

## 2021 The Villages of Westminster Homeowners Association RV/Boat Parking Application

This form must be completed in full, signed and submitted via email, mail or fax to the attention of Diane Clarcq of Berkeley Realty Property Management, Inc. located at 150 Strawberry Plains Road, Suite A-1, Williamsburg, VA, 23188 (Fax: 757-229-8208). If you have questions concerning this application, please contact Diane Clarcq at 757-229-6810 ext. 209 or dclarcq@berkeley-realty.com (e-mail). All fees **MUST** be paid in full prior to the key being issued.

### Applicant/Homeowner Information

**Homeowner's Name (s):** \_\_\_\_\_  Resident  Non-Resident

**Street Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Work Phone:** \_\_\_\_\_ **Home Phone:** \_\_\_\_\_ **Cell Phone:** \_\_\_\_\_

### Vehicle/Equipment Information

**Name Contained on Equipment Registration:** \_\_\_\_\_  Homeowner  
*(Attach copy of Current Registration Card)*  VOW Renter/Resident -  
 \_\_\_\_\_  End of Lease-Date: \_\_\_\_\_

**Type of Equipment:**  RV/Camper  Boat  Utility Trailer  Other-explain: \_\_\_\_\_  
 Verify Not For Commercial Use

**Make and Model of Equipment:** \_\_\_\_\_

**Length of Equipment:** \_\_\_\_\_ **Color of Equipment:** \_\_\_\_\_ **Lot Size Requested:** \_\_\_\_\_

**License Plate Number:** \_\_\_\_\_ **State:** \_\_\_\_\_

I agree that I am parking the indicated vehicle/equipment in the Villages at Westminster RV/Boat Parking Lot at my own risk and at no time shall the Villages at Westminster Homeowners Association or its agent be held responsible for theft or damage that may occur.

I understand the Villages at Westminster RV/Boat Parking Lot is not a lighted parking lot. Furthermore, I understand that vehicles, equipment or property parked or stored in the RV/Boat Parking Lot are not insured by the Villages at Westminster Homeowners Association.

I understand and agree to pay appropriate fees in accordance with the Villages at Westminster Homeowners Association RV/Boat Parking Lot Rules and Regulations and that failure to promptly pay indicated fees will result in removal of my vehicle/equipment from the RV/Boat Parking Lot at my expense.

I have read and agree to abide by the RV/Boat Lot Rules and Regulations published by the Villages at Westminster Homeowners Association. Furthermore, I have received, read and understand the sections of the Declaration of Covenants, Conditions and Restrictions of the Villages at Westminster, the Articles of Incorporation of the Villages at Westminster Homeowners Association, Inc., and the Bylaws of the Villages at Westminster Homeowners Association, Inc. as they relate to parking vehicles/equipment in the community.

If you vacate your RV/Boat Parking Lot space, you have seven (7) days to return your key to receive the \$10 security deposit back and notify Berkeley Realty of the open spot. Any refunds will be prorated to the closest full month of occupancy once the key is returned.

**Homeowner's Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Renter's Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

### For Office Use Only

**Date Application Received:** \_\_\_\_\_ **Date Sent to RV Lot Captain:** \_\_\_\_\_

**Approved/Denied:** \_\_\_\_\_

**Reason for Denial:** \_\_\_\_\_

**Date Key Issued:** \_\_\_\_\_ **Date Key Returned:** \_\_\_\_\_

**Date Decal Issued:** \_\_\_\_\_ **Decal/Space Number Assigned:** \_\_\_\_\_

**Date Fees Paid/ Amount Paid:** \_\_\_\_\_ **Date Refund Issued/ Amount Refunded:** \_\_\_\_\_

## Instructions & Applicable Rules

1. This form must be completed by a Homeowner/member of Villages of Westminster. If the Homeowner is not a resident of VOW and desires that his/her Renter be allowed to use the space, the Homeowner remains responsible for Lot occupancy. In the case of a Renter application, both the Homeowner and Renter must sign the application form. Homeowner must be current in payment of HOA dues and not have any other outstanding violations of VOW policies, such as the Architectural Review Committee's rules.
2. The Lot is available only to residents of VOW. A non-resident Homeowner is not eligible to store his/her own equipment, although he/she may submit an application for a resident Renter to store the Renter's equipment. If a Renter is the co-applicant, the end date of the rental agreement or lease must be provided. A Renter must vacate the Lot upon the termination of any rental agreement or lease.
3. As the responsible party, Homeowners must provide the current address of their residency and other contact information. Notices of Lot maintenance or other Lot matters will be provided to both Homeowners and Renter, if applicable.
4. A copy of the current vehicle registration card must be included with the Application form. All Applications must be renewed annually, with current proof of vehicle registration.
5. Copies of the VOW RV/Boat Storage Lot Rules & Regulations, as well as all other government documents for our community, are available on our website, [www.villagesofwestminster.org](http://www.villagesofwestminster.org). By signing the Application, both Homeowner and Renter, if applicable, agree to abide by all Rules and governing documents. Further, signatures indicate the acceptance of risk for parking in the Lot.
6. The fee for lot space is due upon approval of the application and must be paid in full for the year. For an initial application, the annual fee will be prorated to include a full month of occupancy, regardless of date of tenancy during the month. For this reason, we recommend occupancy on the 1st day of the month, but if someone parks their unit on the 20th, for example, a full month will be assessed. Similarly, a refund for vacating a space during the month is assessed the full monthly equivalent of the annual fee.
7. Applications must be submitted to Berkeley Real Property Management, where eligibility will be verified, along with completeness of the Application. Incomplete Applications will be declined, such as one without required signatures or without a copy of the vehicle registration.
8. Accepted Applications will be forwarded to the RV/Boat Captain for approval within 2 business day of receipt. The Captain will make the final decision on approval within 3 additional business days and notify the Homeowner accordingly. If approved, a space will be assigned by the Captain. The prorated annual fee must be paid before a key to the lot (or combination to the lockbox) is issued by Berkeley. A key deposit must be paid to Berkeley at that time.
9. Upon payment of all fees and issuance of the key/combination, Berkeley will issue the Homeowner (or Renter if applicable) a decal with the assigned space number on it. The decal must be affixed to the exterior of the equipment near the hitch in a place easily visible to the Captain.
10. Application renewal letters will be sent to the Homeowners annually, and all fees must be paid in full before a new annual decal will be issued.
11. Any change in equipment requires a new Application be submitted, but will not cause a forfeiture of the space unless the Captain determines the new equipment is ineligible for storage in the Lot.

\_\_\_\_\_ Homeowner Initials

\_\_\_\_\_ Renter Initials, if applicable

Berkeley Real Property Management Diane Clarcq, VOW Association Manager 150 Strawberry Plains Road, Suite A-1 Williamsburg, VA 23188 Phone: 757-229-6810, ext 209 Email: <a href="mailto:dclarcq@berkeley-realty.com">dclarcq@berkeley-realty.com</a>	VOW RV/Boat Lot Captain Raymond M. Gdovic Email: <a href="mailto:raymond@southernpayrolls.com">raymond@southernpayrolls.com</a> Phone: 757-870-6916
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