

## RIVER MILL PARKING RULES – JUNE 2017

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**Parking:** River Mill is private property. Parking is limited to residents and their guests only. All other vehicles will be towed. Units are allowed two spaces per unit. Parking at the Mill building is currently unassigned; however, all vehicles must park only in delineated spaces. Recreational vehicles, trailers and boats must be parked in areas nearest Old Falls of Neuse Road.

**As of July 1<sup>st</sup>, 2017**, all vehicles belonging to residents of River Mill are required to have a community decal visible in the lower right or left rear window.

**Townhomes, Even-numbered:** Residents and their guests are to park in the two (2) assigned parking spaces in front of each unit. Visitors (with guest passes) may park in the designated **Visitor** spaces along the drive or in the Mill building lot if all of the Visitor spaces are occupied.

**Townhomes, Odd-numbered:** Residents and their guests are to park inside and/or in front of their garages. Visitors (with guest passes) may park in the designated **Visitor** spaces along the drive or in the Mill building lot if the all of the Visitor spaces are occupied. Please limit the number of vehicles parked in front of a garage to two (2).

**Vehicle requirements:** All vehicles parked at River Mill must be in operating condition and maintain a current license tag. This applies to boats and trailers also. Please be advised that any vehicle or trailer not in compliance is subject to removal from River Mill property at the owner's expense. Commercial related vehicles, such as but not limited to dump trucks, wreckers and step-vans may be permitted on the property on an as-needed basis with permission by the HOA.

### **Resident Decals and Guest Passes:**

- Each unit will be provided up to **two (2)** parking decals and **two (2)** guest passes. (Please use the attached application to request decals and passes.). Offsite owners should also apply for parking decals or guest passes for their visits to the property.
  - Decals are to be placed in the **bottom right or left** corner of the **rear window** of residents' vehicle(s). Each decal is numbered and specific to the unit owner/resident.
  - Guest passes are to be **hung from the rear-view mirror** or **placed on the dashboard** for the duration of their visit. Guest passes will have the unit number printed on them and are specific to that unit.
  - Visitor/Guest passes are to be used only for guests, temporary residents (under 90 days), and offsite owners. They are not to be used by residents.
  - Both decals and tags shall be **highly visible**.
  - Guests shall **return guest passes** to the resident upon their departure.

- Vehicles without a **resident decal or guest pass** are subject to receive a parking **violation sticker**, whereby the vehicle make, model, and license plate number will be **recorded**.
- If a vehicle with a **previously recorded violation** returns—it will be subject to towing.

This is the email address for all parking related issues: [rivermillparking@gmail.com](mailto:rivermillparking@gmail.com).

- To notify the HOA of possible parking violations
- To notify the HOA when a resident will have more than two guest vehicles on the property for a period of time (not to exceed 48 hours without prior approval)
- To notify the HOA if a resident or guest's vehicle has received a violation in error
- For parking related questions or concerns
- To request new or replacement decals or guest passes

**Guests:** Guests are welcome at River Mill provided they do not disturb other residents or act in a disruptive manner. Residents are responsible for any damage caused by guests. Due to the increasing numbers of unauthorized and unaccompanied people around the River Mill property, we ask that you assist us in keeping our community a private area to be enjoyed by residents and their guests. We ask, as a courtesy, that you familiarize yourself with the following guidelines:

- Residents are discouraged from allowing their guests to use the Mill property at will and without their express knowledge.
- Residents who have guests staying in their units and using the grounds unaccompanied are asked to notify a board member or email the board at [rivermillparking@gmail.com](mailto:rivermillparking@gmail.com) of their presence at the Mill.
- If you have guests on the property unattended, please have them be prepared to give their name and unit number if a resident approaches them.

Decals and guest passes are the property of the River Mill HOA. Any lost or stolen decals or passes can be replaced by request for \$2.00. Should a lost decal or tag be recovered, a resident may return the replacement for a full refund. Each unit, at all times, shall have a maximum of two (2) decals and two (2) guest passes. Approval for additional decals is at the discretion of the HOA Board.

## River Mill HOA: Vehicle Registration and Decal Application

**INSTRUCTIONS:** Please complete this application and return via email or snail mail to:

- Email it to: [rivermillparking@gmail.com](mailto:rivermillparking@gmail.com)
- Mail to or drop off at:  
RM Parking c/o Kim Hodes  
1500 River Mill Dr. Apt. 301  
Wake Forest, NC 27587

Once we've received your completed application, your parking decals and passes will be delivered to your unit or preferred address.

**Owner / Renter** (Circle one please)      **Unit Number** (required): \_\_\_\_\_

**Name** (required): \_\_\_\_\_  
Last Name      First Name

**Name** \_\_\_\_\_  
Last Name      First Name

**Phone** (required): (\_\_\_\_) \_\_\_\_\_

**Email addresses:** \_\_\_\_\_

**Vehicle(s) Information:**

1. Vehicle Type: \_\_\_\_\_ Vehicle Make: \_\_\_\_\_  
Vehicle Model: \_\_\_\_\_ Vehicle Color: \_\_\_\_\_  
License Plate - State and Number: \_\_\_\_\_

2. Vehicle Type: \_\_\_\_\_ Vehicle Make: \_\_\_\_\_  
Vehicle Model: \_\_\_\_\_ Vehicle Color: \_\_\_\_\_  
License Plate - State and Number: \_\_\_\_\_

*If you are an offsite owner and would like the decals and passes mailed to a different address, please put that address here:*

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