

INFO DOCUMENT AJ – TOWING POLICY

Rules for vehicle towing

1. The vehicle must be in violation of a parking infraction for at least 4 hours (or less, if it is not the first infraction), including the mailbox space which has a five (5) minute limit to accommodate Owners during a Clubhouse event. The four (4) hour window is defined by Ohio Code for first time notices.
2. Prior to towing the vehicle may have an infraction notice and/or towing notice posted on the driver side window with the time period to correct (or until a defined time). A reasonable amount of time to remove the vehicle will normally be given. This time is typically twenty-four (24) to forty-eight (48) hours. Look



for this notice:

3. The Management Company is always notified of the infraction with appropriate documentation. (Photos, plate number, time, vehicle sticker number, etc.)
4. Only Board Members, the Management Company, and Police or Sheriff may initiate towing using the required towing company as defined in the Declaration. Board Members have a specific code that must be used to initiate towing by the designated towing company. This ensures towing is only performed by an authorized person. (If an Owner wants a vehicle towed from their CE driveway that is fully under their control.)
5. If someone is illegally parked in your driveway it is the Unit Owner’s responsibility to have the vehicle towed, if desired. The Association will not initiate any action for illegally parked vehicles in an Owner’s CE driveway unless the vehicle is in violation of one of the rules, regulations, or policies.
6. The Management Company will attempt to locate the owner through their vehicle plate or visitor hang tag, if displayed. Again, this is why it is important to have your guests use the Guest Parking Tags when parked in Guest Parking Spaces. If



- an Owner of a vehicle cannot be reached quickly the outcome may be the vehicle is towed.
7. If the vehicle is a Condominium Occupant's, and the Management Company is able to determine the owner, an email notice may also be sent giving the owner a defined time period to remove the vehicle, depending on the infraction. If there is no Owner email address on file the vehicle may be towed.
 8. Since documentation of the incident is required, a formal written notice is required, thus precluding a phone call from the Management Company or a Board Member. If the Association has no email address of the vehicle owner on file, then the only warning will be the physical **green** window sticker and the official documentation will be the vehicle, the window sticker and photos. No postal mail notice will be sent to the Owner unless an infraction assessment is applied or the vehicle is towed.
 9. If the vehicle is moved after the first-time, initial four-hour grace period an infraction warning/ assessment may still be issued to the Unit Owner to advise them they are in violation of a parking regulation.
 10. If the Condominium Association cannot contact the owner of the vehicle, it may be towed after the defined time period noted on the infraction notice posted on the driver's side window. (The maximum grace time is 48 hours.)
 11. Subsequent violations (even on the same day) by the same vehicle for the same violation may result in additional infraction assessments and possible towing.
 12. If a vehicle is towed, the Condominium Owner may contact Shamrock Towing in Westerville to retrieve their vehicle after they pay the towing fee. (Phone number is on the sign at the entrance to the community.) Additionally, any infraction assessments must also be paid to the LAP Condominium Association. The LAP Condominium Association is not responsible for any damage that may be caused by the towing company to the towed vehicle.