

Overland Cove (OC)
Homeowners Association (HOA)
Policy and Operating Procedure (POP)
Vehicle/Trailer Storage Area Updated
February 26, 2022

1. **Purpose:** To establish the POP for OC Homeowners [or designated Lessee] to use the vehicle/trailer Storage Area for storage of passenger cars, trucks, boats, trailers, RVs and motorcycles.
2. **Scope:** This POP applies to all OC Homeowners that request use of the Storage Area.

3. Policy:

a. The criteria for obtaining a Storage Area parking space is based upon a “first-come”, “first served” basis of issue. Parking spaces offer are to accommodate various sized vehicles and trailers. The spaces are issued based upon the following priority:

- i) Priority 1- Spaces are offered based upon size of vehicle or trailer until all spaces are occupied.
- ii) Priority 2- Spaces are offered when empty for vehicles/trailers

that are smaller than the available designed space. However, this space assignment is on a temporary basis. Homeowners will forfeit Priority 2 parking spaces within 14 days of notified by the HOA Management Company.

If a parking space is not available, the Homeowner's request is placed on a waiting list. Homeowners occupying a parking space are considered in a "Grandfathered" status. This means they qualify for one (1) parking space until they forfeit their space, or they have no vehicle/trailer to store.

- b. To obtain a parking space the Homeowner must present verification of property ownership at the time of parking space assignment. The OC HOA is the issuing authority using their Management Company to conduct the daily administration and operations of the Storage Area.
- c. The following items are prohibited and cannot be stored inside any vehicle/trailer in the Storage Area: illegal items, food, beverage, explosive, firearms, munitions, flammable liquids, corrosives, hazardous or toxic materials, animals, people or trash. Other personal property is NOT permitted under, around or stored on top of equipment without written approval from the HOA Board Functional Area Lead.
- d. The Storage Area is subject to inspection without notice by the HOA management.
- e. The OC HOA is "NOT" responsible for any damages/losses incurred while vehicles/equipment are in the Storage Area. Homeowners are required to keep appropriate insurance and registration current while items are in the Storage Area.
- f. Homeowners using the Storage Area will receive a special code to use at the gate for entry. Homeowners will protect this code from use by unauthorized personnel. When locking the gate, Homeowners will scramble the code numbers, so it is not easy to click one or two numbers to open.
- g. The Homeowner will "NOT" sublet their storage space under any circumstance.
- h. Homeowners are authorized to maintain one (1) storage location. The Board of Director's Functional Lead will approve, in writing,

any exception to this policy based upon availability of storage spaces.

i. After 30 days' notice from the HOA Management Company, the HOA will arrange towing of vehicles/equipment not properly registered and approved for storage. The Homeowner is responsible for ALL cost associated with removing the item.

j. Homeowners will completely back the vehicle/equipment into the marked space and between the lines. The Homeowner will have a numbered space assigned for parking.

k. Homeowners will ensure that: all tires are inflated, windows are rolled-up and factory locks are activated. Also, will ensure all other equipment be secured with lock/chain as needed.

l. Homeowners will notify the HOA Functional Lead when they want to terminate their storage space. They must terminate their space when they move from OC. Additionally, Homeowners must keep their contact information current with the Management Company and/or the HOA Functional Area Lead.

m. The HOA may immediately terminate this agreement if any of the policies or procedures are violated. In such case, the Homeowner will receive written notification by the HOA. Homeowners will have fourteen (14) days to remove all property from the storage area.

n. If the Homeowner's vehicle/equipment is covered for protection, the covering must be properly secured to withstand inclement weather. Homeowners will check their covering periodically and after all heavy storms to make necessary adjustments to the covers.

o. A Homeowner's space, not used for six (6) consecutive months, is subject to forfeit for non-use. The Management Company will provide the Homeowner proper advanced warning.

p. (Effective HOA fiscal year 2020), the HOA BOD will apply a special financial assessment (Pro-Rata Charge) on all users of the Storage Area when routine maintenance is required to maintain proper standards of the existing facility. There are 16 storage spaces; 8-small and 8-large. The Pro-Rata share is: 40% for occupants of small spaces; 60% for occupants of large spaces. This assessment, when needed, is based upon 80% occupancy of both small and large spaces. If less occupancy, the HOA General Maintenance Fund is used to pay expenses. A user's charge will not exceed \$400 in one year.

q. Hours of support operations are:

Weekdays- 9 am-4 pm [call 256-880-1000]

Weekends/Holidays/Emergencies [call 256-682-4002 or 251-605-9432]

4. Procedures:

a. Each Homeowner must provide the HOA Management Company the following information to apply for an OC Storage Area.

- i) Completed OC HOA Application Forms (Enclosures 1 and 2).
- ii) Valid current vehicle/equipment registration and insurance.
- iii) Proof of current OC home ownership.
- iv) Verification of property ownership.

b. Once action is completed on request, the HOA Management Company will provide the Homeowner a copy of both Forms for their files. If space is not available, the Homeowner will go on the waiting list maintained by the Management Company.

5. Responsibilities:

a. OC HOA Functional Lead will:

- i) Over-watch the Storage Area operations.

ii) Provide guidance and direction to the HOA Management Company for all Storage Area actions.

iii) Provide approval for any exceptions to this POP.

b. OC HOA Management Company will:

i) Conduct the daily administration and operations of the Storage Area and enforce the OC HOA Storage Area POP.

ii) Be the primary point of contact (POC) for the daily management of the Storage Area.

iii) Assist all Homeowners using the Storage Area or those wanting to apply for a storage space.

iv) Assign the Homeowner a space once approved by the Functional Area Lead using the Priority system established in this POP.

v) Provide below reports to the Functional Area Lead:

a. Situation Report (Immediately); when required to change the access code.

b. Status Report (Quarterly); an availability status report of the storage spaces and waiting list; with current pictures and Application Forms.

c. Budget Forecast Report (Annually); proposed budget requirements to support the Annual HOA budget submissions.

vi) Provide feedback to the Homeowners on their application packet and other Homeowners requests for assistance within 3- 5 days after receipt. Additionally, establish a waiting list as required to support future issue of storage spaces.

- vii) The Management Company will provide the Homeowner (six (6) weeks advanced warning if their current storage space is approaching the six (6) consecutive months of non-use.

c. Homeowners using the Storage Area will:

- i) Follow the OC HOA Storage Area POP.
- ii) Report any suspicious activity or damage to items in the Storage Area.
- iii) Submit requests for assistance/clarification of the POP to the Management Company and/or the HOA Functional Area Lead.
- iv) Notify Management Company if storage space will remain empty for longer than six (6) months and provide justification for HOA Board approval
- v) Make suggestions to the OC Storage Area Management Company that may improve operations.

Temporary storage space

Homeowner's/authorized tenants can request a temporary storage space for their Recreational Vehicle/Trailer Storage Area. There is a maximum of four (4) temporary storage places inside the Storage Facility.

In order to secure a storage place, Homeowners/authorized tenants are required to complete the storage area application posted below and must comply with the Storage Facility Policy and Procedures (POP) when requesting temporary storage.

Temporary storage space is defined as: Storage of a vehicle or trailer for a period of 60 days or less. The Functional Area Lead will evaluate and approve all requests for temporary storage.

All temporary storage requests are based upon space availability in the Storage Area. The Functional Area Lead will make the temporary space determination based upon safe ingress/egress of all vehicles in the Storage Area.

Enclosure 1

**Overland Cove
Vehicles/Trailer Storage Area Application**

Terms and Conditions

The Overland Cove Homeowners Association Policy and Procedures (POP) document dated February 26, 2022, is the governing document for the Vehicle/Trailer Storage Area. Please be sure to read the Storage Facility Policy (POP) before signing this form.

By signing this application, you acknowledge that storage of any vehicle, trailer or item inside the Overland Cove Storage Area is stored at your own risk. The Storage Area is provided as a convenience to the Homeowner based upon space availability. Neither the Overland Cove HOA nor the Management Company are responsible for the safety or security of any items stored in this Area. Please read the

Homeowners using this Area will properly lock the gate after departing the Storage Area. Homeowners are responsible for having appropriate insurance on anything stored in the Storage Area. Additionally, any Homeowner storing property in this Area will need to ensure current contact information is provided to the Management Company and/or the HOA Functional Area Lead.

Owner's Name (Print) _____

Property Address _____

24 HR Contact Information _____

Email _____

Please provide specific details of the item to be stored on the next page
(includes model, size, color, license plate #, etc.)

Homeowner Acknowledgement of Storage Terms and Conditions

Signature

Date

**Overland Cove
Vehicle/Trailer Storage Area Application Form
Item Details**

Resident's Name: _____

Address: _____

Phone Number: _____

Property to be stored:

Item Description: _____

Length: _____ Color: _____

License #: _____ (if applicable)

Other details: _____

Please provide a photograph of your vehicle/trailer/item.

Signature: _____

Print Name: _____

Date: _____

Please email your application to manager@ereminc.com

Overland Cove HOA Functional Lead Use Only

[] Approved [] Disapproved

HOA Facility Lead:

Signature

Date

Assigned Storage Space #: _____

Gate Code: _____