

NORTHGATE GARDENS CONDOMINIUM TRUST

6-D Jacqueline Road Waltham, MA 02452

Telephone (781) 894-8322

AMENDED- EFFECTIVE JULY 22, 2013

The Board of Trustees has amended the parking policy. These amendments are in response to Unit Owner suggestions during hearing presentations at monthly meetings. **There will be no towing of vehicles between the hours of 8:30 A.M and 4:30 P.M. every day of the week, including holidays, unless directed by the Property Manager.** Your vehicle is at risk of removal during these hours for parking violations in fire zones, in front of hydrants or dumpsters, illegally parking in a handicapped space, or other violations of posted parking regulations.

1. **RESIDENT REGISTERED VEHICLES: Vehicles that are parked at Northgate Gardens longer than three (3) consecutive nights must be registered as a resident of the unit.**
 - A. Residents are permitted to register one vehicle per licensed driver, with a maximum of two vehicles registered to the unit. If you purchase a new vehicle, you must remove the sticker from your previous vehicle (if still valid) and return it to the office. You will not receive a new sticker until we receive your old sticker.
 - B. Resident Information packets must be updated to include new residents of your unit if the registration does not have a Northgate Gardens address. For units that are not occupied by the owner: the owner of the unit must approve any changes to the Resident Information packet before stickers are issued to additional vehicles.
 - C. **RESIDENTS SHOULD PARK IN RESIDENT SPACES IF AVAILABLE.**
2. **RESIDENT TEMPORARY/RENTAL VEHICLES: Vehicles that are registered with the office in place of a currently registered vehicle.**
 - A. If you are using a rental or temporary vehicle in place of a registered vehicle, the office will issue a temporary pass for the vehicle to park in any location.
 - B. **Temporary passes are available at the Northgate office during normal business hours only. If the office is closed when you arrive with a temporary vehicle, the vehicle must be parked in a guest space until a temporary pass is provided.**
 - C. **If it is determined that both the registered vehicle and the vehicle using the temporary pass are parked on the property at the same time, the registered vehicle will be removed at the owner's expense.**
3. **SHORT-TERM OVERNIGHT GUEST VEHICLES: Guest vehicles that are parked in guest areas between 2AM-6AM for no longer than three consecutive nights.**
 - A. **ONLY permitted to park in the designated GUEST SPACES (MARKED WITH YELLOW PARKING LINES).**
 - B. Guest vehicle will be removed from the property after the third night if extended parking rights are not requested.
 - C. Guest parking is first-come, first served. There are 40 guest parking spaces available in 8 locations at Northgate Gardens. Please see the maps highlighting the location of the guest parking areas, which are posted at the front entrances of each building.
4. **LONG-TERM OVERNIGHT GUEST VEHICLE: Guest vehicles with a valid temporary parking pass issued by the Northgate office permitting the vehicle to park more than 3 consecutive nights.**
 - A. **Vehicles are ONLY permitted to park in the designated GUEST SPACES (MARKED WITH YELLOW PARKING LINES).**
 - B. Any requests for extended parking rights must be submitted in writing and approved by the Property Manager prior to your guest's arrival.

IT IS THE RESPONSIBILITY OF THE RESIDENT TO MAKE SURE YOUR GUEST COMPLIES WITH THIS POLICY

If you have any questions regarding the parking policy amendments, please contact the Northgate Gardens office.