

# **Lehigh Riverport Condominium Association Parking Policy 2015**

**THE NEW PARKING HANG TAGS ARE AVAILABLE 5/6/15 AND  
MUST BE DISPLAYED ON VEHICLES BY JUNE 8, 2015!**

**ATTACH THE "LRCA 2 & 3 GARAGE" HANG TAG TO THE REAR VIEW MIRROR WITH  
PERMIT NUMBER FACING OUT THE FRONT WINDSHIELD OF THE VEHICLE UPON RECEIPT!**

**Both the old sticker and/or new hang tag will be accepted by the Parking Authority ONLY through JUNE 7, 2015.**

"LRCA 2 & 3 GARAGE" hang tags are ONLY VALID on the 2<sup>nd</sup> and 3<sup>rd</sup> level of the Riverport garage, and are absolutely NOT VALID IN METERED SPACES or any other garages.

We will begin issuing the "LRCA 2 & 3 GARAGE" hang tags on WEDNESDAY May 6, 2015 during normal Lehigh Riverport Condominium Association Management office hours. The "LRCA 2 & 3 GARAGE" hang tags will take effect immediately, and the prior stickers will ONLY have a grace period until **JUNE 7, 2015**.

**EFFECTIVE MONDAY JUNE 8, 2015, any vehicle that does not have a  
YELLOW hang tag may be ticketed or towed from the garage.**

The "LRCA 2 & 3 GARAGE" hang tags will be issued by permission of the unit owners only, who have a current year registration form on file. For tenants, written permission must be submitted to the Property Manager direct from the unit owner to issue hang tags to the tenant. Written permission can be sent by the owner to the Property Manager via e-mail ([mlalley@naisummit.com](mailto:mlalley@naisummit.com)), fax (610-871-1700) or U.S. Mail (Marilyn Lalley, LRCA Office, 11 West Second Street, Bethlehem, PA 18015) and must specifically state the SUITE #, owners & tenants name, and the quantity of hang tags approved to be released to the tenant. Tenants must also have a current year registration form on file for a "LRCA 2 & 3 GARAGE" HANG TAGS to be issued to them, and the tag must be returned to the Management Office at the end of the residency of the owner and/or tenant to avoid replacement fees being charged.

Vehicles without a properly displayed "LRCA 2 & 3 GARAGE" hang tag will be subject to being ticketed by the Bethlehem Parking Authority, or towed. A replacement "LRCA 2 & 3 GARAGE" hang tag must be requested by the unit owner and there is a \$200 replacement fee that must be paid prior to the replacement being issued.

If at any time parking fees are in arrears, the parking "LRCA 2 & 3 GARAGE" HANG TAG number that corresponds with this unit will be considered invalid and will be reported to the Parking Authority. During this time, vehicles displaying "LRCA 2 & 3 GARAGE" hang tags that are deemed invalid can be ticketed until such time as the past due balance is paid and can only be verified during regular office hours.

*The issued "LRCA 2 & 3 GARAGE" hang tag confirms the owner's deed agreement to pay the lease fee (currently \$57.00) per space per month. Resolution Number 6-2006 passed on November 3, 2006 is still in effect which states "All units will be billed one space per bedroom with a maximum of 2 spaces as of January 1, 2007. Unit owners may sublease their space to another unit owner, provided that it is in writing, and submitted to the Executive Board" Subletting does not relieve the owner's responsibility to the Association for timely parking fee payments.*

# Lehigh Riverport Condominium Association

## GUEST Parking Policy 2015

Temporary guest parking permits for the Lehigh Riverport Condominium Association parking area of the Riverport garage exclusively on the 2<sup>nd</sup> or 3<sup>rd</sup> floor are only available at the Management office during regular business hours, and are currently free of charge.

All requests for a temporary guest parking permit must be made by an owner or resident with a valid permanent parking hang tag already properly registered and in good standing.

All requests for a temporary guest parking permit must be made either in person at the office during business hours or in writing to the Property Manager via e-mail ([mlalley@naisummit.com](mailto:mlalley@naisummit.com)), fax (610-871-1700) or U.S. Mail (Marilyn Lalley, LRCA Office, 11 West Second Street, Bethlehem, PA 18015) by 3 pm for same day service.

All requests for a temporary guest parking permit must include the guest vehicle's MAKE, MODEL, COLOR, YEAR, LICENSE PLATE NUMBER, & STATE OF REGISTRATION.

All requests for a temporary guest parking permit are limited to a maximum of seven (7) days per thirty (30) day period of time (one week per month). Exceptions must be requested in writing as a variance to be considered by the Executive Board.

Vehicles without a properly displayed "LRCA 2 & 3 GARAGE" permanent hang tag or temporary guest permit will be subject to being ticketed by the Bethlehem Parking Authority, or towed.

A replacement "LRCA 2 & 3 GARAGE" permanent hang tag must be requested by the unit owner and there is a \$75 replacement fee that must be paid prior to the replacement being issued.

**If at any time parking fees are in arrears, the parking "LRCA 2 & 3 GARAGE" HANG TAG number and any temporary guest permits issued that corresponds with this condominium will be considered invalid and will be reported to the Parking Authority.** During this time, vehicles displaying "LRCA 2 & 3 GARAGE" permanent hang tags or temporary guest permits that are deemed invalid can be ticketed until such time as the past due balance is paid and can only be verified during regular office hours.

Additional questions about this policy may be addressed by contacting the Property Manager, Marilyn Lalley, at the Management Office in the lobby at 610.625.2790

*The issued "LRCA 2 & 3 GARAGE" hang tag confirms the owner's deed agreement to pay the lease fee (currently \$57.00) per space per month. Resolution Number 6-2006 passed on November 3, 2006 is still in effect which states "All units will be billed one space per bedroom with a maximum of 2 spaces as of January 1, 2007. Unit owners may sublease their space to another unit owner, provided that it is in writing, and submitted to the Executive Board" Subletting does not relieve the owner's responsibility to the Association for timely parking fee payments.*