



## BROOKHOLLOW OFFICE PARK ASSOCIATION RULES & REGULATIONS COMMON AREAS RULES & REGULATIONS

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### PARKING

**PARKING SETUP:** The Board of Directors is given general and broad authority to address and establish policy with respect to parking. Brookhollow is mandated with a reciprocal parking easement which permits the Owners and Permittees of any Parcel within the Project to use, on a non-exclusive basis, any parking spaces located within the Project. Association does not assume any responsibility for parked vehicles. All vehicles are parked at owners' risk. Patrolling parked cars is not within the scope of the responsibility of the off hours security patrol. Assigned parking is prohibited as a general rule, however exceptions are allowed as approved by The Board upon application to the Architectural Committee.

**PARKING ALLOCATION:** City parking ordinances specify the minimum number of parking spaces required for each business per approved use. The City track number of parking required versus allocated through a parking matrix updated by the Association at the direction of the City. All Owners and respective Tenants shall occupy no more than the number of parking spaces allocated per approved use by the City and are expected to occupy parking spaces most closely adjacent to their respective buildings.

**USE:** No Owner, or respective Tenants/Customers shall obstruct any parking space or use parking spaces in a manner which causes a nuisance to other Owners/Tenants/Customers or occupy more parking spaces than allocated. Violations are subject to enforcement policy as stated. Additionally, Association has the right to have vehicles parked in non-compliance of the rules and regulation towed at Owner's expense. Each Owner shall be jointly responsible for the violation of any of these rules by respective Tenants.

### SPECIAL PURPOSE PARKING SPACES

**Purpose:** Following requests by some Owners, the Board of Directors approved the assignment of Special Purpose Parking Spaces (SPPS). The purpose of the SPPS is to facilitate efficient parking dynamics within the park and to help businesses enhance their operation. Assigned spaces are approved by the Board on a request basis and follow the below guidelines. Best efforts will be made to assign parking spaces that are closest to requesting Owner's unit in the "front row" of parking.

This program (and this program only) is designed to be enforced by the requesting Owners. Owners to place the SPPS Violation form (below) on violators' car windshield, a copy of which to be provided to the Association management for repeat violators. Repeat violations (after the 2<sup>nd</sup> time) can be escalated to the Association management for Violation Notice per the Brookhollow Office Park Enforcement Policy.

**Reserved:** This space is reserved to the owner for whatever type of parking they choose, so long as it is consistent with the CC&R regulations. This type of parking can be requested for a maximum of 10% of the allocated parking per the Parking Matrix.



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**Limited-Time Parking (LTP):** The purpose of LTP is to facilitate special needs of various businesses, such drop off for school or parking for ATM machine. The Board can review requests and approve appropriate number of LTP spaces at its discretion, evaluating the merits of the request. In no event can this type of parking exceed one space per 1,000 square feet of office.

**PARKING VIOLATION TICKET – FOR USE BY BUILDING OWNER**

<b>Brookhollow Office Park Association</b>	
<b>Special Purpose Parking Space Violation</b>	
<b>This is a courtesy reminder that you have parked in parking spots designated for: 150X Brookhollow Drive Kindly refrain from parking in the designated spots Further violation will be subject to fine per the Brookhollow Office Park Association Enforcement Policy</b>	
Date	
Building-Suite Number	
Car Make/Model	
Car Color/License Plate	
Description of Violation	