

**Sterling Woods II - Master Association
c/o REI Property Management
The Platinum Club
115-117 Silversmith Drive
Danbury, CT 06811
(203) 748-0859**

Date: March 7, 2018
To: Sterling Woods II Unit Owners and Residents on Revere Road
Re: Parking Rules Reminder

Dear Sterling Woods II Unit Owners and Residents on Revere Road:

Recently, it has been brought to our attention that many residents on Revere Road are violating many of the association's parking rules. The specific violations reported are:

- residents parking in visitor spaces,
- speeding,
- parking on the road,
- parking two cars in one driveway.

Attached are the complete rules regarding Motor Vehicles from the Rules & Regulations and the overflow parking policy.

If the parking situation does not improve significantly, the Board will need to consider stricter monitoring which will incur costs to the association as a whole and increased fines for individual violators.

If you have any questions or concerns, please do not hesitate to contact me via email at kmurray@rei-pm.net or at (203) 748-0859.

Below is a summary of the rules that are being violated:

1. Visitor's Parking

In all villages, except the Birches, there are two primary parking spaces for each Unit, which includes an interior or attached garage space and a driveway space. In the Birches Village there are at least four parking spaces, two inside the garage and two to possibly four in the driveway. These parking spaces are referred to as your "primary parking" spaces.

Visitor parking spaces may be used under the following conditions when all the Unit Owner's primary parking spots are occupied:

- **By a visitor of a Unit Owner for up to 72 hours; or**

- **By a Unit Owner for up to 72 hours and only if the resident has a visitor who is parked in at least one of the resident's primary parking spaces.**

If a visitor is staying longer than 72 hours, and/or the visitor parking spaces are full, additional parking is available in the Overflow Parking Areas described in Section 6.10 below.

Q: What is the definition of a visitor?

A: A visitor is someone who comes to your unit possibly for a few hours, they may even stay overnight. If your visitor stays for up to 72 hours, that is fine and they can park in the visitor parking lot. If your visitor stays longer, you will have to contact Kim for an overflow pass and park in one of the overflow parking lots on Bradford Drive or Cypress Drive. An example of "a visitor is no longer considered a visitor" when the same visitor parks their car overnight for three nights, leaves for one night and returns for three more nights. That is taking advantage of the 72 hour rule.

Examples:

- A baby sitter or care giver coming every day for a few hours would be a visitor.
- A relative coming over several nights a week for dinner and leaving would be a visitor.
- Someone coming over many nights, week after week and spending the night would no longer be considered a visitor.
- A child home from college for the summer with a car living at home for the summer is not a visitor. They would need an overflow pass.

Q: Is the owner of a third car (i.e. child, significant other, grandparent living with children), except in the Birches, permitted to park regularly in the visitor's lot?

A: No. Permission for a third car must be approved by the board based on availability of space in the overflow lots at the time of the request. Upon receipt of permission, the third car must be parked in one of the overflow lots with the pass displayed.

Q: What is the intent of the 72 hour rule?

A: The intent was to define occasional visitors for short durations, i.e. grandparent or friend visiting for a weekend. It was not intended to define someone who is a quasi-resident.

Q: What if I carpool? May a visitor(s) park in the visitor lot every day while I am at work?

A: No. If you are regularly carpooling, you should have the idle car in one of your designated spots. For a multiple car pool situation, please use one of the state public commuter lots. The visitor's lot is not a legitimate use of regular carpooling situations as it ties up the lot all day for other infrequent visitors.

Q: My parents are coming for two weeks. Can they use the visitor's lot while they are here?

A: No. You should contact Kim for an overflow pass for the duration and either have them park in the overflow lot on Bradford Drive or Cypress Drive or request a pass for one of your cars (and your guest can park in one of your primary parking spaces), whichever is more convenient. Let Kim know.

Q: Can I just move the car in a visitor's spot every 71 hours, skip a day or switch with another car periodically etc., and be in compliance with the rules?

A: No. Such actions would be considered contrary to the intent of the regulation and therefore would be unacceptable.

2. Roadway Parking

The use of the visitor parking areas and/or any roadway as additional parking space is prohibited. In all villages, no on-street parking is permitted except for temporary loading and unloading.

Q: Are there any exceptions to when I can park in the road in front of a unit?

A: Yes. You may park in front of a unit for temporary loadings and unloading (i.e. short durations < 5 minutes) for such activities as: dropping off or picking up a passenger, picking up a forgotten item, checking to make sure you locked the door, moving a car that is in the driveway into the garage to free up the driveway spot.

Not acceptable example: If you are going to unpack your car from a long vacation, make proper arrangements to park in the driveway or garage and not on the street.

Q: If I have a visitor and all of the spots in the nearest visitor's parking lot is full what do I do?

A: Do not park in the road. Park in the nearest vacant visitor's spot or in the overflow lot on Bradford Drive.

Q: I always get home before my husband but leave first in the morning. May I park in visitor's lot until he gets home and then move my car to the driveway?

A: No. This is not a legitimate use of the visitor's lot. Either do the "Sterling Woods Shuffle" when your husband gets home or in the morning.

Q: There may be an occasion where I need my garage for a task. May I temporarily use the visitor's lot for the second car during these times?

A: Use good judgment. Technically no, but if it is a rare and infrequent occasion, there are visitors spaces and you move it back as soon as you are finished, there should not be a problem. But if you do this every weekend or frequently it would be considered an issue.

Q: I will be gone for several weeks. May I give permission to my neighbor to use my driveway while I am gone?

A: Yes. Your driveway is considered limited common area over which you have some authority. You may grant specific permission for its use. No other unit owner may use it without your permission. It would be advised to inform Kim if you have given permission in case there are any questions in your absence.

3. Overflow parking lots on Bradford Drive or Cypress Drive

If a unit owner, except in the Birches, has three licensed drivers and three cars, please contact Kim Murray at the on-site office for an overflow pass. There is a limited amount of passes allowed to be issued at one time. If there is availability, you must park the third car in one of the Overflow Parking lots on either Bradford Drive or Cypress Drive.

Q: I park in the overflow lot but I get home very late and do not want to walk home. What do I do?

A: If you would like the flexibility of being able to choose which one of your three cars will be parked in the overflow lot, when applying for an overflow pass, provide the vehicle information for all three of your cars so this information can be included on the overflow pass. This would allow for someone arriving home earlier to park in the overflow lot thereby leaving the unit space available for you.

4. Special Situations

Q: What if I have a special situation where I might require temporary exception(s) to the rules? What do I do?

A: Before you do anything contact Kim to discuss. Kim can generally advise directly or will contact either your village officers and/or the Master Board for guidance.

Your Association will work with you to accommodate special situations if and when possible.

5. Speed Limit

The speed limit within Sterling Woods is 15 miles per hour.

Sincerely,

Kim Murray

Kim Murray, CMCA
REI Property Management

cc: Master Board of Directors

Attachment

Below are the complete rules regarding Motor Vehicles from the Rules & Regulations (Article VI):

Section 6.1 Compliance with the Laws. All persons must comply with the Connecticut State Department of Motor Vehicle Regulations, and all applicable local ordinances, while on the Sterling Woods Property.

Section 6.2 Speed Limit. The speed limit within Sterling Woods is 15 miles per hour. Speed limit and stop signs must be obeyed. Please drive on the right side of the roadway.

Section 6.3 Limitation on Types of Vehicles. No vehicles of any kind, other than licensed automobiles, licensed motorcycles, and licensed trucks designated as DOT GVWR Class 1 (6000 lbs. or less), Class 2 (6001-10,000 lbs.) or 2B (8500–10,000 lbs.) may be parked on any part of the exterior of any Unit, Common or Limited Common Element. Prohibited are such vehicles as campers, trailers, boats, vehicles with more than four wheels, trucks designated DOT GVWR Class 3 (10,001-14,000 lbs.) or larger, any off-road vehicle including All Terrain Vehicles (ATV), snow-mobles, vehicles equipped with racks for carrying ladders, pipes, glass, etc. Such vehicles may, however, be kept in garages with the door closed provided that you do not require any additional parking spaces other than the one allocated on the driveway in front of your Unit. Provided, however, that pickup trucks and licensed commercial vehicles may be parked outside of an enclosed garage, for a limited time, in connection with the delivery of merchandise to, or the performance of service at, any Unit.

Section 6.4 No Parking Areas. In all villages, except the Birches, only one car is allowed to park in the driveway. In all villages, no on-street parking is permitted except for temporary loading and unloading. No vehicles may be parked in any area other than designated parking and parked in such a manner as to block access to fire hydrants, sidewalks, pedestrian crossing areas, designated fire lanes, or emergency access ways or to restrict clear two lane passage by vehicles, nor shall they be parked in any other Unit's assigned parking space(s). Vehicles in violation may be towed at unit owner expense after reasonable effort to contact the owner has been made.

Section 6.5 Prohibited Vehicles. Vehicles that display a trademark, business logo, for sale sign, or any advertising message shall not park overnight on any of the Common or Limited Common Elements, except those vehicles which are temporarily on the Property for the purpose of serving the Property itself, or one of the Units thereon.

Section 6.6 Unregistered Vehicles. Unregistered vehicles parked on the Common or Limited Common Elements for more than 24 hours must be removed from the property until legally registered. Operating unregistered vehicles including mopeds, off road vehicles and motor bikes on the roadways, or on the Common Elements of Sterling Woods is prohibited. Unregistered vehicles will be tagged by the City of Danbury police department and then towed at the owner's expense.

Section 6.7 Vehicle Operators. All vehicles on the roadways within Sterling Woods must be operated by licensed drivers. Persons with learning permits are not considered licensed drivers but are permitted to operate a motor vehicle when accompanied by any driver who is in compliance with the Connecticut motor vehicle laws.

Section 6.8 Repairs. No vehicle repairs are permitted.

Section 6.9 Visitor Parking. In all villages except the Birches, there are two primary parking spaces for each Unit, which includes an interior or attached garage space and a driveway space. However, in the Birches Village there are at least four parking spaces, two inside the garage space and two possibly four in the driveway space. These parking spaces are referred to as your “primary parking” spaces. Visitor parking spaces may be used under the following conditions when all the Unit Owner’s primary parking spots are occupied: (i) by a visitor of a Unit Owner for up to 72 hours; or (ii) by a Unit Owner for up to 72 hours and only if the resident has a visitor who is parked in at least one of the resident’s primary parking spaces. If a visitor is staying longer than 72 hours, and/or the visitor parking spaces are full, additional parking is available in the Overflow Parking Areas described in Section 6.10 below.

Section 6.10 Overflow Parking Areas. These parking spaces may be used only under one of the following conditions, when the Unit Owners two primary parking spaces are occupied:

- (i) by the Unit Owners who own three vehicles registered to the Unit Owners’ address as described in Section 6.12 below, and
- (ii) by visitors of Unit Owners.

Parking has been designated by areas and not on a per space basis. Consequently, moving a vehicle from one space to another within an area means that you are still parked in that area. The Overflow Parking Areas are located in the area entering Bradford Drive and the first two parking spaces on Cypress Drive. (Additional restrictions for Overflow parking are outlined in Appendix D.)

Section 6.11 Restricted Parking. The use of the visitor parking areas and/or any roadway as additional parking space is prohibited. All parking regulations will be strictly enforced. One warning may be issued followed by a fine, or towing, or both. The Master Board, or any of its individual Directors have the Master Board’s pre-approval to remove vehicles with no prior notice for emergency purposes.

Section 6.12 Number of Vehicles Per Unit. In all villages except the Birches, only two registered motor vehicles per Unit are allowed to be parked on the Sterling Woods Property. Any Unit Owner desiring the use of the Sterling Woods Overflow Parking Area to park one additional vehicle must request permission in writing from the Master Board. Permission will be granted, or denied, based upon the parking limitations at that time. Permission will never be granted to a unit owner in the Birches since they have adequate space in their garage and on their driveway for a third car. See the attached Overflow Parking Policy (Appendix D) for more details.

Section 6.13 Vehicle Identification. Unit owners are required to provide accurate vehicle identification information for all cars and trucks that are housed on the community's property. Identification information includes year, make, model, color, and vehicle license number. This information must be provided to the property manager upon request. It should be updated or verified at least annually. Unit owners are responsible for providing the information for any leasers. Failure to provide accurate information in a timely manner will be subject to an initial fine. Continued failure to provide the information will be subject to further fines.

Appendix D from the Rules & Regulations

Sterling Woods Master Association **Overflow Parking Policy**

1. Requests for permission must be in writing.
2. Permission will only be granted for a third car; never a fourth or more.
3. There are only 14 overflow parking spaces. There are 12 parking spaces on Bradford Drive and 2 parking spaces on Cypress Drive, therefore no more than 14 cars can have permission at any one time. Any subsequent requests will be placed on a waiting list until a space becomes available.
4. Permission can only be granted for up to 90 days at a time and less if warranted. At the end of the initial period, the unit owner must seek permission again. The Property Manager will notify the unit owner when their permit is about to expire.
5. The Property Manager will issue an Overflow Parking tag with expiration date which must be prominently displayed in the vehicle when it is parked in one of the overflow areas.
6. The overflow parking areas should be frequently monitored by the Property Manager and Board members. Any cars illegally parked there should be identified and promptly warned that they will be towed, fined, or both.
7. Permission will only be granted to units with three or more licensed residents. In other words, two residents in a unit cannot park a third car on the property under any circumstances.
8. Permission will be routinely granted (available space permitting) if the third licensed driver is working full time and/or is attending school locally and thus needs the car to commute to work and/or school.
9. Permission will be only granted for a limited period if the third licensed driver attends school outside the Danbury area and is a full time resident only in the summer months. In other words, the third car can be parked in overflow (available space permitting) when the student is home for their summer break but once he/she returns to school, the car may not be parked in overflow.
10. Permission will never be granted to a unit owner in the Birches since they have adequate space in their garage and on their driveway for a third car.