

# Timberlake Owners Association

c/o Elim Services, 1941 Mayport Road Atlantic Beach, FL 32233 (904) 241-8886



April 28, 2021

Owner  
Address 1  
Address 2

Sent via US Mail and Email (if provided)

Re: New Towing Policy

Dear Owner,

The purpose of this letter is to remind all residents of the governing documents related to parking in Timberlake Owners Association and to inform you of the new towing policy that will be effective on May 1, 2021. The *Declaration of Covenants and Restrictions for Timberlake* state (emphasis added):

Article X, Section 1.2. *The Association shall be responsible for the maintenance, repair and replacement of all private streets, drives, roads and roadways...*

Article XIII, Section 10. *Parking upon the Property **shall be restricted to the driveway and garage located upon each Lot . . . No parking on the streets or swales is permitted.** . . . No commercial vehicle, trailer, recreational vehicle, motor home, boat or boat trailer may be parked or stored on the Property except in the garage of a Home located upon a Lot. . .*

The purpose of this policy is not to tow the occasional vehicle parked on the street because of a party or visiting guest(s). If you have a unique situation and must park on the street, please take time to email management at [Rhonda@ElimServices.com](mailto:Rhonda@ElimServices.com) or call the office at (904) 241-8886.

This policy is being enforced as a last resort. Unfortunately, there are multiple residents who continue to park on the street or swale or park residential vehicles after receiving multiple notices. As of May 1<sup>st</sup>, management will cite vehicles that are in violation of the parking regulations. For ease of explanation, we're using the "three strikes" method. Vehicles that have previously been cited two times will be towed without further notice on the third incident.

In addition to tagging the vehicle, we will send notices to the home that appears to own the vehicle. We do not have the capability of running tags to verify ownership, so if you receive a letter for a vehicle that does not belong to you, please let us know so we can attempt to contact the correct owner.

The Association has contracted with First Coast Paint and Body to tow vehicles who have received multiple warnings and continue to park on the street or on the swale or lawn of their Lot or to park recreational vehicles. The vehicle owner is responsible for all costs associated with towing.

Please make note of the new policy and ensure you are following the guidelines for parking.

Sincerely,

*Rhonda Hutto*

Rhonda Hutto, CAM  
Elim Services, Inc. *for*  
Timberlake Owners Association