

## **Towing Policy**

Cross Creek Circle, and all parking lots within Cross Creek are privately owned. The HOA has the authority to tow vehicles based on violations of the Restrictive Covenants, and the adopted Rules & Regulations. The following violations will cause your vehicle to be towed and may subject the owner to additional fines for violation of the parking rules.

- Double parking (parking directly behind another vehicle)
- Parking in an undesignated parking space (parking space not assigned to your unit)
- Parking on the grass
- Expired license/inspection stickers
- Vehicles in inoperable condition (flat tires, busted window, wrecked)
- Parking in handicap spaces without proper documentation represented - proper documentation includes a handicap plate on the vehicle or placard on rear-view mirror.
- Parking outside designated lines of a parking space – parking over the lines using two spaces for one vehicle is not allowed
- Parking in the cul-de-sac at the end of Cross Creek Circle
- Owners or tenants utilizing visitor parking spaces
- Boats, trailers, or RV's are PROHIBITED

If an above violation is identified during an inspection, or reported to management by a resident in the community, the following steps will occur:

1. The vehicle will be ticketed for the violation by the management company – ticket information will include the date, time, location of the vehicle and vehicle type, and the reason the vehicle is being ticketed. The ticket also includes contact information for the management company and states the ticketed vehicle will be towed within 24 hours. The ticket will be placed on the front windshield of the vehicle and photos will be taken of the ticket, the ticket once placed on the vehicle, and the back of the vehicle. Other photos may be taken of any items in violation (ex. flat tire, busted window).
2. Management will follow up within seven business days to ensure the violation has been corrected or the vehicle has been removed from the property. If the vehicle has not been removed by the vehicle owner, management will contact A&B Towing Service on behalf of the HOA to have the ticketed vehicle removed for the violation. A&B Towing is located at 103 W. 9<sup>th</sup> St., approximately 2.5 miles from Cross Creek Circle and can be contacted at 252.752.3212.

**Vehicles are towed at the vehicle owner's expense and once removed from the property will be the owner's responsibility to contact the towing company to retrieve the vehicle.**

**If you have any questions or concerns, contact  
Emily Summerlin – HOA Manager via email [emily@russellpm.com](mailto:emily@russellpm.com)**