

**HERITAGE LAKE PARK COMMUNITY DEVELOPMENT DISTRICT  
PARKING POLICIES STATEMENT AND  
RESERVATION OF AMENDMENT POWER**

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

**NOTICE**

Failure to comply with the policies stated herein may possibly 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:

- NO PARKING permitted on District owned streets unless pre-approved.

Clubhouse Area Parking Lot:

- Parking for recreational facilities users and District staff, employees and vendors / consultants only as space allows during the hours between 6:00 a.m. – 11:00 p.m.
- NO OVERNIGHT PARKING permitted for a period of four (4) hours or more after 11:00 p.m. and before 6:00 a.m. unless pre-approved.
- Commercial vehicles are never allowed to park overnight (as defined above) on District owned property.
- There is no extended vehicle parking allowed under the front entrance canopy to the clubhouse or the entire front entry circle.
- Bicycles are to be placed in designated bike racks.



Other District Common Areas:

- Parking for District staff, employees and vendors / consultants only (active project or construction related activities).
- NO OTHER PARKING permitted.

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

1. Parking exceptions will be granted by way of written correspondence from the District.
  - 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 will result in the towing and / or removal of the vehicle and / or personal property from the premises.
2. Issuance of Written Exception Notice.
  - a. Copy of Notice to be placed on 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) days.
4. Upon expiration of the Written Exception Notice, owner will have 24 hours to remove the vehicle and / or personal property in accordance with the policies stated herein.
  - a. Failure to remove the vehicle and / or personal property within the stated timeframe will result in the commencement of towing and removal procedures covered in Section III of this document.



### SECTION III: TOWING / REMOVAL PROCEDURES

1. Signage and Language Compliance
  - a. The appropriate towing signage and verbiage 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, the authorized individuals must first contact the District Manager for verification that no exceptions were granted for the subject personal property or vehicle.
  - b. The District Manager is to be copied on any written correspondence permitting / granting parking exceptions.
3. Issuance of Written Warning Notice.
  - 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 24 hours from issuance of Written Warning Notice (date and time) to remove the violating personal property and / or vehicle.
  - 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.
      1. 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. 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.
    - i. District action(s) will be resolved by way of successful Board motion.