



MEMORANDUM

TO: All Residents of University City
3820 and 3830 Brentwood Road NW

RE: Visitor Parking Policy Update

Dear Residents,

Equium Group has been instructed to manage daily registration and enforcement of the visitor parking policy by the Board of Directors. Due to several recent violations and complaints in the use of the visitor parking, this notice is being sent to every resident at University City.

- **There is a maximum of 3 consecutive days of parking for visitors.**
- **Maximum frequency per unit is not more than 15 days per month.**
- **Requests that exceed the maximum durations or frequencies will require Board approval and are to be requested directly to Equium Group.**
- **Residents are not allowed to use the visitor parking for their own vehicles in keeping with the bylaws.**
- **Unregistered vehicles will be ticketed and towed at the owner's expense.**
- **Residents may also be subject to the permanent removal of visitor parking privileges and a monetary fine may be levied.**
- **All requests are logged and tracked with Equium Group on behalf of the Board and will be reviewed for abuse.**

Residents are required to register their visitor's vehicle on the University City website:

<http://www.universitycity-online.com>

As per Bylaws, the Corporation shall have the right to remove any vehicle parked in an unauthorized place or manner at the expense of the owner.

There is a maximum of 3 consecutive days of parking for visitors and a maximum of 15 days per month.

Sincerely,

Equium Group
As Agent for CCN# 1410077, 1410091 and 1410093



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