

Foxboro Coventry Towns Homeowners Association, Inc.

January 2011

Dear Foxboro Owner:

The purpose of this letter is to provide Owners with information regarding the ongoing enforcement of the Association's rules and regulations regarding the visitor parking areas within the community. The Management Committee has engaged a security company to assist with parking enforcement, and we want each Owner to understand the procedures the security company will follow.

CBI Security – Effective January 31, 2011, CBI Security (“CBI”), a full-service security contractor located in Salt Lake City will be providing parking enforcement and a courtesy patrol service to assist the Management Committee in enforcing the parking rules and regulations (as set forth in Section 3.20 of the Rules and Regulations). CBI will send a patrol to the Foxboro Coventry Towns condominium project each day to monitor use of the visitor parking areas. CBI will keep track of the vehicles using the visitor parking areas and will report to the Management Committee such information as requested regarding such usage. CBI shall perform such other services related to parking usage as the Management Committee may request.

Below are the duties and responsibilities CBI will perform.

- CBI will monitor and track vehicles using the visitor parking areas within the community.
- CBI will place an immobilization device (“boot”) on any vehicle observed in visitor parking longer than (3) days (consecutive or non consecutive days) within any calendar week (12:01 a.m. Sunday morning through midnight Saturday night) or more than five (5) days (consecutive or non consecutive days) in any three-week period. CBI will also place a notice (sticker) on the driver's side window advising the owner of the vehicle what they will need to do to have the boot removed. The (3) three designated reserved parking spaces in front of the Association's Clubhouse, or police vehicles with designated parking spaces, are excluded from the monitoring and tracking process. In the event a car is booted, the owner of the vehicle **must** call CBI. Their phone number is 801 363-2604 (dispatch center is open 24-7). CBI will only accept cash (\$75) to remove the boot.
- CBI requires advance notice for vehicles that may have approval to park in visitor parking for more than three (3) days in any week, or more than five (5) days in any three-week period. Owners must request the approval before the “Visitor” arrives. If the request is received on the 3rd or 4th day of the stay, the “Visitor” will most likely be booted, since there wouldn't be sufficient time to provide CBI with the necessary information. When requesting approval to have a vehicle parked in visitor parking beyond the (3) three or 5 (five) day rule, Owners must email the Management Committee (coventry-hoa@hotmail.com) with the make, model and license plate number of the vehicle, along with the requested dates. The Management Committee will consider requests to park in visitor parking up to two weeks in duration.
- The Management Committee will request information from CBI with respect to usage of the visitor parking areas. Should the Management Committee determine that the Owner of a vehicle is not actually a “Visitor”, as defined under Section 3.20, Storage and

Parking of Vehicles of the Rules and Regulations, the Management Committee will determine the appropriate action to take regarding the vehicle.

- The Management Committee will provide CBI with the make, model and license plate numbers of vehicles belonging to residents who have received a written warning (either by a courtesy notice or a letter via U.S. Mail) in violation of the Storage and Parking of Vehicles Rule. These vehicles will be towed, at the Owner's expense, the next time the vehicle is observed in visitor parking, without further notice. CBI will use Cartow to impound, tow and store the vehicle.

Please understand that parking in Foxboro is very limited. The visitor parking areas are not intended for owner use, and are certainly not sufficient to allow owners to routinely use visitor parking. If owners are allowed to use visitor parking, we will have no parking for actual visitors to our community. By purchasing a condominium unit in Foxboro, each owner agreed to the restrictions in the Declaration of Condominium governing Foxboro and to the rules and regulations of the owners association. Visitors must observe those same rules and restrictions.

A "visitor" who spends the night more than three nights (consecutive or non consecutive days) in any one week or more than five nights (consecutive or non consecutive) in any three-week period without prior Management Committee approval is not considered a "visitor" and should not be using visitor parking. Another pattern we have observed is multiple persons living in the same unit who use the visitor parking on a revolving basis. Anyone living in Foxboro is not a "visitor" and may not use visitor parking.

Please show respect for your fellow owners and neighbors by not inappropriately using visitor parking.

Best Regards

The Foxboro Management Committee