

West Highlands Parking Rules and Regulations

Effective Date:

This policy supersedes any and all previously approved parking policies and becomes fully enforceable effective October 1, 2017. This policy applies to all residents and guests throughout the West Highlands Community.

Purpose:

In order to preserve the aesthetic appeal of the West Highlands Community and to ensure your guests have a place to park, please read the Parking Policy carefully and become familiar with the rules and regulations. Please be advised that these rules and regulations are in effect at all times. Any cars found to be in violation will be subject to ticketing, booting and/or towing. It is important for residents to understand that this policy, and its enforcement, also helps maintain order and fairness within a community of diverse needs. It also helps to maintain the quality of living, retain and improve property values, and provides the right to peaceful enjoyment for all residents. In the opinion of Community stakeholders, such policy shall be in the best interest of the Development.

Homeowner and Home Renter Responsibility

Homeowners and Home Renters are required to park primarily in Garages and Driveways. On street parking should be reserved for temporary loading/unloading and guests. Residents are responsible for informing their guests of the parking rules and policies. No overnight parking (12:00 midnight til 6:00 AM) is permitted without an overnight parking pass in areas that are zoned for permit parking.

Columbia Resident Responsibility

Columbia Apartment Residents should park primarily in Columbia Apartments parking lots. On street parking should be reserved for temporary loading/unloading and guests. Residents are responsible for informing their guests of the parking rules and policies. No overnight parking (12:00 midnight til 6:00 AM) is permitted without an overnight parking pass in areas that are zoned for permit parking.

HOA/Columbia Residential Responsibility

It is the responsibility of Columbia Residential to inform its residents of this notice and to provide each resident with a copy of the attached parking rules and regulation. In addition, Columbia Residential is responsible for providing its residents with the contact information on how to either retrieve towed vehicles from the towing facility or contact the booting company to remove the boot from vehicle.

Respectively, it is the responsibility of the West Highlands Homeowners Association to inform its homeowners of this notice and to provide each homeowner with a copy of the attached parking rules and regulation. In addition, the West Highlands Homeowners Association is responsible for providing its homeowners with the contact information on how to either retrieve towed vehicles from the towing facility or contact the booting company to remove the boot from vehicle.

Parking signs will be erected throughout the property to assist residents as to where to park and where to not park. Ultimately, it is the responsibility of each resident and homeowner to familiarize themselves with the current parking rules and regulations.

Enforcement:

ANY VEHICLE PARKED ON ANY PORTION OF THE WEST HIGHLANDS SUBDIVISION IN VIOLATION OF THE PARKING RULES AND REGULATIONS WILL BE TICKETED, BOOTED AND/OR TOWED AWAY, WITHOUT FURTHER NOTICE TO THE OWNER, AND AT THE OWNER'S SOLE EXPENSE. NO WARNINGS WILL BE GIVEN.

The attached list outlines permitted and prohibited parking within designated areas throughout the community and other parking rules and regulation.

**A Tow Incorporated
180 Harriett Street SE
Atlanta, GA 30315
(404) 577-8950**

**Secure Parking Enforcement
Booting Service
(404) 433-1610**

West Highlands Parking Rules and Regulations

Section 1: Parking Designations around Apartments, Park and School

Parking around Heman E. Perry Park

1. Parking is allowed only in the cutouts surrounding the Herman E. Perry Park.
2. Parking is not allowed around the curve of the Park or on any of the brick pavement.
3. Parking is not allowed on the north side of Drew Dr west of the Park (between Odessa Dr and Sanford Dr) which is reserved for school loading/unloading..
4. Parking is not allowed on the west side of Drew Dr south of the Park (between West Highland Dr and Westmoreland Cir).
5. Parking is not allowed on West Highlands Dr except for in the designated cutouts. No overnight parking (12:00 midnight til 6:00 AM) is permitted without an overnight parking pass.
6. Parking is not allowed on Stanfield Ave except for in the designated cutouts. No overnight parking (12:00 midnight til 6:00 AM) is permitted without an overnight parking pass.
7. No overnight parking (12:00 midnight til 6:00 AM) is permitted without an overnight parking pass.
8. Resident parking is not allowed on Odessa Dr except for in the designated cutouts.
9. Reserved leasing office parking and school parking is allowed on the west side of Odessa Dr. Resident parking is not allowed on the west side of Odessa Dr.

Parking around Columbia Heritage Senior Apartments

1. Parking is allowed in the **cutouts** on the east side of Sanford Dr only between Odessa Dr and West Highland Dr.
2. Parking is not allowed on the west side of Sanford Dr.
3. Parking is not allowed on Odessa Dr between Perry Blvd and Stanfield Dr.
4. Parking is not allowed on Stanfield Dr between Odessa Dr and Sanford Dr.
5. Parking is not allowed on Perry Blvd.

Parking around Columbia Crest Apartments and School

1. Parking is allowed in the **cutouts** on the east side of Odessa Dr only between Stanfield Ave and Drew Dr.
2. Parking is allowed on the east side of Sanford Dr only.
3. Parking is allowed on the south side of Drew Dr only between Odessa Dr and Sanford Dr.
4. **Reserved leasing office parking and school parking is allowed on the west side of Odessa Dr. No resident parking is allowed on the west side of Odessa Dr.**
5. Parking is not allowed on the north side of Drew Dr west of the Park (between Odessa Dr and Sanford Dr) **which is reserved for school loading/unloading..**
6. Parking is not allowed on the west side of Sanford Dr.
7. Parking is not allowed on Stanfield Dr between Odessa Dr and Sanford Dr.

Parking around Columbia Estates Apartments

1. Parking is allowed on the east side of Hollingsworth Blvd only between West Highlands Dr and Willma Dr.
2. Parking is not allowed on West Highlands Dr between Perry Blvd and Hollingsworth Blvd.

Parking around Columbia Park Citi Apartments

1. Parking is allowed in the **cutouts** on the west side of Drew Dr only between Westmoreland Cir and Abbot Ln.
2. Parking is allowed on the south side of Westmoreland Cir between Drew Dr and the end of the Columbia Park Citi building.
3. Parking is allowed in the **cutouts** on the east side Westmoreland Cir directly behind Park Citi Apartments before the Georgia Power easement.

Parking around Columbia Grove Apartments

1. Parking is not allowed on Johnson Rd.
2. Parking is not allowed on Habershal Dr.
3. Parking is allowed on the south side of Craftsman Rd only.

Parking Other Areas: Unless otherwise described above, all other areas of the West Highlands Community are prohibited from parking.

West Highlands Parking Rules and Regulations

Section 2: Parking Designations around Single-family Dwellings

1. Parking is not allowed on Perry Blvd.
2. Parking is not allowed on West Highlands Dr except for in the designated cutouts. ***
3. Parking is not allowed on Stanfield Ave except for in the designated cutouts.
4. Parking is not allowed on east side of Abbott Ln.
5. Parking is not allowed on the west side of Drew Dr between West Highland Dr and Westmoreland Cir.
6. Parking is not allowed on east side of Drew Dr between Habershal Dr/Rd and Westmoreland Cir.
7. Parking is not allowed on northwest side of Wolfe Ln.
8. Parking is not allowed on the southwest side of Drew Dr. between Habershal Dr/Rd and Johnson Rd.
9. Parking is not allowed on the southwest side of Bungalow Ln.
10. Parking is not allowed on the east side of Argule Ln.
11. Parking is not allowed on east side of Drew Dr between Samples Ln and West Highland Dr. ***
12. Parking is not allowed on Samples Lane between Drew Dr and Westmoreland Lane except for in the designated cutouts. ***
13. Parking is not allowed on west side of Westmoreland Ln.
14. Parking is not allowed along the inner circle of Westmoreland Cir except for the area directly behind Park Citi Apartments, 801-825 Westmoreland Cir.
15. ***Exception for special parking permit holders who can park in areas designated as special parking permit required.

Overnight parking passes are required between the hours of 12:00 midnight and 6:00 AM for the following areas and/or where signs are posted:

1. West Highland Dr designated cutouts between Drew Dr and Stanfield Ave.
2. Stanfield Ave designated cutouts between Odessa Dr and West Highland Dr.
3. East side of Odessa Dr between Perry Blvd and Stanfield Ave.
4. Arthur Ln.
5. West side of Hollingsworth Blvd between West Highlands Dr and Wolfe Ln.
6. Hollingsworth Blvd between Habershal Dr/Rd. and Wolfe Ln.
7. Samples Lane between Drew Dr and Hollingsworth Blvd.
8. East side of Drew Dr between West Highland Dr and Westmoreland Cir.
9. Westmoreland Cir between Drew Dr and Hollingsworth Blvd.
10. West side of Abbot Ln.
11. West side of Drew Dr between Abbot Ln and Habershal Dr/Rd.
12. Habershal Dr/Rd
13. Southeast side of Wolfe Ln
14. Northeast side of Drew Dr between Habershal Dr/Rd and Johnson Rd
15. Northeast side of Bungalow Ln
16. Westside of Argule Ln
17. Samples Ln designated cutouts between Drew Dr. and Westmoreland Ln
18. East side of Westmoreland Ln
19. West side of Westmoreland Cir directly behind Park Citi Apartments, 801-825 Westmoreland Cir.
20. West side of Westmoreland Cir directly in front of the townhomes, 856-920 Westmoreland Cir.

Parking Other Areas: Unless otherwise described above, all other areas of the West Highlands Community are prohibited from parking.

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Section 3: Parking Decals and Overnight Guest Passes for Homeowner Association Residents

Being a Good Neighbor

Please be courteous, when parking on the street, it is polite for you or your guests to park in front of your home. This allows your neighbor or their guests to park in front of their house when needed. Keep in mind that your neighbor may have an elderly or handicapped guest and the closer they can park near their house, the easier it will make for them to assist their visitors who may have special needs. Oftentimes it is more convenient to unload people or products through the front door rather than from the rear of the house, driveway or garage. If you are entertaining more guests than can park directly in front of your house remind them not to park in front of driveways or mailboxes, so as not to inconvenience your neighbors. When having any celebration that will result in an excess of guests, it is always polite to give your neighbors a heads up, along with a phone number should they need to reach you.

Decals for Homeowners Vehicles

1. Homeowners may request West Highlands Parking Decals for automobiles owned by homeowners and residents. Homeowners must submit a signed Parking Decal and Overnight agreement along with a Parking Decal Automobile Information form. Homeowners who are renting their homes are responsible for requesting decals on behalf of their renters. A valid lease must be on file with the management company for the parking decal request to be approved. If you need to register your vehicle, have a change in cars, add residents living at your location, or have any questions regarding this policy, you may email mgrant@sentrymgt.com.

Overnight Guest Passes for Homeowners' Guests

1. Overnight parking passes must hang on the rear view mirror and be clearly displayed facing the front windshield. The parking permit must always be visible when the vehicle is on the property during overnight hours (12:00 midnight to 6:00 AM).
2. Overnight guests are required to park in the designated parking areas only. Parking in no-parking areas will result in automobile being booted or towed
3. **On rare occasions when a homeowner will have 4 or more guests parking on the street during the times when overnight parking permits are required between hours of 12:00 midnight and 6:00 AM, the homeowner should do the following:**
 - o Notify ProTect Security (404) 481-9839 of upcoming event
 - o Should print and complete the fields on the overnight parking guest form found on www.westhighlandsatl.com and then place the form face-up on top of driver side's dashboard. **This form is not to be used over multiple dates.**

Homeowner must have issued all 3 of their allotted overnight parking passes to their guests; displayed in all 3 guest vehicles; and concurrently in use before the homeowner can resort to using the guest parking form. The guest parking form is not to replace guest overnight parking permits or missing permits. The guest parking form must be used in accordance with contacting ProTect Security and notifying them of the upcoming event in advance. Failure to adhere to these instructions will result in vehicles being booted or towed at the owner's expense.

4. Failure to properly display the parking decals, overnight parking permits or guest parking forms may result in the vehicle being booted or towed at the owner's expense. Vehicles that are booted for longer than 24 hours will be towed away at owner's expense. No warnings will be given.

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Section 4: Additional Parking Rules and Regulations

- Vehicle may not park on any curb, sidewalk, on any grass area public or private, in a fire lane or any non-designated area.
- Vehicle may not double park, block another vehicle, block driveways, block mailboxes, block alley entrances, block passage along alley, obstruct the flow of traffic or otherwise create a hazardous condition.
- Vehicle may not park on a corner or within 10 ft of a corner of any intersecting streets
- No vehicle shall project and extend over the boundary line of any private or public driveway.
- No vehicle shall park where it blocks or partially blocks any sidewalk or pathway designated for walking or bicycle use.
- No vehicle should park in or near a construction area
- No vehicle should park in a trespassing zone
- Vehicle parked on streets shall be aligned straight with curb and not to exceed 18" distance from curb when parallel parked.
- No expired tags and/or unlicensed vehicles shall be permitted on the property unless parked in an enclosed garage.
- License plate with current tag must be affixed to outside of vehicle on the designated plate area.
- Vehicle must maintain an appearance of clean and operable (e.g. no appearance of off-road driving/excessive mud, no deflated tires, no broken or missing glass from vehicles, etc.)
- Vehicle sustaining major collision damage; junk cars; other unsightly vehicles; inoperable vehicles; vehicles leaking fluid; and like items; shall not be allowed on the property except only within the confines of an enclosed garage or other approved enclosure, and no portion of same may project beyond the enclosed area.
- No vehicle should be dismantled, repaired on or placed on jack stands except only within the confines of an enclosed garage or other approved enclosure, and no portion of same may project beyond the enclosed area.
- Vehicle must park in the direction of the traffic flow.
- Street parking shall be used for parking on a rotating basis and not be used to store vehicles. No vehicle shall park in the same space for more than 24 hours and must vacate the parking space for at least 4 hours and/or park no less than 20 feet in distance from the initial parking space.
- Motor homes; campers; boats; trailers of any kind; portable storage; moving/storage containers; non-street legal motorized vehicles (e.g. go-carts, ATVs, dune buggies, dirt bikes, mini bikes, other recreational and off-road vehicles); and any other such contrivances shall not be placed, kept, stored, maintained, operated upon any portion of the property unless parked in an enclosed garage.
- Vending carts, food trucks, food stands, ice cream vehicles; catering trucks; and like items are forbidden from operating upon any portion of the property.

West Highlands Parking Rules and Regulations

- No commercial vehicles or vehicles with a load capacity in excess of 4 tons shall be parked, kept or stored within the property except during the time reasonably necessary to provide service or delivery within the property or parked in an enclosed garage.

- Commercial vehicles are defined as but not limited to:
 - Any vehicle displaying a commercial advertising sign
 - Passenger vehicles and vans designed to transport 11 or more passengers including the driver
 - Pick-up truck over four wheels
 - Tractor (semi)
 - Trailers (dump, flatbeds, storage, utility, cargo, recreation, etc.)
 - Cargo van (mini, transit and full-size)
 - Box van
 - Bus (school, coach, shuttle, passenger, commercial, etc.)
 - Limousine
 - Forklift
 - Taxi
 - Construction equipment/earth movers
 - Vehicles transporting hazardous materials
 - Vehicles requiring a special or commercial driving license