

COLONIAL VILLAGE III CONDOMINIUM  
1903 N. Key Boulevard  
Arlington, VA 22201  
(703) 525-5557 Office ♦ (703) 525-5558 Fax

March 15, 2011

Starting April 15th, 2011, Colonial Village III residents may come to the Management Office to pick up new 2011 / 2012 parking permits. Attached is an application for a new parking permit and a copy of the parking regulations.

The parking application assigns each parking permit to **one specific vehicle and license plate**. Vehicles with **altered, moved or mismatched permits will be towed**.

**The following is required for registration:**

1. A **completed** parking application.
2. A valid driver's license and current vehicle registration. (Note: vehicle owners may only receive parking permits for vehicles registered to them.)
3. If you are renting a condo unit within Colonial Village I, **bring a COPY of your current lease (or addendum) if you are new to the Condo Association or if the current lease on file has expired**.
4. Unit owners and/or residents with unpaid assessments owed to the condominium association that are more than sixty (60) days past due may not be issued a parking permit.

To receive your new permit, please submit the above referenced items at the Management Office located at 1903 N. Key Boulevard. The office hours are as follows:

8:30 am to 5:30 pm	Mondays, Wednesdays, Thursdays
8:30 am to 7:00 pm	Tuesdays
8:30 am to 1:00 pm	Fridays

Beginning at midnight on May 31, 2011, any vehicles parked in the parking lot that do not display the new 2011 / 2012 permit will be towed.

If you have any questions related to the parking permit procedure, please contact the Management Office at (703) 525-5557.

**COLONIAL VILLAGE III**  
**2011 – 2012**  
**PARKING REGULATIONS**

There are only 59 parking spaces for 172 units in the Colonial Village III parking lot at Queens Lane. **Each unit is entitled to one parking permit, and parking is available on a first-come, first-serve basis. There is no guarantee that any resident will find an open spot in the parking lot at any given time.** Particularly late at night, residents may find it necessary to park on the street or make other arrangements for parking their car. For the same reason, these parking regulations are strictly enforced, and any car lacking a current, valid parking permit will be towed without warning.

**NOTE: THE COLONIAL VILLAGE III PARKING PERMIT DOES NOT REPLACE THE ZONE 4 PARKING PERMIT REQUIRED BY ARLINGTON COUNTY TO PARK ON THE STREETS.**

1. Any vehicle owned and/or driven by a Colonial Village III unit owner or tenant that is parked in the Queens Lane lot must be registered with the Condominium Association and display the required parking permit on the rear windshield on the driver's side of the vehicle. (Only in cars without a fixed rear windshield, i.e., Jeeps or convertibles, may the parking permit be affixed to the front windshield on the passenger's side.) Vehicles must be parked in conformity with these regulations and Arlington County law.
2. Each unit is assigned ONE parking permit, which must be affixed to the vehicle being registered to that unit. Parking permits will be issued upon presentation in person of a driver's license and a copy of valid vehicle registration, along with the completed Parking Permit Application to the Management Office located at 1903 N. Key Boulevard. (A settlement statement or current lease must be on file and the \$150 move-in fee must be paid prior to permit issuance.) Permits may not be transferred to third parties.
3. Each permit will show the expiration date of the permit and the license number of the car for which it has been issued. Permits are to be affixed permanently using the adhesive on the front of the permit. Permits affixed with tape or placed on the dashboard or rear deck of a vehicle will be considered in violation of the parking rules and subject to towing. PLEASE remove the old permit before affixing the new one.
4. A parking permit application, a copy of the regulations and an expiration notice are delivered or mailed to each unit in the spring of each year. This is the only renewal reminder that will be provided to unit owners and tenants.
5. It is the responsibility of the permit recipient to note the expiration date printed on the permit. If a permit expires, the vehicle to which it is affixed will become subject to towing immediately. There will be no prior notification of expiration given from CVIII beyond the annual distribution of new parking applications and regulations. A new valid application will void the previous permit at that unit address.
6. Visitors may not park in the Queens Lane parking lot. Permit holders are responsible for advising visitors, contractors, or service personnel of the parking regulations.
7. Vehicles will be towed if they have a license plate, registration and/or state inspection sticker that has been expired for more than 90 days, *even if it exhibits a current CVIII parking permit.*

8. A vehicle deemed by Management to be a junk or derelict vehicle (for example, possessing one or more flat tires and/or has not been moved for an extended period of time) is subject to towing and storage at vehicle owner's expense, *regardless of whether it exhibits a current CVIII parking permit*. The permit holder will be notified of the proposed action by first-class mail sent to the address listed on the parking application 30 days in advance of towing.
9. Campers, equipment, trailers, mobile homes, boats moving vans, and oversized vehicles are prohibited from parking in the Queens Lane lot. All vehicles must be of a size to fit within the perimeters of the marked parking spaces without risking damage or inhibiting access to adjacent cars.
10. No vehicle repair or maintenance is permitted in the parking areas. Drainage of any automobile fluids is prohibited in the parking areas.
11. Washing of cars in driveways or parking areas or on any part of the property is prohibited.
12. Parking violations include:
  - a. Double or stacked parking
  - b. Parking in the middle of any roadway
  - c. Any vehicle left unattended in a fire lane
  - d. Any vehicle occupying more than one space
  - e. Parking on grounds other than the pavement designated for parking
13. A motorcycle sharing a parking space with another vehicle constitutes double or stacked parking and is not permitted. (Motorcycles are only to be parked in areas designated for motorcycles.)
14. Noncompliance with these regulations subjects violator to **TOWING WITHOUT NOTICE** at the vehicle owner's risk and expense, ticketing by Arlington County Police, assessment by the Board and revocation of parking permit.
15. These amended rules have been enforced since June 1, 2006.
16. Owners who lease their units are responsible for ensuring that their tenants and prospective tenants sign a lease addendum incorporating the current year parking regulations.
17. Any special parking arrangements (i.e., parking for individuals with disabilities) will be considered by Management on a case-by-case basis.
18. Parking permits will not be issued and can be revoked if an owner is more than 60 days delinquent in paying condominium or other fees.
19. The Queens Lane parking lot is patrolled on a daily basis and towing is enforced 24 hours a day.

For Office Use Only: // \_\_\_\_\_  
Permit No. Issued \_\_\_\_\_  
Prior Permit No. Voided \_\_\_\_\_  
For Parking Lot at Queens Lane

## Colonial Village III Condominium 2011-2012 PARKING PERMIT APPLICATION

Please complete and return this form to the Management Office, 1903 N. Key Boulevard, Arlington, Virginia 22201, (703) 525-5557 in order to receive the new Colonial Village III parking permit.

**PRINT CLEARLY**

Name of Applicant: \_\_\_\_\_

Unit Address: \_\_\_\_\_ Unit # \_\_\_\_\_

Telephone #: (day) \_\_\_\_\_ (eve) \_\_\_\_\_

Are you an owner or a tenant? Owner \_\_\_ Tenant \_\_\_

All tenants must provide the following information: (NOTE: Tenants must provide a **COPY** of the current lease (or addendum) to the Office **PRIOR** to issuance of a Parking Permit.)

Unit Owner/Rental Agent Contact: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone #'s \_\_\_\_\_ (day) \_\_\_\_\_ (eve)

Vehicle Information (Please PRINT clearly):

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Color: \_\_\_\_\_

License (Tag) #: \_\_\_\_\_ State: \_\_\_\_\_ Tag Expiration Date: \_\_\_\_\_

**I CERTIFY THAT I HAVE READ AND WILL ABIDE BY THE PARKING REGULATIONS OF COLONIAL VILLAGE (VILLAGE III), A CONDOMINIUM.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

CVIII Address \_\_\_\_\_ Unit No. \_\_\_\_\_

Please provide the information requested below in order to allow management personnel to most effectively assist you in times of emergency and to administer properly the Pet Regulations:

Is your vehicle equipped with an alarm? YES \_\_\_ NO \_\_\_

If yes, please provide a contact name & phone number in case of false alarm \_\_\_\_\_

\* Is your unit equipped with an alarm system? \* YES \_\_\_ NO \_\_\_

\* Is it connected to the police? YES \_\_\_ NO \_\_\_

If no, please provide a contact name & phone number in case of false alarms:

\_\_\_\_\_

\* Do you own a pet? YES \_\_\_ NO \_\_\_