

Cottonwood Square & Commons

Rules & guidelines revised as of October 2022

TOWING POLICY

The HOA has revised our community towing policy and guidelines to reflect updated rules. This information should be shared with all residents & guests of residents to ensure an enjoyable experience with time spent in our neighborhood and to avoid the inconvenience and expense of being towed.

The Cottonwood Square & Commons HOA Board retains the ability to tow vehicles and failure to comply WILL RESULT IN TOWING. All expenses for towing will be the car owner's responsibility.

STREET PARKING – Reference Sections 3.20.2 3.20.3 and 3.21 of the CC&Rs

The streets within CSC are designated private. *In an effort to limit parking on the street, the CC&Rs state: Subject to the further restrictions of section 3.19, no Vehicle shall be parked on the public yard of any Lot, except for the driveway or attached garage or on any Common Area street as allowed by posted signs or designated side of the private roads in the project as directed by the signs. Guests of owners must also abide by these rule*

● When should a vehicle be towed?

- Vehicles blocking access for emergency or utility vehicles
- Vehicles parked along streets where No Parking signs are displayed
- Vehicles parked in legal public spaces with expired registration or invalid tags
- Vehicles parked in legal public spaces that are in disrepair
- RVs or trailers parked in legal public spaces are allowed a 72 hour window
- Vehicles blocking residential driveways
- *NOTE: Vehicles parked in private driveways that are in disrepair are allowed a 72 hour window to be fixed or moved. For special circumstances, contact the HOA board.*
- *NOTE: Any circumstances that require special consideration beyond the rules above require prior HOA board approval.*

● What do I do if a vehicle needs to be towed?

- Whenever possible - get multiple photos!
 - License plate and make/model should be clear and visible
 - If possible, take a picture of the vehicle with signs or painted curbs in the background
- *NOTE: Alpha Towing requires photo proof before dispatching a tow vehicle.*
- Make note of the specific address of the unit where the vehicle is parked in front of - this gives Alpha Towing an exact location to find the vehicle
- Email board@cschoa.com and include the following details:
 - Any photos
 - Make & model of the vehicle
 - Reason the vehicle should be towed (see list above for reference)
 - Exact location of the vehicle
- If you are unable to email or capture photos call Shane Ray at (928) 282-4479 any time 8am - 5pm Monday thru Friday
- After hours or weekend needs must be submitted via email to board@cschoa.com

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- **What types of vehicles are not allowed to park in the community?**
 - Commercial hauling trucks are not allowed
 - RVs and trailers are not allowed to park in public legal spaces for longer than 72 hours
 - *NOTE: Work and small commercial trucks are allowed in private driveways or public legal spaces if owned/used by a resident of CSC.*
 - *NOTE: Residents with over-sized vehicles who park in public legal spaces should avoid parking close to street corners where visibility for drivers may be limited.*

- **Is notice given when a vehicle is parked illegally?**
 - The HOA will provide a 24 hour notice before towing a vehicle
 - Repeat offenders will NOT be tolerated - towing will be immediate with no notice provided and community amenity privileges will be disabled
 - Residents & guests should be familiar with available guest parking spaces, public legal spaces, and No Parking areas

- **HELP! Alpha Towing is outside hooking up my vehicle!**
 - Residents can stop a tow in progress if caught in time
 - If a tow is interrupted, the vehicle owner is responsible for the \$125 curb fee - payable to Alpha Towing (on-the-spot)
 - Cash and major credit cards accepted
 - Alpha Towing will not drop a vehicle if a repeat offender - the vehicle will be towed to the impound lot
 - Residents should NOT confront tow dispatchers with aggressive or violent behavior - the police will be called immediately

- **My vehicle was towed, what do I do?**
 - Call Alpha Towing at (928) 567 - 5130
 - Towed vehicles are immediately taken to the Alpha Towing impound lot located at:
 - 321 South 6th Street Cottonwood, AZ 86326
 - The impound lot to retrieve vehicles is only open Monday - Friday 8am to 5pm and Saturday 8am - 12pm
 - Alpha Towing immediately reports the tow to the Cottonwood Police Department
 - Only current and registered vehicle owners can retrieve the vehicle from the impound lot - current ID is required
 - Vehicle owners have 10 days to retrieve the vehicle
 - Vehicles not retrieved from the impound lot after 10 days are considered abandoned and handled as such
 - Abandoned vehicles are then escalated after a length of time determined by the county and the vehicle title is forfeited
 - Vehicles with forfeited titles are then scrapped

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- **What are the fees associated with being towed?**

- All fees are the responsibility of the vehicle owner
- \$125 curb fee if the registered vehicle owner is onsite at the time Alpha Towing hooks up the vehicle
- If the vehicle is towed to the impound lot:
 - \$250 for the tow
 - \$45 lot fee per day which begins 4 hours after the vehicle is towed
 - \$50 one-time release fee

PLEASE NOTE:

Cars parked on the street during designated timeframes scheduled for community maintenance projects will be towed to a nearby overflow parking lot location, not the Alpha Towing impound lot.

Community signs and mailings will provide advance notice of dates and times where street parking is not allowed.