

# **Exhibit N**Parking Rules and Regulations

All parking above the 7th floor gate is reserved with each space pre-assigned. Cars must park in their assigned space.

#### **HANG-TAG**

Vehicles parked above the 7th floor gate must display a Marquette parking hang tag. The hang tag must hang from the rear-view mirror of the vehicle.

# **ACCESS CARDS**

All tenants must use the access card for entry and exit. The access card allows you 24- hour access to the facility. To keep your access card working properly, the card should be used to enter and exit the CitiPark garage in an "In-In-Out-Out" manner. This means you must use the card to enter the garage on the first-floor entry gate {In}, then use the card to enter the 7th floor entry gate (In), then use the card to exit the 7th floor exit gate (Out), and finally to exit the first-floor exit gate {Out}. After you exit the 7th floor, you will have 20 minutes to reach the 7th floor entry gate. After you exit the 7th floor, you will have 20 minutes to exit the garage at 4th Street.

If not used in this manner, the gates will not operate, and the tenant will be responsible for paying a \$25.00 charge to CitiPark to exit the parking garage and have your card reset.

Each access card is to be used by one vehicle per entry and exit {i.e. you cannot use your access card, have your car in the garage and then hand your card to someone else to use). Sharing cards in this manner is prohibited. If your card is used for another vehicle to enter and exit, your card will be suspended.

The access card can also be used for access through the pedestrian doors on Olive Street. Both of these pedestrian doors are locked 24 hours a day.

#### **GUESTS**

If a tenant is allowing a guest to park in the garage while staying in their residence, all parking rules and regulations apply to the guest. It is the residents' responsibility to inform the guest in advance of the parking rules and regulations. Please be sure that your guest understands where your parking space is located and how to use the access card in the "In-In-Out-Out" manner. If your guest does not abide by these rules and regulations, you will be responsible for any charges.

## **REGISTRATION OF VEHICLE**

All vehicles must be registered with CitiPark by providing the required information on Exhibit A to Association Management/Marquette Board. Any changes to vehicle information must also be reported to Association Management/Marquette Board (marquettesaintlouis@gmail.com).

## LOST ACCESS CARDS AND HANG TAGS

Contact CitiPark at 314-241-1918 immediately if your access card is lost or you need a replacement hangtag. There will be a \$10 replacement fee for all lost cards and hang tags. Office hours are 8am-



4pm Monday through Friday. Your replacement card will be provided within 24 hours of notification during normal business hours. If your access card is lost after hours and you would like a replacement card at that time, there will be an additional \$25.00 fee for replacement during non-business hours. The After-Hours Emergency telephone is {314}537-3520.

## **UNREGISTERED ILLEGALLY PARKED VEHICLES**

Vehicles not displaying a Marquette parking tag, not registered with the parking office and illegally parked will have an orange sticker placed on the vehicle. If the car is still illegally parked 24 hours after the sticker has been posted on the vehicle, the car may be towed, or a boot may be placed. If a boot is placed on the car, a fee of \$150 must be paid to TLG in order to have the boot removed.

#### REGISTERED ILLEGALLY PARKED VEHICLES

If an illegally parked vehicle displays a Marquette parking tag but is parked in a space other than the number indicated on the tag:

## **First Violation:**

An orange sticker noting the violation will be placed on the vehicle.

The resident will be assessed a fine of \$150 regardless of ownership of the vehicle.

CitiPark will deactivate their card until the fine is paid at the parking garage office.

#### Second Violation:

Renters parking in the garage will be fined \$150 and have their privilege to park beyond the 7th floor permanently revoked.

Condo owners will be fined \$150, and the illegally parked vehicle will be towed or booted.

# **Third Violation or more:**

Violations beyond a second violation will result in the owner of a parking space having their parking card deactivated until the owner has met with the Condo Association Board to discuss resolution of the pattern of violations.

## **CAR TROUBLE**

If you are in need of a tow truck, it is recommended that you contact CitiPark before contacting a towing company. Please call 314-241-1918 Monday through Friday 8am-4pm. After 4pm and on weekends, please call the emergency number 314-537-3520. By contacting CitiPark first you can be sure that you are relaying the appropriate information to the towing company as well as making sure that a tow is even necessary. Please keep in mind that CitiPark also has the necessary equipment to jump your car should that service be necessary.

Due to the small size of the garage and its access lanes, please request the smallest tow truck possible. A CitiPark manager or supervisor must be present to safely assist the tow truck when entering/exiting the garage and 7th Floor gates. The tow truck driver will need to pull a ticket to enter the garage and CitiPark will service out the tow truck driver when exiting the garage.

Please do not attempt to use your access card to assist the tow truck, by doing so your access card will be suspended and need to be reset.

The tow truck company commonly used by CitiPark is: Auto Control Towing LLC. 636-461-1544



## WHAT TO DO IF SOMEONE IS PARKED IN YOUR SPACE

Residents may call the following CitiPark emergency number to report illegally parked vehicles: 314-537-3520. This number is not to be called for any purpose other than to report an illegally parked vehicle or other emergency in the garage.

Do not park in another assigned space.

# **CLEANING**

From time to time the garage will need to be cleaned and power washed. Management will provide advance notice to the tenants to avoid any inconvenience.

## **PARKING STAMPS**

Parking stamps are available for visitor parking.

Stamps may be purchased at the front desk. Please make checks payable to Marquette Upper Residential Association. Stamps may be used at any time, except for when the garage is charging for event parking.

They may be placed in front or back of the parking ticket. If garage attendants have questions about the stamps, please have your guest simply tell them they are visiting residents of the Marquette.

## **CONTACT INFORMATION:**

CitiPark

Contact: Alireza Mohammadian (Ali)

Phone: 314-241-1918

Email: alireza.mohammadian@drurydevelopment.com

**EMERGENCY AFTER HOURS LINE: 314-537-3520** 

The Lawrence Group: New & Found

Matt Sorth: matt.sorth@newandfound.com

314.242.1400