

# Cottonwood Square & Commons

Rules & guidelines revised as of October 2022

## GUEST PARKING

Cottonwood Square & Commons is a uniquely designed community with limited street parking. Residents are encouraged to utilize garages and driveways for primary parking whenever possible.

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- **Where can guests park?**
  - Guest parking spaces can be found at:
    - Clubhouse & pool area
    - Along 18th Street
    - Along East La Puerta (near the 16th Street entrance)
    - Corner of 16th Place (near the Elm Street entrance)
  - Public legal parking is available outside of the community on 16th Street and Elm Street
  
- **How long can guests use guest parking spaces?**
  - Guest parking is based on the honor system
  - Guests can park in guest spaces up to 72 hours
  - If a guest is staying longer than 72 hours, residents are asked to acquire a Parking Permit from the HOA beforehand to avoid towing
  - *NOTE: Residents who are using guest parking spaces to allow their guests to park in their private driveways should obtain a Parking Permit from the HOA to avoid a tow.*
  
- **How do I request a Parking Permit?**
  - Parking permits are available for guest spaces or temporary resident RV/commercial truck parking only
  - Residents should request a parking permit at least 3 business days in advance
  - To request a parking permit:
    - Email [board@cschoa.com](mailto:board@cschoa.com); or
    - Call Shane Ray at (928) 282-4479 Monday - Friday from 8am - 5pm
  - Parking permits are dated and signed for authentication
  - Guest vehicles who stay beyond the expiration date of the authorized parking permit will receive a 24 hour notice before towing is enforced
  - Parking permits should be displayed in the front windshield with all details visible from the outside
  - *NOTE: Residents are responsible for obtaining updated parking permits when needed to avoid towing after the expiration date or 72 hour grace period.*
  - *NOTE: Parking permits will be upgraded in 2023 to laminated neon passes to be hung on the rear view mirror.*
  
- **What do I do if I suspect someone is abusing guest parking?**
  - If residents notice vehicles without a parking permit that stay longer than 3 days or if residents believe residents are abusing these spaces:
    - Email [board@cschoa.com](mailto:board@cschoa.com); or
    - Call Shane Ray at (928) 282-4479 Monday - Friday from 8am - 5pm