

Waterford Place Homeowners Association, Inc.
Waters Row Terrace, Germantown, MD 20874
parking@waterfordplacehoa.org

The Board of Directors of Waterford Place Homeowners Association, Inc.(WPHOA) recently adopted the ***Administrative Resolution to Update Waterford Place Homeowners Association, Inc. Community Parking Rules and Regulations*** on January 16, 2024, to replace in entirety any and all prior Revised Parking Rules and Regulations and amendments. Violation of the adopted Towing & Parking Rules and Regulations policy shall be enforced, as are other use restrictions for the Association Property.

OBJECTIVES:

1. Regulate Common Area parking and assign Common Area parking spaces within the Association's community.
2. Promote the safety and welfare of the Association's residents while preserving and protecting property values within the Association.
3. Establish reasonable rules and regulations for the assignment of parking spaces to those Units without garages or driveways to meet the intent of Article IV, Section 4, entitling each Lot/Unit Owner to one parking space as near and convenient to the Owner's Lot/Unit as possible.
4. Ensure that each of the 14 Lots/Units without a garage/driveway has one (1) numbered and assigned parking spot reserved for their use.
5. Prevent the parking of any unauthorized vehicle within the Association's community.
6. Limit and ensure the fair and equitable distribution of available parking spaces.
7. Identify and provide parking permits for all properly registered vehicles.

INSTRUCTIONS:

1. Waterford Place Lot/Unit Owners (occupied), non-owner residents, and legal tenants/renters are required to complete the WPHOA Parking Permit Request form for each legally registered and licensed vehicle they own and park inside the Waterford Place Homeowners Association, Inc. community.

2. You must provide the following information and documentation:

Your Name	Your Unit# Address	Your Contact Phone#	Your Contact Email Address
Your Occupant Type	Vehicle Owner's Name	Vehicle Driver's Name	Name on Vehicle Registration Card
Vehicle Make	Vehicle Model	Vehicle Year	Vehicle Color
Tag#/License Plate#	Tag/Plate State of Issue	Copy of Vehicle Registration Card (PDF or image file)	Vehicle Photo (PDF or image file)

3. Upon the receipt of a completed WPHOA Parking Permit Request form and the verification of the information provided, an official WPHOA Resident Parking Permit hangtag will be issued for each validated request.
4. The WPHOA Resident Parking Permit hangtag (to be installed on the rearview mirror of the vehicle) must always be visible and displayed while the vehicle is within the Waterford Place community, especially if the vehicle is parked in the Common Areas parking lots inside the Waterford Place community.
5. It is the responsibility of each Lot/Unit Owner, Legal Resident, and Legal Tenant/Renter to retain the assigned WPHOA Resident Parking Permit/hangtag.
6. WPHOA Lot/Unit Owners are responsible for contacting the Association Community Management Agent (Community Association Manager) if a replacement WPHOA Resident Parking permit or WPHOA Visitor Parking permit is needed.
7. There is no fee for the initial WPHOA Resident Parking Permit/hangtag(s). However, to replace a lost, stolen, or damaged WPHOA Resident Parking Permit/hangtag, the cost of a replacement is \$50.00 *for each replaced permit/hangtag*.
8. For more detailed information about the WPHOA Towing & Parking Rules/Regs, click [here](#).

NOTE: All vehicles parked within the Waterford Place community must be currently and legally registered with the Maryland Motor Vehicle Administration and in operable condition for Maryland Highways. (See MDOT Motor Vehicle Administration: Vehicle Registration and Titling Questions for more information.)

NOTE: You must register your vehicle within 60 days of moving to Maryland. In general, only members of Congress, diplomats, active duty military personnel, and students enrolled in an accredited school, college, or university of this state or of a bordering state are exempt from Maryland registration. If any vehicle for which you are requesting a parking permit is not registered in the State of Maryland, please provide an explanation in the "Comments" section on the WPHOA Parking Permit Request Form.

Unlicensed, unregistered, inoperable, or abandoned vehicles are strictly prohibited. Violators will be cited with a sticker and towed after seventy-two (72) hours and towed at the owner's risk and expense. This rule applies even if the unlicensed, unregistered, inoperable vehicle is currently registered with the WPHOA and displays an official WPHOA Resident Parking Permit.

A WPHOA Resident Parking Permit/hangtag will not be issued for any unlicensed, unregistered, inoperable, or abandoned vehicle in the Waterford Place community. No exceptions.

A WPHOA Resident Parking Permit/hangtag does not convey an absolute right to park in the Waterford Place HOA Common Area parking lots. Unreserved/unmarked parking spaces are limited and available on a first-come, first-served basis.

Please direct any questions, comments, or concerns to parking@waterfordplacehoa.org.

WPHOA Parking Permit RESIDENT | Waterford Place HOA

Applicant Name *

Waters Row Terrace Unit# (e.g., 20200) *

Contact Phone# (e.g., (123) 555-0123)*

Contact Email Address *

Occupant Type *

- ☐ Lot/Unit Owner (Occupied)
- ☐ Lot/Unit Owner (Landlord/Unoccupied)
- ☐ Non-owner Resident (family, primary residence)
- ☐ Tenant (lessee, renter)

Vehicle Owner's Name *

Vehicle Driver's Name (if not the owner)

Name on Vehicle Registration *

Vehicle Make (e.g., Ford, GMC, Lexus, Mercedes, Nissan, Tesla, etc.) *

Vehicle Model (e.g., Camry, RX350, Rogue, Mustang, etc.) *

Vehicle Year *

Vehicle Color *

Tag#/License Plate# *

Tag/Plate: State of Issue (eg., Maryland, Virginia, etc.) *

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REQUIRED DOCUMENTATION TO BE INCLUDED AND SUBMITTED WITH THIS FORM:

- Vehicle Registration Card (attach to email --- upload PDF or image file only) *
- Vehicle Photo (attach to email --- PDF or image file only) *

Comments (if vehicle is not registered in Maryland, please explain here)

Date of Request

SUBMIT COMPLETED FORM WITH REQUESTED DOCUMENTATION (COPY OF VEHICLE REGISTRATION CARD AND VEHICLE PHOTO) TO PARKING@WATERFORDPLACEHOA.ORG.