

# OLD GRACE HOUSING CO-OPERATIVE

## PARKING POLICY

### 1. BACKGROUND AND PURPOSE

- a. This policy describes the co-op's guidelines for use of the co-op's two parking lots.
- b. There are two categories of parkers at the co-op: resident and non-resident. Residents take precedence over non-residents when a parking stall is available. There are two categories of rentals: full-time and seasonal. Full-time rentals take precedence over seasonal. A full-time non-resident parker would not be asked to vacate their stall to accommodate a resident parker requesting seasonal parking.
- c. The assignment of parking stalls is done with the interest of the whole co-op in mind. Parking stalls belong to the co-op, not the parkers.
- d. From time to time, the Parking Committee may need to change parking assignments based on a variety of possible scenarios. The co-op has a duty to accommodate parking requests from residents with disabilities and will do so in keeping with the OGHC Accommodation Policy and the Manitoba Human Rights Code. Over time, the Parking Committee may increase the number of accessible parking stalls in response to changes in residents' needs.
- e. A resident who objects to a parking reassignment has the right to appeal this decision to the co-op's board of directors.

### 2. OGHC PARKING LOTS

- a. The co-op was designed with less than a 1:1 ratio of parking stalls to suites, resulting in 44 parking stalls (29 on the Arlington Street site, 15 on the Evanson Street site) for 64 households.
- b. OGHC has 5 designated wheelchair accessible parking stalls (3 in the Arlington lot, 2 in the Evanson lot).
- c. Three stalls are reserved for Peg City Car Co-op vehicles (2 in the Arlington lot, 1 in the Evanson lot).
- d. Each parking lot has 1 stall designated for Visitor Parking (short-term parking for visitors, tradespeople, etc.).

### 3. ADMINISTRATION

The OGHC board of directors has delegated responsibility for implementing the Parking Policy to the co-op Parking Committee. The committee will:

- a. assign or re-assign parking stalls based on:
  - accessibility requirements by a member of the resident's household
  - date requested
  - occupancy date
- b. manage the assignment and re-assignment of parking stalls, the Waiting Lists, registration of vehicles, relocation requests, and parking-related complaints from parkers and other residents.
- c. maintain an up-to-date record of current parkers, their contact information, and their stall number vehicle information.
- d. inform the co-op's Property Manager of changes in the assignment of parking stalls.

- e. collaborate with the co-op's Property Manager and Maintenance Committee regarding parking lot maintenance.
- f. inform the co-op's Membership Committee if a parking stall will be available for the incoming member when a Notice of Withdrawal has been received.
- g. market available stalls to residents and non-residents when necessary.
- h. bring to the attention of the Board any matters arising from the administration of this policy, especially those with implications for policy change.
- i. report to the membership at the Annual General Meeting.

#### **4. ALLOCATION OF PARKING TO CO-OP RESIDENTS**

- a. There is no guarantee of parking with a co-op suite. If parking has been requested and a stall is available, it will be allocated by the Parking Committee when the Membership Committee allocates a suite.
- b. To accommodate a new resident's parking request, the most recent non-resident parker (if there is one) may be given one month's notice to vacate their parking stall.
- c. If parking has been requested but is not available, the applicant has two options:
  - o accept the suite without on-site parking.
  - o not accept the suite, in which case it will be offered to the next eligible applicant.
- d. On moving into the co-op, a resident who has a vehicle, but no on-site parking, will be invited to have their name added to the Waiting List.
- e. Parkers who request a move to a different location may ask the Parking Committee to add their name to the Waiting List for Alternate Parking.
- f. If a parker no longer requires their parking stall, one full-month's written notice must be provided to the Parking Committee (i.e. payment is required for the month that notice is given, plus the full month following).

#### **5. ALLOCATION OF PARKING TO NON-RESIDENTS**

- a. The co-op occasionally has more parking stalls available than requests from residents. When this happens, the Parking Committee develops a marketing plan to solicit renters from the surrounding neighbourhood.
- b. When a request for parking is received, a member of the committee meets with the non-resident to explain the co-op's Parking Policy, collect contact and vehicle registration information, sign a Contract/Agreement, and complete a Pre-authorized Debit form for monthly payments.
- c. Non-resident parkers pay the same amount as resident parkers, unless they have requested seasonal parking (see #6 below).
- d. OGHHC and its Property Manager have the right to be reimbursed for any costs incurred if payment fails for any reason, including insufficient funds. The Property Manager also has the right to collect an administration fee if payment in full is not received. Failure to pay the monthly parking fee may lead to cancellation of the parking agreement without notice.
- e. The agreement can be cancelled by either party with one full-month's written notice. Payment is required for the month that notice is given, plus the full month following.
- f. Non-resident parkers are informed when vehicles must be removed from the lot (e.g. snow removal, line painting, etc.).

## **6. SEASONAL PARKING**

- a. Seasonal parking can be considered for residents and non-resident parkers if an uncovered stall is available.
- b. Renters are required to sign an agreement indicating a minimum commitment of 4 months' rental. The agreement also acknowledges that the co-op can remove seasonal parkers with only one month's notice if a full-time parking request is received.
- c. Seasonal parking is charged at a higher rate than full-time parking to compensate for the cost of repeated marketing required to rent vacated parking stalls.

## **7. RENTAL CHARGES**

- a. Parking stall rental charges are set annually by the co-op Board, as an integral part of the co-op's operating budget.
- b. The rental charge for *non-covered* parking will be the same on both lots.
- c. The rental charge for *covered* parking on the Arlington lot will be higher than for non-covered.
- d. The rental charge for *seasonal* parking will be the same as the charge for *covered* parking.
- e. Parking fees will be charged monthly. Resident parkers will have their fee added to their housing charges to be paid at the same time. Non-resident parkers will be required to set up a Pre-authorized Debit with the co-op's Property Manager and will be debited on the first of the month, unless other arrangements are made.

## **8. VISITOR PARKING**

- a. Visitors may use the designated Visitor Parking, when available, on a first-come, first-served basis.
- b. Visitor parking is reserved for short-term use during the day – 4 hours maximum between 9:00 a.m. and 9:00 p.m.
- c. Overnight visitor parking is allowed between 9:00 p.m. and 9:00 a.m.

## **9. PARKERS ABSENT FROM THE CO-OP**

- a. Parkers cannot permanently re-assign their parking stall to anyone. Temporary arrangements are allowed between co-op residents only. Any such arrangement that will last more than 24 hours, must be reported to the Parking Committee. Financial arrangements between the residents involved are up to the residents themselves. However, residents who plan to sublet their parking stall while they are away from the co-op may not profit from this use of co-op resources. Residents remain responsible for paying their parking fee while they are away from the co-op.
- b. Resident parkers who will be away from the co-op for an extended period, but whose vehicle remains in the parking lot, must notify the Parking Committee by completing an online Vacation Notice form, indicating who has access to their keys in case the vehicle needs to be moved for any reason. Non-resident parkers should provide this information to the Parking Committee in writing.
- c. If a parker's vehicle is away from the co-op for an extended period, the Parking Committee has the authority to assign the parking stall to someone else temporarily (e.g. when more than one visitor requests overnight parking).

## **10. USE AND MAINTENANCE OF PARKING STALLS**

- a. Only one parking stall is allowed per household.
- b. Vehicles that exceed the length, width or height capacity of the co-op's parking stalls cannot be accommodated.
- c. The parking lots are for vehicles only. Other items cannot be stored in a parking stall or elsewhere in the lot.
- d. Vehicles are parked on co-op property at the owners' risk. The co-op accepts no responsibility for theft or damage to vehicles or contents.
- e. Parkers must ensure their vehicle does not block or impede other vehicles, nor block the way for people who are walking, using mobility devices, pushing strollers, etc.
- f. Parkers are expected to keep their parking stall free of litter and clean up any spills. Fluid leaking from their vehicle should be cleaned up as soon as possible and the cause of the problem dealt with.
- g. Parkers must not carry out major repairs to their vehicle in the parking lots. Major repairs include oil changes, radiator flushing, body work, transmission repair or replacement, repairs involving removal of the engine, or any other work which risks staining or damaging the parking lot surface, or which inconveniences other residents.
- h. The co-op is responsible for the maintenance, repair, and cleaning of both parking lots. The co-op will make every effort to give advance notice if vehicles need to be temporarily moved from the lots, for example during snow removal, spring cleaning, or repainting of lines.
- i. All parked vehicles must be licensed and roadworthy. Derelict vehicles left on co-op property will be towed at the owner's expense.

## **11. COMPLAINTS AND POLICY VIOLATIONS**

- a. Parking Committee members do not monitor the co-op parking lots but will respond to complaints.
- b. Parkers who find someone parked in their stall should contact a member of the Parking Committee. They will offer an alternate location to use temporarily, if one is available, and guide the parker through the steps to resolution.
- c. If a parking stall is occupied by a vehicle that can't be identified, the Parking Committee is authorized to place a warning message on the windshield (for a first offence); or to arrange for the vehicle to be towed (for a second or subsequent offence).
- d. Parkers with complaints about others' use of parking stalls should try to resolve the problem through discussion with the individual concerned. If contacted, the Parking Committee may offer support and assistance, including the possibility of referring the residents to the Member Relations Committee.