

LIBER: 00077 FOLIO: 368

98

Wheatfield Homeowners Association, Inc. Amended and Restated Townhome (TH) Parking Policy

1. Authority

HOA's Governing Documents, including the Declaration and By-Laws, authorize the Board of Directors to adopt reasonable rules and regulations governing the use of the Commons by owners, their family members, guests, and other persons. Because the parking spaces governed by this Policy are part of the Commons, the Board has adopted this Policy to regulate their use and administration.

2. Purpose

The purpose of Townhome (TH) Parking Policy is to promote fairness, access, and safety within the Wheatfield community. The policy consolidates requirements already contained in the governing documents and introduces hangtags as a means of identifying authorized vehicles for parking management and enforcement purposes. The community includes 79 townhomes, 22 with garage and 57 without a garage. There are 137 parking spaces, including parking spaces located at the end of each cul-de-sac.

3. Resident Parking

- a) Each townhome without a Garage shall be assigned one parking space. The parking space shall be marked with the Lot# and the word "Reserved". Residents are expected to park in their assigned space.
 - i) Assigned space may not be used by other residents without authorization (i.e. permission granted by the assigned resident).
 - ii) Assigned spaces are maintained and managed by the HOA for resident use and do not constitute ownership or permanent rights to the space.
 - iii) The HOA reserves the right to reassign, relocate, add, remove, or modify parking spaces as reasonably necessary to address operational, safety, maintenance, or community needs.
- b) Each townhome with a Garage shall not be assigned any parking space. Residents are expected to park in their garage and/or driveway.
 - i) **Exception:** Driveway for 8558 Harvest View Ct cannot accommodate one vehicle and hence shall be assigned one parking space.
- c) Residents may park in open space on a first-come, first-served basis.
- d) Resident vehicles must display a valid hangtag while parked in assigned or open space.

4. Guest Parking

- a) Guests may park in open space on a first-come, first-served basis.
- b) Resident is responsible for ensuring their guests display a valid hangtag.

5. End of Cul-De-Sac Parking

- a) No more than two vehicles can be parked on either side of a cul-de-sac end area.
- b) Parking more than two vehicles in these locations may inadvertently result in vehicles extending onto or damaging adjacent landscaped areas, grass or other non-paved surfaces within the Commons.
- c) Damage to the Commons resulting from improper parking may result in enforcement action and the vehicle owner being held liable for repair costs.

20
JN

00077 FOLD 369

Wheatfield Homeowners Association, Inc.

Amended and Restated Townhome (TH) Parking Policy

6. Hangtag

- a) Each townhome shall receive hangtags labeled with its lot number: one hangtag for townhome with a garage and two hangtags for townhome without a garage.
- b) The number of hangtags issued to a townhome establishes the maximum number of vehicles authorized to park in parking spaces at any given time.
- c) The hangtag may be used by residents or by their guests.
- d) All vehicles (residents or their guests) must display a valid hangtag when parked in assigned or open space. Display of a valid hangtag is a condition of authorization to park in parking space subject to this Policy.
- e) The hangtag must be displayed visibly on the vehicle's rear-view mirror or dashboard, with the assigned lot number clearly visible and legible from outside the vehicle through the windshield. Residents must ensure that hangtags are not obstructed by sunshades, tinted covers, or other items that may prevent the hangtag from being easily read. A hangtag that is not displayed in accordance with this section shall be deemed invalid for enforcement purposes. The absence of a clearly visible hangtag shall be presumed to indicate that no valid hangtag is displayed.
- f) Service, delivery, emergency, and governmental vehicles actively performing services are exempt from hangtag display requirements while engaged in such activity.
- g) The issuance of a hangtag does not guarantee parking availability in open space.
- h) Hangtags are not required when parking on public streets such as Harvest View Ct or Wheatfield Way, as these areas are under Howard County jurisdiction.
- i) Hangtags remain the property of the HOA and are issued solely for authorized use by the resident. The hangtag must be returned to the HOA upon sale, transfer of occupancy, or termination of residency unless otherwise directed by the HOA.
- j) Any tampering with, alteration of, misuse of, or unauthorized duplication of a hangtag shall constitute a violation of this policy and may result in suspension of parking privileges or other enforcement action authorized by the HOA.

7. Rules and Restrictions

- a) Vehicles of residents or their guests may be towed at the owner's expense if **any one or more of the following violations** occur:
 - i) The vehicle is parked in an assigned space without authorization.
 - ii) The vehicle is parked in any assigned or open space without properly displaying a valid hangtag in accordance with this Policy and is therefore deemed unauthorized to occupy the space.
 - iii) The vehicle occupies more than one space or blocks another vehicle or driveway.
 - iv) The vehicle is parked in a fire lane, designated no-parking area, or in any portion of the Commons not designated or approved for parking, including landscaped areas, grass, sidewalks, or other non-paved surfaces.
 - v) The vehicle has expired registration or missing/invalid license plates.
 - vi) The vehicle is inoperable (see Definitions section for details).
 - vii) Commercial or Oversized vehicle (see Definitions section for details), parked in any assigned or open space, except for service, delivery, emergency, or government vehicles actively performing services.

00077 FOLD 370

Wheatfield Homeowners Association, Inc.

Amended and Restated Townhome (TH) Parking Policy

8. Lost or Replacement Tags

- a) Residents must report lost or damaged hangtags to the HOA within five (5) business days of discovery.
- b) Replacement hangtags shall be issued within five (5) business days after receiving a \$10 administrative fee per hangtag. The fee may be paid by check (made payable to Wheatfield HOA) or by credit card. All credit card payments will include a processing fee charged by the third-party payment processor.
- c) Any previously issued hangtag that is later recovered must be returned to the HOA or permanently destroyed. Use of an invalid or duplicate hangtag may result in enforcement action.

9. Enforcement

- a) The HOA, its managing agent, or its authorized representative may enforce violations of this Policy through towing or other enforcement measures permitted by law.
 - i) Vehicles in violation of Section 7(a)(v) (Expired Registration) shall be subject to seventy-two (72) hours' notice, or as otherwise required by applicable law before towing, at the owner's expense.
 - ii) Except where notice is required by applicable law, no warning or prior notice shall be required, and vehicles in violation of this Policy may be subject to immediate enforcement action, including towing, at the owner's expense.
 - iii) All towing shall be authorized by the HOA, its managing agent, or its authorized representative, as required by applicable law.
- b) Repeat or recurring violations may result in immediate enforcement action without additional warning or notice.
- c) Residents may submit a tow request through the HOA website: <https://wheatfieldhoa.com/>, if a vehicle is parked in their assigned space without authorization. Resident-initiated tow requests for assigned space violations shall be verified by the HOA, its managing agent, or its authorized representative, prior to enforcement, as required by applicable law.
- d) Signage identifying the towing company, contact telephone number, and notice of potential towing shall be posted at community entrances, as required by applicable law.

10. Definitions

- a) Commons – The Commons, as defined in the Wheatfield HOA Declaration.
- b) Resident – Any individual occupying a townhome unit, including the owner of the townhome or an authorized tenant.
- c) Guests – Non-resident visitors temporarily using the parking spaces.
- d) Hangtag – Official HOA parking hangtag issued for a townhome.
- e) Assigned Space – A parking space marked with the Lot# and the word "Reserved" and used only by the assigned resident.
- f) Open Space – A parking space not designated as assigned space.
- g) Inoperable Vehicle – Vehicle that exhibits one or more of the following conditions:
 - i) deflated or flat tires;
 - ii) broken or missing windows;

LIBERT 00077 FOLD 371

Wheatfield Homeowners Association, Inc.

Amended and Restated Townhome (TH) Parking Policy

- iii) collision damage or significant structural deterioration;
- h) Commercial Vehicle – Vehicle displaying business signage, carrying commercial equipment or materials visible from the exterior, or otherwise primarily designed or used for business operations rather than ordinary personal transportation, as reasonably determined by the HOA based on visible characteristics of the vehicle.
- i) Oversized Vehicle – Vehicle longer than 22 feet, taller than 9 feet, or wider than 8 feet.
- j) Towed at owner's expense - Vehicle's owner is responsible for all costs associated with having their car towed, including the towing fee and any storage fees.

11. Contact Information

- a) Residents may submit written appeals regarding towing enforcement to the Wheatfield HOA Board for review. Appeals must be submitted within ten (10) days of the enforcement action.
 - i) Filing an appeal does not require release of a lawfully towed vehicle and does not suspend towing charges imposed by the towing company.
- b) For questions, appeals, disputes or replacement hangtag requests, please contact:

The Wheatfield Association, Incorporated

P.O. Box 1056

Havre de Grace, MD 21078-1056

parking@wheatfieldhoa.com | Ph: 410-939-1500 | Fax: 866-724-5497 | Mon-Fri, 9 am – 5 pm

This policy may be amended by Wheatfield HOA Board at any time with proper notice to homeowners.

Original Policy approved by the Wheatfield HOA Board on December 27, 2025, effective January 1, 2026.

This Amended and Restated Townhome Parking Policy supersedes and replaces the Original Policy.

Amended and Restated Parking Policy approved by the Wheatfield HOA Board on June 11, 2026, effective June 12, 2026.

LIBERT 00077 FOLD 372

HOA Name : WHEATFIELD HOA INC
Ref : 32
Quantity : 4
HOA Dep Amendment Total :
\$20.00
Total Amount : \$20.00
Transaction Amount : \$30.02
07/30/2020 08:14:54 AM - 233
0730201301001002
HOWA-13-CLILR



DOCUMENT VALIDATION PAGE
FOR CLERK'S USE ONLY
(EXCLUDED FROM PAGE COUNT FOR CERTIFIED COPY)

WAYNE A. ROBEY
Clerk of the Circuit Court for Howard County
9250 Judicial Way
Ellicott City, MD 21043
Land Records and Licensing
(410)-313-5850