



## **Vehicle Towing Policy & Procedure**

In the event that a vehicle is parked on common area in violation of the Boulder Oaks Community Association (Association) governing documents, this Vehicle Towing Policy & Procedure (Towing Policy) will be used when the towing of a vehicle becomes necessary.

- A notice will be conspicuously placed on the vehicle giving the owner five (5) business days to contact the Association or the Management Company.
- If the owner of the vehicle does not contact the Association or the Management Company, the City of Boulder City Police Department shall be contacted in order to identify the owner of the vehicle.
- A Letter of Non-Compliance shall be sent to the owner using the address on the vehicle registration.
- In the event there is no response to the Letter of Non-Compliance, the City of Boulder City Police Department shall be contacted and a Private Property Impound Authorization shall be requested.
- Once the Private Property Impound Authorization is obtained, the towing company shall be contacted and the vehicle will be removed.

It is the intent of this Towing Policy to make every effort to resolve the non-compliance issue and avoid the necessity of towing the vehicle.

This Towing Policy was approved by the Boulder Oak Community Association Board of Directors on February 17, 2011.