

**THE CAPE CONDOMINIUMS  
POLICY FOR TOWING OF VEHICLES  
POLICY 00-01**

1. This Policy shall be applied equally and fairly to all persons whose vehicles are parked upon the Condominium premises.
2. Vehicles parked in a numbered (reserved) space, which are determined to be non-operational, non-licensed, abandoned, illegally parked or in violation of the duly adopted Parking Rules, shall be tagged and monitored for a period of 24 hours. If compliance is not forthcoming within the 24-hour period the vehicle will be towed.
3. **Any vehicle parked in an area other than a designated parking space (e.g. roadway, in-front of dumpster, fire lane, etc. ) may be towed immediately without notice.**
  - A. J.T. Crova is notified for towing and they contact the Van Buren Police Department.
  - B. Two members of the Board of Directors, and/or Board designee must sign and date the tow bill which shall serve as authorization for immediate towing.
4. Vehicles parked in the overflow or visitors spaces, which are determined to be non-licensed, non-operational, illegally parked, abandoned, unauthorized, or generally in violation of the Association's Parking Rules will be towed in accordance with the following:

**Procedure for towing:**

- A. A vehicle parked in overflow or visitor parking which is determined to be non-licensed, non-operational, illegally parked, abandoned, unauthorized, or generally in violation will be observed over a 72-hour period.

A "WARNING" sticker will be adhered to the driver's side window. The sticker will include the date, time, and nature of infraction.
- B. Once the "WARNING" sticker has been applied, the vehicle will be observed over a 24-hour period. If corrective measures are not taken within that time (i.e. vehicle moved, properly licensed, repaired, etc.) the vehicle will be towed.

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**The following will occur prior to towing:**

- A. J.T. Crova is notified for towing and they contact the Van Buren Police Department.
  - B. Two members of the Board of Directors, and/or Board designee must sign and date the tow bill which shall serve as authorization for immediate towing. It shall be their responsibility to ascertain that no vehicle is towed without proper notification procedures have been adhered to. The tow bill will list the date, time and action taken with regard to each step of notification of vehicle owner.
5. Any and all costs, damages, expenses and/or attorney fees incurred by the Association shall be assessed and collected as prescribed in the Association Documents. Co-owners will be responsible for any costs incurred by the Association as a result of enforcement of the restrictions and rules and regulation as the result of the conduct of their unit occupants, guests, and visitors.

This includes, but is not limited to, towing charges, storage fees, expenses, attorney fees and "dry runs". A "dry run" shall occur when the towing company is called out, but the vehicle is not towed.

APPROVED: JANUARY 10, 2001  
AMENDED AND APPROVED: JANUARY 8, 2003