



Parking Policy

Adopted 8.17.2023

Implemented: September 18th and October 1st- see MOU

This Policy refers to any vehicle that is motorized by either fossil fuel or electricity.

1. Motor vehicles belonging to Wellesley Housing Authority ("WHA") Residents will be allowed to park on WHA property in a parking area specifically designated to the WHA resident provided the resident has an up-to-date WHA parking sticker displayed on the windshield or a temporary parking pass hanging from the rearview mirror. Parking facilities are for the exclusive use of WHA Residents.
2. At those lots where parking spaces are assigned, parking in a space assigned to another WHA resident will be deemed a violation of the lease and will subject the vehicle to an immediate tow at the vehicle owner's expense.
3. A WHA resident's vehicle must be properly parked within the marked lines of any assigned parking space.
4. "No Parking" areas must be observed at all times. Failure to observe No Parking areas by a resident, their household members, or their guest(s) shall be considered a violation of the resident's lease and subject the violating vehicle to immediate tow at the vehicle owner's expense.
5. No Parking areas specifically include, but not limited to:
 - a. Fire Lanes;
 - b. Grass Areas;
 - c. Walkways;
 - d. No Parking areas designated by the appropriate sign.
6. To obtain a WHA parking permit, you must register your motorized vehicle at the WHA main office with the following criteria:
 - a. Be a current WHA resident and named on the household lease;
 - b. Present a current, valid Massachusetts Driver's License showing the resident's WHA address as their primary residence.
 - c. Present a current, valid Massachusetts vehicle registration, which lists the resident's WHA address.
 - i. Altered registrations will not be accepted.
 - ii. If a resident applying for a parking permit does not personally have the vehicle registered in their name, they must provide proof of motor vehicle insurance indicating that they are an insured driver for said vehicle.
7. WHA parking stickers shall be specifically limited to the development in which the vehicle owner resides. If a WHA resident wishes to park at a different WHA development, they must do so as a "guest" at that property, in accordance with this Policy. (See paragraphs 16-20).

8. Vehicles that do not have an assigned parking space – including unregistered guests – must park in areas that are listed below. Violation of this provision shall subject the vehicle to being towed at the vehicle owner's expense.
 - a. non-assigned;
 - b. non-resident-only parking areas; and
 - c. not "No Parking" areas.
9. Barton Road and Linden Street residents with an assigned parking space but do not own a vehicle will be provided a temporary parking pass to allow another vehicle to be parked in the resident's assigned space. If the vehicle is planning to be parked in that space after 11 PM, the resident must notify the office during regular business hours.
 - a. Any vehicle utilizing a Temporary Parking Pass must comply with all other relevant provisions of this Policy. Failure to comply with the terms of this Policy shall subject said vehicle to tow at the vehicle owner's expense.
10. Parking stickers may be revoked if the WHA determines that the motor vehicle operator has failed to comply with the Federal and Massachusetts State motor vehicle laws and regulations listed below, including proper operation of the motor vehicle while traveling on WHA property.
 - a. <https://www.mass.gov/info-details/massachusetts-law-about-traffic-violations#massachusetts-laws->
11. All vehicles on WHA property which belong to a resident, a resident's household member, or their guest(s), which bear any of the following characteristics, shall be towed at the vehicle owner's expense:
 - a. Illegally parked;
 - b. Unregistered
 - c. Not bearing current inspection sticker;
 - d. Not properly registered at WHA main office;
 - e. Parking in another resident's assigned parking spot;
 - f. Does not have a resident parking sticker or hanging tag;
 - g. Non-moveable;
 - h. Inoperable;
 - i. Disabled;
 - j. Non-motorized;
 - k. Vehicles with flat tires, missing or expired inspection stickers, resting on jacks or repair blocks, or with any part projecting out of the parking space, or have the appearance of being abandoned, are a safety hazard or an attractive nuisance.
12. The WHA has a Memorandum of Understanding with a designated towing service; see attached for details.
13. Residents shall notify the WHA main office in writing immediately concerning the parking of any vehicle awaiting inspection for insurance loss purposes, etc.
14. Residents, residents' household members, or their guest(s) may not conduct vehicle repairs on WHA property, including changing the oil.
 - a. This prohibition does not include road side assistance such as OnStar or AAA, for services such as lock-out, battery jump start, or tire replacement.
15. Under no circumstances may residents, residents' household members, or their guest(s) dump motor oil or other toxic chemicals into drains located on WHA properties.

16. Parking on WHA property is severely limited; therefore, guest parking on WHA property is only available where posted. Residents are responsible for instructing their guests about the parking rules. If your property does not have guest parking or no spots are available, one may park elsewhere, off WHA property.
 - a. Visitors parking on the main Barton Road or any other Town of Wellesley property are not required to have WHA guest passes. Parking in such areas may subject said vehicles to the Town of Wellesley Parking restrictions.
17. Any vehicle utilizing a WHA guest pass must comply with all other relevant provisions of this Policy. Failure to comply with the terms of this Policy shall subject said vehicle to tow at the vehicle owner's expense.
18. Where guest parking spots are available, any vehicle parked between the hours of 11PM and 7AM must obtain a parking pass from the WHA office. The resident must, in advance of the guest parking on WHA property, put the request in writing to the WHA main office with the following attachments:
 - a. A current, valid driver's license; and
 - b. A current, valid vehicle registration.
19. Barton Road: In the event that a resident is having a gathering or renting out the community room they will have the option of obtaining 5 guest passes at a first come basis. In order to collect the 5 guest passes, the resident must, in advance of the gathering, put the request in writing to the WHA main office. You do not need to include any attachments with your request.
20. Guest parking passes are subject to a 21-day limit per vehicle and guest. The WHA reserves the right to revoke and limit the number of parking passes issued per household. The guest must adhere to the WHA Parking Policy. Failure to adhere to this Policy shall subject the vehicle to be towed, and the-vehicle owner shall be responsible for paying all towing charges and storage fees.
21. Residents are required to remove the snow from their vehicles within 24 hours after the end of a snowstorm to display their WHA parking permit visibly. The WHA staff are NOT authorized to clear snow from any vehicle.
 - a. Any vehicle not cleared of snow in accordance with this Policy shall be subject to an immediate tow at the vehicle owner's expense.
22. The WHA reserves the right to request that any vehicle be moved to snow-cleared locations for snow removal. Failure to do so may result in the vehicle being towed and assessed a \$20.00 fine.
 - a. It is advisable to keep an extra set of keys to your motor vehicle available in your household or with a trusted person in the event that are not available to move your vehicle.
23. If a resident, including a resident's household members or their guest(s), are deemed to be in routine violation of this Policy, then the Household shall be subject to a twenty-five dollar (\$25.00) fine for each subsequent violation.
 - a. A routine offender shall be any resident (including a resident's household member and their guest(s) who violate a provision in this Policy three (3) times in any twelve (12) month period.
24. Any fines defined or outlined in this policy shall be subject to the WHA's Grievance Procedure and shall not serve to replace a tow. The fine shall not serve to supersede any other penalty outlined herein – meaning the vehicle may still be subject to towing.

Wellesley Housing Authority

109 Barton Road Wellesley, Massachusetts 02481

(781) 235-0223 • Fax (781) 239-0802 •

• Wellesley-Housing.org



TO: Nick's Towing & Recovery Service
1362 Washington Street
West Newton, MA 02465

Date: August 17, 2023

RE: Memorandum of Understanding

As of September 18, 2023 in compliance with Chapter 266 of the General Laws, Section 120D, the Wellesley Housing Authority hereby allows the above tow company to have lawful control and to remove unauthorized vehicles from the following areas of our private property: posted "No Parking" areas, lawns, driveways, fire hydrants, and other such areas under our control that are considered illegal parking areas. In the event of a disturbance or altercation with anyone on Wellesley Housing Authority property, the Driver (agent of Nick's Towing Service) will immediately notify the Wellesley Police Department.

As of October 1, 2023, Driver will tow any vehicle parked in a resident space without a Wellesley Housing Authority sticker or hanging tag, any vehicle parked in another's assigned parking space, and other restricted parking areas; provided, however, that the above tow company shall always act pursuant to and in compliance with Chapter 266, Section 120D of the General Laws.

The Driver will not respond to calls from Wellesley Housing Authority residents or other vehicle owners on Wellesley Housing Authority property who request a vehicle be towed. Only the Executive Director or their designee may *request* that a specific vehicle be towed if they determine it violates the Wellesley Housing Authority Parking Policy.

LOCATION OF PROPERTY (OR PROPERTIES):

1-109 Barton Road, Wellesley
50 Linden Street, Wellesley
487-513 Washington Street, Wellesley
315 Weston Road, Wellesley
41 River Street, Wellesley

SIGNED, ON BEHALF OF
NICK'S TOWING & RECOVERY SERVICE:

SIGNED, ON BEHALF OF
WELLESLEY HOUSING AUTHORITY

Nicholas McManis

Jacqueline E. Sullivan

NAME: Nicholas McManis - Manager

NAME: Jacqueline E. Sullivan

DATE: 8/21/23

DATE: 8/21/2023

PARKING POLICY MINUTES

July 27, 2023 meeting

Resolution #2023-46 NEW BUSINESS – PARKING POLICY

Upon a duly made motion by Commissioner Renzella and seconded by Commissioner Coduri.

Discussion : Tenant and Community Meeting feedback regarding the Parking Policy. Edits and changes discussed. Highlights of specific edits to policy.

Roll call vote :

Commissioner Coduri- Yes

Commissioner Renzella- Yes

Commissioner Spencer- No

Commissioner Sanchez-No

Motion failed to pass.

Memorandum of Understanding Resolution / Nick's Towing #2023- 47 – Unable to vote based on Resolution #2023 – 46 failure to pass.

August 17, 2023 meeting

Resolution #2023-46 OLD BUSINESS – PARKING POLICY

Upon a duly made motion by Commissioner Renzella and seconded by Commissioner Spencer, the resolution was approved by a roll call vote as follows:

Commissioner Renzella- Yes,

Commissioner Spencer- Yes

Commissioner Sanchez- Yes

Memorandum of Understanding with Nick's Towing & Recovery Service Resolution #2023- 47

Upon a duly made motion by Commissioner Renzella and seconded by Commissioner Spencer, the resolution was approved by a roll call vote as follows:

Commissioner Renzella- Yes

Commissioner Spencer- Yes

Commissioner Sanchez- Yes