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NEW GUEST PARKING PERMIT SYSTEM

Keep this notice – it contains important information required to obtain guest parking permits.

Two Rivers Homeowners Association will be providing guest parking at the Community Center free of charge to the community. There are 5 spaces that are allocated to guest parking so please make sure you are parked where there is a sign for guest/visitor parking. **[Signage will be put in Spring of 2020 so in the meantime, the 5 westernmost spots are designated for guest parking]** Once the guest parking spots are sold out, you will not be able to obtain a permit and your visitors will not be able to park on the property.

How it works:

1. Go to: www.parkingcode.com
2. Click the **Two Rivers Village** link. Be sure you're selecting the correct property!
3. Complete the Registration form to create your account. The access code for Two Rivers is: **Rivers**
4. Select the number of days (maximum 3 days per visitor/maximum 2 cars per stay/Once a month)
5. Choose start date on calendar.
6. Enter require vehicle information.
7. Click 'Book Now'
8. Review the visitor parking permit information for accuracy.
9. Click on Proceed to Checkout at bottom of page.
10. Even though parking is **free** you will still need to fill out the billing information and click on pay now. You will not be charged.
11. Print out or write on paper your reservation number and include it on the dashboard of the vehicle registered.
12. All visitors must park in spaces marked 'Visitor Parking'. Parking in any other spaces is not permitted.

BOOT REMOVAL IS \$140.

Management will not make exceptions to any of these policies.

If your vehicle is booted or towed contact Colorado Booting LLC at (970) 376-3322. The HOA office will not be able to assist you or your guest in removing a boot or in contacting Colorado Booting.

Retain this notice for future reference. Ensure all occupants in your apartment are aware of the new guest parking system. Thank you for your attention and cooperation.

Sincerely,

Two Rivers Homeowners Association