such vehicles must be properly registered and inspected.
- b) Motorcycles, owned or leased by or for a resident/s of Plymouth Farms or their guest are authorized to be parked in Plymouth Farms. Such vehicles must be properly registered and inspected.
- c) Work vehicles operated by contractors in the employ of owners or residents, the Association, or vehicles operated by utility company employees accessing various easements within the properties are authorized to park in Plymouth Farms on a temporary basis while work is being completed. These vehicles must use the parking space assigned to the residential unit being served or the resident's driveway (if applicable).

2. Unauthorized Vehicles. An unauthorized vehicle may be towed at any time at the sole risk of its owner. The following types of vehicles are NOT authorized to park in Plymouth Farms unless stored within an enclosed garage:

- a) Commercial vehicles, boats, trailers, recreational vehicles, and panel vans may not park in Plymouth Farms. Exceptions include temporary parking of vehicles providing goods and services to a Unit or the Association.
- b) Any vehicles larger than 18 feet in length and/or 8 feet in width.
- c) Any vehicles with externally located or easily visible commercial equipment or materials. Commercial equipment shall include, but is not limited to: ladders, ladder racks, compressors, generators, landscaping equipment, pumps, building trade tools, emergency light bars, and beacons.
- d) Junk vehicles are vehicles that are missing any essential parts, such as but not limited to, tires, wheels, engine, brakes, windows, lights, exhaust system, etc., necessary for legal operation of the vehicle on public streets.

- e) Vehicles that do not display valid Illinois license plates or a current registration sticker.
- f) Warehoused vehicles are vehicles (with or without permits) that have been parked in a parking space for more than thirty (3) days without being moved.
- g) Moving/delivery vans in excess of 45 feet in length are prohibited on the streets in Plymouth Farms. Due to the nature of the street layout and turning radiuses in Plymouth Farms, vehicles of this size are unable to maneuver through the street turns without causing damage to the common areas. Please note that each resident is responsible for making sure their moving contractor is aware of these restrictions and that they do an on-site inspection to determine the proper size vehicle(s) required. The homeowner shall pay the cost of any damage caused by a move/delivery.

In cases not covered by these rules, any decision as to what constitutes an authorized or unauthorized vehicle is at the Board's discretion.

V. ENFORCEMENT

- A. Scope. Any motor vehicle, trailer, semi-trailer, camper, boat, truck, personal van, recreational vehicles, or other vehicle of any description that is parked or operated in violation of the rules and regulations contained in this Resolution shall be subject to enforcement as provided by the enforcement procedures of this policy. Any vehicle parked in any common area without permission is subject to being towed and stored off the property at the owner's expense and risk.
- B. Authority.
 - 1. The Board of Directors, or its designee, is authorized to enforce all provisions and restrictions of rules and regulations and to accomplish enforcement in a manner that is consistent and equitable to all residents, guests, and visitors.
 - 2. A homeowner/resident may contact the towing company to remove a vehicle that is improperly parked in his/her reserved parking space, at the risk and expense of the owner of the vehicle. However, the Association shall not be responsible for any cost associated with the removal.
- C. Towing. Any vehicle parked in violation of these restrictions is subject to being towed and stored off property at the owner's expense and risk in accordance with this Resolution. In the event that a homeowner/resident causes a vehicle to be towed, Plymouth Farms shall not be held liable or responsible.

Vehicles will be subject to towing when they are:

1. Parked in any parking space (reserved and unmarked) and fail to display a valid parking permit.
2. Taking up two parking spaces including double parking.
3. Parked in a homeowner/resident's reserved space without a homeowner/resident's permission or without the authorized parking permit.
4. Parked in a way that obstructs other parking spaces, sidewalks, private driveways, ingress and egress areas, or impedes mail delivery or pickup.
5. Parked on a fire lane.
6. Unauthorized vehicle as described in Section IV.B.2.
7. Parked in violation of any posted sign.

D. Procedures.

1. A resident may contact a Board member to authorize the towing company to have an unauthorized vehicle removed from the residents reserved space, (driveway/parking pad). The resident requesting the towing must be present and must sign a written confirmation of their request to have the vehicle removed, which will indemnify the Association for all costs and liability relating to any unauthorized towing.
2. Residents may also report any unauthorized vehicle parked in an unmarked space by contacting a Board member. The Board member may then contact the Association's authorized towing company.
3. The contracted towing company is authorized to be on Plymouth Farms property 24 hours a day throughout the year and is authorized to remove any vehicle parked in a common area parking space (reserved and unmarked) without a prominently displayed and valid parking permit (sticker).
4. To recover a towed vehicle, you may call 847-362-4449, which is the Vernon Hills Police non-emergency number, or you may call Northwest Towing & Recovery at 847-255-7360. These numbers are accessible 24 hours per day.

The Board of Directors has complied with the County ordinance by posting signs throughout the subdivision, warning that unauthorized vehicles will be towed and listed the telephone number where towed vehicles can be retrieved. Please be sure that you, your guests and invitees comply with our parking regulations.

VI. REVOCATION OR SUSPENSION OF VEHICLE PARKING

- A. Any homeowner found to distributing and/or using falsified parking permits is subject to a fine as deemed by the Board of Directors as well as loss of parking privileges within the community for up to one year or more.

VII. LIABILITY

Nothing in this Resolution shall be construed as to hold Plymouth Farms, the Plymouth Farms Board of Directors, Plymouth Farms committees or committee members, or Plymouth Farms agents responsible for damage to vehicles or loss of property from vehicles which are parked in the Plymouth Farms townhouse community.

Owners of vehicles that cause damage on or to Plymouth Farms common area shall be held liable for such damage, including any and all costs of repairs to pavement, curbs and gutters, signs and identifications, landscaping, etc.