

Origin Parking Violation Policy

Date: December 31, 2018

Revised by: Mark Huebner

Dark Orange Parking Pass

- Must have three letters defined. This is who the Resort Packet was sold to.
- Can Park in the main ramp and east parking garage
- Must define the Check Out Date or it is Invalid and the vehicle is subject to tow. The date can not be revised, only a new pass can be issued if the guest extends their stay.

Light Orange Parking Pass

- This is a Seahaven Beach Resort issued pass controlled by the Front Desk
- Can Park in the main ramp and east parking garage
- Must define the Check Out Date or it is Invalid and the vehicle is subject to tow. The date can not be revised, only a new pass can be issued if the guest extends their stay.

Blue Pass

- This pass is for the **overflow parking lot ONLY**. A vehicle displaying this tag is not permitted to park on the Origin Property. They are allowed to stop and stand to load and unload passengers and possessions, but the vehicle is not to be turned off on the Origin property.

Yellow Employee/Vendor Pass

- This pass is for the **East Open Parking Area ONLY** (outside of the east garage and along the east property boundary). A vehicle displaying this tag is not permitted to park in the entry or any garage area on the property (covered parking areas).

All violators are to be issued a Parking Violation and towed from the property under the following schedule.

Vehicle with no Parking Pass displayed

Ticket to be issued and vehicle to be towed **1 Hour** after the ticket is issued.

Vehicle Parked in a No Parking Zone

Ticket to be issued and vehicle to be towed **15 Minutes** after the ticket is issued unless blocking traffic, then Immediately tow.

Vehicle Parked in Two Parking Spaces (One or more Tires of the Vehicle cross a parking line and are in the adjacent parking space or no parking designated area)

Ticket to be issued and vehicle to be towed **2 Hours** after the ticket is issued.

Vehicle with Expired Parking Pass

Ticket to be issued and vehicle to be towed **2 Hours** after the ticket is issued.

Vehicle Parked on Origin Property with Overflow Parking Pass

Ticket to be issued and vehicle to be towed **2 Hours** after the ticket is issued.

Vehicle with Vendor / Staff Parking Pass Parked in Main Ramp or East Garage

Ticket to be issued and vehicle to be towed **2 Hours** after the ticket is issued.

Unauthorized Vehicle (trailer, scooter, golf cart, etc)

Ticket to be issued and vehicle to be **Immediately** towed.

Towing Procedure

- An Incident report must be completed and emailed with attached photos PRIOR to calling and requesting permission to tow a vehicle. **DO NOT call for authorization to Tow until the Incident Report is complete and emailed with photos.**
- Vehicle must be photographed with Parking Violation visible in Photos at the time the Violation is Issued. Photos of the registration, front of vehicle, rear of vehicle and sides of vehicle must be included with the Incident/Towing Report. The Violation must be clearly identified in the photos. A minimum of 6 clear photos must be taken and attached to the Incident Report.
- Security must call the Owner or Resort Company as identified by the three letter code and obtain contact information for the Guest. A reasonable effort must be made to reach the Guest and tell them of the violation and the impending towing. If the Owner or resort company can not be reached or the Guest can not be reached the vehicle is to be towed per the defined timeline and procedure. The contact information obtained including names and telephone numbers must be included in the Incident Report. The person called and the time of the call must be noted in the Incident Report (spoke with? Or left a Voicemail).
- **A phone call is to be made to Association Management prior to towing the vehicle.** Gene Claseman is the gate keeper for all towing. If Gene can not be reached a message is to be left on his cell phone and the vehicle can be removed from the property. Only No Parking Zone and Unauthorized vehicles will be towed from the hours of 9pm to 7am. All other violations should be ticketed and towed during the day. Gene is only to be called in the event of an emergency during the restricted hours.

This policy will be revised including the removal of the requirement to call Association Management for permission to tow once the policy is proven and we have a track record of documenting all information prior to removing a vehicle from the property.