

2026
WINDHOVER CONDOMINIUM ASSOCIATION, INC.
PARKING POLICY & PROCEDURES

I. Introduction & General Overview This document outlines the operational parking rules, registration requirements, and enforcement standards for Windhover Association. All unit owners, family members, guests, and tenants must comply with these policies. Vehicles must be registered when they park on the property. Failure to follow these rules will result in enforcement action, including towing at the vehicle owner's expense.

II. Resident Vehicle Enrollment & Registration

- **Registration Requirement:** All owners and tenants must register their vehicles with the Association via the digital ParkingPass portal.
- **Vehicle Limit:** Vehicle registration is strictly limited to **one (1) vehicle per authorized and approved resident** permanently residing in the unit.
- **Resident Verification:** To register a vehicle, the resident must be officially on file with the Association. Tenants must have successfully passed the Tenant Evaluation screening process and have an active, Board-approved lease on file. Owners must ensure all residents are officially listed with the management office.
- **Required Documentation:** Residents must maintain a valid driver's license, proof of insurance, and vehicle registration. All documents must be updated over time to remain current and active and are part of keeping an active ParkingPass registration application. Occupants are solely responsible for maintaining their license, insurance, and vehicle registration. The Association and Management assume no responsibility for tracking, renewing, or maintaining these documents on the occupant's behalf.
- **Tags & Plates:** Vehicles must have up-to-date tags, and license plates must be visible.

III. Guest Vehicle Registration

- **Registration Requirement:** Guest vehicles must be registered with the Association upon arrival and comply with all Parking Rules. Guests can be registered in advance.
- **Guest Pass Limits:** Each unit is allowed a maximum of two (2) active guest passes at a given time.
- **Time Limitations:** Guest passes are limited to a maximum of 15 days per vehicle, per month, with a strict limit of three (3) consecutive days per pass.
 - **Standard Guest Passes:** Standard guest passes are valid for up to 72 hours and must be registered for each occurrence. Guest passes can be registered in advance.
- **Unregistered Vehicles & Penalties:** Any guest vehicle exceeding the monthly limit, or left unregistered on the premises, will be subject to towing and restricted from parking on the property for an additional period of 30 days.

IV. Parking Restrictions & Lot Usage

- **Assigned Spaces:** Each unit is assigned one (1) numbered parking space. The first two numbers of the designated parking space refer to the corresponding building number of the unit, followed by the last two numbers of the resident's address. This space shall only be used by that specific unit. Owners and tenants shall prioritize using their assigned space before utilizing unassigned spaces.
- **Unassigned Spaces (No Guarantee):** Unassigned (unnumbered) spaces are available on a strict first-come, first-served basis for resident overflow and registered guests. ***Guest parking and resident overflow parking may be limited depending on availability. Registering a vehicle does not guarantee a parking space.***
- **Service & Delivery Vehicles:** Vehicles actively engaged in delivery, service, or emergency work, shall not be towed away while actively performing such services.
- **Moving Vehicles:** Active moving (including commercial trucks or U-Hauls rented by owners/tenants) must occur in-between the hours of 9:00 am and 5:00 pm and shall not be towed while actively performing such services. Management must be notified at least 24 hours in advance of such scheduled activities if they are expected to take more than two (2) hours.
- **Vehicle Orientation:** Backing into a parking space is strictly prohibited to ensure license plates are visible to monitoring cameras.
- **Motorcycles:** Resident motorcycles can be registered as an additional vehicle must be parked in the front of the unit's designated numbered space, sharing the space with one motor vehicle. They cannot be parked behind a vehicle, as the license plate must be in clear view.
- **Vehicle Condition:** All vehicles must be operable, currently registered, and maintained in a safe condition without leaks. No vehicle repairs (except emergency jump starts or 24-hour flat tire changes) or vehicle washing are permitted on the property.
- **Work Equipment:** Vehicles containing visible work equipment or materials must keep items orderly and concealed using commercially available covers; tarps, garbage bags, and loose blankets are strictly prohibited.

V. Towing & Enforcement Procedures All towing is conducted in strict compliance with applicable Florida Statutes and Orange County Code.

Immediate Tow Violations

Vehicles committing the following violations constitute safety hazards or block access and are subject to **immediate towing** without prior warning:

- Parked in another unit owner's designated space
- Parked on Sidewalk (All or Partial)
- Parked in Fire Lane
- Parked on Grass
- Parked on Wrong Side of the Street
- Parked on the Curb
- Blocking parking lot entrances
- Vehicle Parked in Street (Not Allowed)

Warning & Subsequent Tow Violations

Vehicles committing the following violations will receive a first violation warning (via 24-hour sticker). **ANY UNCORRECTED violation (and all subsequent violations) will result in towing:**

- **License/Tag Issues:** NO License Plate Displayed, Expired Vehicle Registration Decal Displayed, License Plate or Temporary Tag Altered.
- **Parking Procedure Violations:** Backing into Parking Space, Double Parked (two or more spaces, curb, or in any aisle), Motorcycle not parked at the end of assigned space.
- **Prohibited Vehicles:** Banned Vehicle, Boat/Boat Trailer, Commercial Vehicle, RV/Camper, Trailer Parked on Property, Construction Vehicle, Moving Truck (i.e., U-Haul, POD, etc.).
 - *Temporary Exceptions:* Moving trucks (e.g., U-Haul, PODs) and commercial vehicles are strictly prohibited from standard and guest parking. However, a short-term exception applies for vehicles actively engaged in moving for under two (2) hours, which may park without prior approval while actively performing such services. For any activities expected to exceed two (2) hours, these vehicles must receive written approval from Management prior to parking and must strictly vacate the property by the end of the specified timeframe.
 - *Strictly Prohibited (No Exceptions):* RVs, campers, boats, and boat trailers are not permitted on the property under any circumstances and will not be granted exceptions.
- **Vehicle Condition & Misuse:** Inoperable Vehicle, Flat Tire (Immediate Warning), Liquid Leakage, Covered Vehicles/Motorcycles Not Permitted, FOR SALE Posted in or on Vehicle.