

**UNIVERSITY PLACE COMMUNITY DEVELOPMENT DISTRICT  
PARKING/TOWING POLICIES STATEMENT AND  
RESERVATION OF AMENDMENT POWER**

The Board of Supervisors of University Place Community Development District (hereinafter referred to as the "District") reserves the right to amend, at any time, the policies contained herein at its sole discretion.

**NOTICE**

Failure to comply with the policies stated herein may result in towing/removal of the violating personal property (watercraft, trailer, RV, etc.) or vehicle (car, truck, motorcycle) at owner's expense.

**Park At Your Own Risk:** The District assumes no liability for any theft, vandalism and/or damage that might occur to personal property and/or vehicles parked on its property.

In the event theft, vandalism and/or damage occur to either personal property or vehicles, affected owners are advised to contact the local law enforcement. In the event theft, vandalism and/or damage occur, District staff will not contact local law enforcement on behalf of affected owners.

**SECTION I: DESIGNATED PARKING AREAS**

**Street Parking:** On-street parking is discouraged at all times throughout the community.

- NO PARKING permitted on District owned streets unless in the case of a non-routine necessity, or in the case of a collection of guests' vehicles for a resident's isolated and short-term social gathering. Personal property and/or vehicles shall be located (1st) in the garage; or (2nd) on the driveway, not blocking the sidewalk/right of way; for those more routine parking needs, that neither the 1<sup>st</sup> nor 2<sup>nd</sup> above is sufficient to accommodate, overflow parking (for a large number of visitors) may temporarily use the community pool parking lots.
- For safety reasons and to ensure access for emergency vehicles, any personal property and/or vehicle parking on District streets must be in the direction of normal traffic flow, not impeding traffic, and must be on the *opposite* side of the street from where the mailboxes are located. Blocking mailboxes, driveways, or within thirty (30) feet of fire hydrants is prohibited at all times.
- Parking on either side of medians is prohibited, including either side or outside of Charleston Street gates at Cooper Creek as well as Seven Oaks Drive gates at Honore Avenue.

- No parking within fifty (50) feet of a stop sign, speed/safety bump or median. No parking in the middle of a cul de sac such that traffic flow is impeded. Parking within thirty (30) feet of an approach to or departure from any intersection is prohibited.
- Parking on District streets is prohibited at all times when within unobstructed sight of and where posted “No Parking.”
- No parking on the inside radius of any curve.
- No parking on the grass area located within the District right of way between the outside edge of sidewalk and roadway pavement edge.
- Vehicles over ½ ton and other commercial vehicles (including but not limited to recreational vehicles, campers, motor homes, trailers, boats of any kind and vehicles with commercial signage/decals) are prohibited from parking on District streets between the hours of 8:00 P.M. and 7:30 A.M., unless they are being used while performing after-hours or emergency work. Moving vans, on the day of the move, are exempt from this requirement.
- Residents shall inform their contractors not to park on both sides of any street while providing their services. Contractors also need to observe the same parking restrictions above (e.g. using one side of the street only).
- All state of Florida, Manatee County, and applicable HOA rules apply as well within the community, unless otherwise stated herein.

**SECTION II: PARKING EXCEPTIONS/SPECIAL  
DISPENSATION AND CIRCUMSTANCES**

1. Parking exceptions will be granted by way of written correspondence from the District Manager or his/her designee.
  - a. No verbal grants of authority will be issued or be held valid.
  - b. It is the responsibility of the person(s) requesting a parking exception to secure all necessary documentation and approvals.
  - c. Failure to secure all necessary documentation and approvals may result in the towing and/or removal of the vehicle and/or personal property from the premises.
  
2. Issuance of Written Exception Notice by District Manager or his/her designee or by any District Supervisor or designee.
  - a. Copy of Notice to be placed on the dashboard or other highly visible area of the vehicle and/or personal property for which exception was granted.
  - b. Digital photograph of item (to include identifying license plates or registration numbers if/whenever possible) for which exception was granted.
  - c. Location of vehicle and/or personal property (as described above).
  - d. Reason and special terms of parking exception.
  - e. Date and time of written exception notice issuance.
    - i. Long date format (e.g., Tuesday, November 8, 2016)
    - ii. 24-hour clock format (e.g., 16:30)

- f. Date and time of written exception notice expiration.
    - i. Long date format (e.g., Tuesday, November 15, 2016)
    - ii. 24-hour clock format (e.g., 16:30)
  - g. Contact information of the District.
  - h. Signature of owner.
3. No parking exceptions will be granted for periods exceeding seven (7) calendar days.
  4. Upon expiration of the Written Exception Notice, owner will have twenty-four (24) hours to remove the vehicle and/or personal property in accordance with the policies stated herein. Failure to remove the vehicle and/or personal property within the stated timeframe will result in the commencement of immediate towing and removal procedures covered in Section III of this document except such towing will be without further warning or opportunity for compliance.
  5. Other District Common Areas:
    - a. Parking for District staff, employees, and vendors/consultants only (active project or construction related activities).
    - b. NO OTHER PARKING permitted.

### **SECTION III: TOWING / REMOVAL PROCEDURES**

1. Signage and Language Compliance: The appropriate towing signage and language will be posted on District property in conformance with applicable Florida Statutes.
2. Towing/Removal Discretion Authority
  - a. Prior to any towing or removal action being taken by anyone other than the District's management or its designee, the authorized individuals must first contact the District Manager or his/her designee for verification that no un-displayed exceptions were granted for the subject personal property or vehicle.
  - b. The District Manager or his/her designee is to be copied on any written correspondence permitting/granting parking exceptions.
3. Issuance of Written Warning Notice of infraction/citation by the District Manager or his/her designee or by any District Supervisor or designee.
  - a. Notice to be placed on highly visible area of violating personal property and/or vehicle.
  - b. Digital photograph of violating personal property or vehicle (to include identifying license plates or registration numbers if/whenever possible).
  - c. Location of personal property and / or vehicle violation (as described above).
  - d. Description of violation.
  - e. Date and time of Written Warning Notice issuance
    - i. Long date format (e.g., Tuesday, November 8, 2016)

- ii. 24-hour clock format (e.g., 16:30)
  - f. Date of potential personal property and/or vehicle tow/removal, if not removed.
    - i. Long date format (e.g., Tuesday, November 15, 2016)
    - ii. 24-hour clock format (e.g., 16:30)
  - g. Contact information of District.
- 4. Owner will have twenty-four (24) hours from issuance of Written Warning Notice (date and time) to remove the violating personal property and/or vehicle or towing will commence. If any personal property and/or vehicle is found in violation of these policies again at any time, such personal property and/or vehicle may be towed without further notice.
  - a. The following information will be kept on file at the District:
    - i. Copy of Written Warning Notice issuance
      - 1. Date and time of Written Warning Notice issuance
        - a. Long Date Format (e.g., Tuesday, November 8, 2016)
        - b. 24 Hour Clock format (e.g., 16:30)
      - 2. Log of date the personal property and/or vehicle was towed/removed
        - a. Long Date Format (e.g., Wednesday, November 16, 2016)
        - b. 24 Hour Clock format (e.g., 16:40)
    - ii. Digital photograph of violating personal property and / or vehicle
- 5. Tow/Removal Appeal and Cost Reimbursement.
  - a. Any person(s) has the right to dispute and request cost reimbursement for a tow and/or removal action by appealing to the Board of Supervisors of the District.
    - i. An appeal must be submitted in writing to the District for placement on the next regularly scheduled District meeting agenda.
    - ii. The District must be in receipt of such appeal no fewer than ten (10) calendar days prior to the next regularly scheduled District meeting.
  - b. Any person(s) appealing a tow and/or removal action will be governed by the following conditions:
    - i. Must be physically present at meeting in which the appeal will be heard by the Board of Supervisors. Failure of attendance will result in dismissal of appeal with no resubmission on future District agenda docket.
    - ii. Argument and basis for appeal will be limited to five (5) minutes per account.
    - iii. Appellant must furnish own copies of any documentation to present to the Board of Supervisors supplementing the argument and basis for the appeal (if applicable).
  - c. The District's Board of Supervisors reserves the right to grant or deny any appeal and cost reimbursement at its sole and absolute discretion. District action(s) will be resolved by way of successful Board motion.