

2023 The Villages at Westminster Homeowners Association RV/Boat Parking Application

This form must be completed in full, signed and submitted via email, mail or in person to the attention of Danielle Cooke of Town Management, Inc. located at 4801 Courthouse St., Suite 202, Williamsburg, VA, 23188. If you have questions concerning this application, please contact Danielle at 757-565-6200 or danielle@townmanagement.net. All fees MUST be paid in full prior to the lot security code 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) VAW 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 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 at Westminster (“VAW”). If the Homeowner is not a resident of VAW 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 VAW policies, such as the Architectural Review Committee’s rules.
2. The Lot is available only to residents of VAW. 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 VAW RV/Boat Storage Lot Rules & Regulations, as well as all other government documents for our community, are available on our website, 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 Town 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 the combination to the lockbox is issued by Town.
9. Upon payment of all fees and issuance of the combination, Town 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

Town Management Attn: Danielle Cooke 4801 Courthouse St., Suite 202 Williamsburg, VA 23188 Phone: 757-565-6200 Email: danielle@townmanagement.net	VAW RV/Boat Lot Co-Captain Raymond M. Gdovic Email: raymond@southernpayrolls.com Phone: 757-870-6916
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