

RECREATIONAL VEHICLE STORAGE AREA RULES AND REGULATIONS

1. Acceptable vehicles for storage in the RV storage area are recreational vehicles such as motor homes, campers, boats, boat trailers, personal watercraft, utility trailers, and enclosed and open trailers used to carry vehicles used for recreation, such as motorcycles, ATVs, boats, hot rods, etc. as approved by the RV Storage Areas Committee and the Pennbrooke Homeowners' Association, Inc.
2. Sites are assigned based on availability, type and size of vehicle. If a property owner or tenant submits a request for a first site for vehicle storage, and an appropriate site is not vacant and available, the Recreation Vehicle (RV) Storage Area Committee will attempt to fulfill this request as follows. The Committee will contact a current site user who has multiple assigned sites and reassign one of these sites in order to accommodate the new request. These reassignments will be handled on a last in / first out basis with individuals who hold the most sites (three or more) being contacted before those with two assigned sites, and those who have more recently been assigned multiple sites before those who have held sites longer. If an appropriate site cannot be found and assigned in this manner, the property owner's or tenant's name will be placed on a waiting list for assignment.
3. All approved vehicles for storage must have a Pennbrooke address with a current registration, with plates on the vehicle. All vehicles must display either a Pennbrooke vehicle sticker or a numbered Parking Permit. In addition, all approved vehicles must be in working order and must be operable. The area is not for storage of vehicles that are not operable, not registered, or that are considered junk by the Committee and the Board of Directors.
 - a. Any out of state trailers/RVs/boats must show proof of ownership of a home via tax bill/power bill, etc. or verifiable other proof.
4. Only property owners or tenants of Pennbrooke Fairways may request and receive an assigned site in the storage area, if available, for their own personal use. A non-refundable fee will be charged for the key to the storage area.
5. A current property owner or tenant with an assigned space and key is not allowed to let a non-assigned vehicle into the Pennbrooke RV Storage Areas for the purpose of parking that vehicle without permission from the RV Storage Committee. This may result in the loss of RV storage privileges.
6. A.
A. No temporary covering of sites is allowed within the boundaries of the Progress Energy easement.
B. Owners of assigned vehicles in the storage area that are not within the Progress Energy easement boundaries may provide a temporary covering for their vehicle. The covering may not be permanent in nature and must not encroach onto any other assigned place. The covering must be approved by the RV Storage Areas Committee and be kept in good repair. Any damage caused by these coverings is the responsibility of the owner of the covering.

7. **Neither the RV Storage Areas Committee nor the Pennbrooke Homeowners' Association will be responsible for any damage done, or theft, to any vehicle while in the storage area. It will be the responsibility of the owner of the vehicle to have the vehicle insured.**
8. Each vehicle will be kept in its assigned site and within the allocated space. The RV Storage Areas Committee will assign those locations based on type and size of vehicle. Assigned sites, whenever possible, will continue from year to year. Parking is not allowed within 50 feet of metal power towers or underneath the wires on these towers. Parking is not allowed within 30 feet of Progress Energy's wood poles. At no time does a site assigned user move someone's property without permission. Location site numbers may not be moved. No one is allowed to change sites without the Committee's approval.
9. Any vehicle that is not approved for storage must be removed. The owner will be notified by mail giving him or her (14) days from the notice date to remove the vehicle. If the owner does not remove the vehicle, the Pennbrooke Homeowners' Association, at the expense of the owner, will remove it per Florida State Highway Department of Motor Vehicle procedures.
10. It is the responsibility of each person to keep the grass cut around his or her assigned site and keep in a neat condition. The use of tarps, wood, stones or any material on ground to prevent grass from growing is not allowed without the approval of the RV Storage Areas Committee. A vehicle owner may construct a complete gravel-based parking site at their expense. Site must be bordered with material edging to contain the gravel and provide a "mowable" edge. Gravel must be crushed type and have proper depth to support vehicles. Neither the Pennbrooke Homeowners' Association nor the RV Storage Areas Committee can guarantee continuing assignment of specific sites. A vehicle owner must get approval and agree to assume all risk before construction.
11. Vehicle owners are allowed wood or commercial tire protectors under wheels only when unit is stored on site. All wood or commercial tire protection must be removed and stored in back of assigned site when empty.
12. If a vehicle is sold and/or a new vehicle purchased, a new form is to be filled out by the vehicle owner. The current site will be reassigned to the vehicle owner if it is suitable for the new vehicle. If the site is unsuited for the use intended then the Committee will assign a new site, based on the type and size of the vehicle as soon as one is available.
13. If a site is no longer needed in the storage area, the key is to be returned.
14. Every site should have a sign with the number posted.
15. Before receiving a site, the vehicle owner will be required to sign a form agreeing to the current rules, with the understanding that not following these rules or not following the RV/ Boat parking rules of the community; will mean that the privilege of having a site at Pennbrooke Fairways Storage Areas can be revoked.
16. To oversee that these rules and regulations are being followed, a quarterly inspection of all sites will be conducted, checking for parking permits, current registrations and for site conditions. The following procedures apply:
 - a. The RV Storage Areas Committee will conduct an inspection quarterly on all sites within the storage areas.

b. The RV Storage Areas Committee will develop a list of any violations for the quarter and notify the Community Association Manager (CAM) of the names and type of violations so a notice can be sent to owner or tenant that they have fifteen (15) days to correct the violation.

c. After the fifteen days an inspection of the violations will be conducted by the committee. If violations have not been corrected, the CAM will send out a second letter giving the owner or tenant, ten (10) days to correct the violation.

d. After 10 days from the second notice having been sent and the violations not being corrected, then the name of the vehicle owner will be given to the Board of Directors for action which may include the loss of privilege of the use of the RV storage areas.

17. Any violation of the above rules that cannot be resolved between the vehicle owner and the RV Storage Areas Committee must be presented to the Pennbrooke Homeowners' Association Board of Directors for final resolution.

With the exception of a violation/issue that threatens the health and safety of others in the community and requiring immediate attention by the CAM, all towing action must be approved by the PHOA Board of Directors.

Recommendations for towing from the RV Storage Areas Committee will go through the following process before vehicles may be towed:

- a. A vote of a majority of the RV Storage Areas Committee,
- b. Documentation of due process (with offending party) to be provided to the PHOA Board of Directors,
- c. A vote shall be taken by the PHOA Board of Directors for removal.

18. NO SMOKING allowed in the RV Storage Areas.

19. For rules pertaining to canopies over boats, please refer to the "RV Canopy Guidelines and Standards"

20. No contractor or commercial vehicles of any type and no commercial signage of any type on any vehicles are allowed to park in either of our resident storage areas.

Revised and Approved: 9/22/2020
Date

For the Board of Directors: 
Signature

9/22/2020
Title
President

Revised: August 25, 2020
Revised: September 16, 2020