

**WESTBURY SQUARE TOWNHOMES, INC.  
TOWING POLICY – Exhibit A**

**Offense                      Procedure for towing abandoned or inoperable vehicles, trailers, or storage units in the parking spaces                      Action**

1 <sup>st</sup>	The vehicle, boat, camper, trailer or storage unit is photographed and the make, model, and license plate are documented. A certified letter is mailed to the Owner regarding the violation notifying them that they have to move the vehicle, boat, camper, trailer, or storage unit within fifteen (15) days from the date of the notice or else it will be towed.	A Notice is placed on the vehicle, boat, camper, trailer, or storage unit and a certified letter is sent to the Owner.
2 <sup>nd</sup>	At the expiration of fifteen (15) days the towing company is contacted to come and revoke the vehicle, boat, camper, trailer, or storage unit.	Towing of vehicles, boats, campers, trailers, or storage unit.

**Offense                      Procedure for towing vehicles parked in a fire lane or blocking the entrance or exit to the community                      Action**

1 <sup>st</sup>	A Notice is placed on the vehicle, boat, camper, trailer, or storage unit and the towing company is contacted to remove the vehicle, boat, camper, trailer, or storage unit.	A Notice placed on vehicle, boat, camper, trailer, or storage unit and it is towed.
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**Towing Procedure:**

**Once a vehicle, boat, camper, trailer, or storage unit is towed by the towing company, the Board does not have the ability to waive any fees of behalf of the owner. The owner will be responsible for all towing and storage fees that may be charged by the towing company to retrieve the vehicle, boat, camper, trailer, or storage unit.**

**WESTBURY SQUARE TOWNHOMES, INC.  
TOWING POLICY**

EFFECTIVE DATE: 8-24-, 2016

WHEREAS: This Towing Policy is duly adopted by the Board of Directors because of the abandoned and/or inoperable vehicles that are parked on the premises.

WHEREAS: Section 12.9 of the Bylaws gives the Board the right to adopt Rules and Regulations.

WHEREAS: Section 12 of the Rules and Regulations states that "Parking spaces are not to be used for storage of vehicles, boats, campers, trailers, or storage units. Any of these items found located in parking spaces are subject to removal at the owner's expense." Section 12.1 states, "Any vehicle in violation of the above rules may be stickered, wheel-locked, towed pursuant to the Texas Towing and Booting Act, or otherwise removed from the property by the Board, at the expense of the vehicle's owner."

NOW, THEREFORE, BE IT RESOLVED, The Board hereby establishes and adopts the following procedures to be used in connection with the towing of vehicles in the Westbury Square Subdivision:

1. The Board shall have the right to tow, at the vehicle owner's expense, any vehicles, boats, campers, trailers, or storage units that are being stored in parking spaces.
  2. The Board shall have the right to tow, at the vehicle owner's expense, any abandoned or inoperable vehicles, boats, campers, trailers, or storage units that are being stored on the premises.
- A. Exhibit A which is attached hereto outlines the procedures that will be used with regard to towing any vehicles.
  - B. This Resolution was duly introduced and was thereafter adopted at a regular scheduled meeting of the Board, at which a quorum was present, by a majority vote of the members of the Board present and eligible to vote on this matter.
  - C. This resolution shall be effective as of 8-24-, 2016.

ATTEST:



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President, Westbury Square Townhomes, Inc.

LARRY DODGE  
Printed Name