

**COTTONWOOD RIDGE HOMEOWNERS ASSOCIATION**  
**PO Box 1655 Norman, OK 73070      Office 405-329-8352**

---

October 24, 2013

Dear Cottonwood Ridge Condo's Resident,

**Effective, November 16, 2013 at 12:01AM** all residents motorized vehicles must have a parking permit displayed in the upper right of the windshield. Only resident vehicles with a parking permit are allowed to park within the complex permit parking areas. All parking areas have signage and failing to comply shall result in your vehicle being towed by **Quality Towing Service**. To obtain your vehicle parking permit shall require the following:

- Vehicle must be registered with the Home Owner Association (HOA)
- Vehicle must be licensed
- You must show proof of a valid driver license
- You must show proof of vehicle insurance
- Unit owner must be current on association dues

You must bring your vehicle to the HOA office with the required documentation and a parking permit will be issued and attached to the vehicle by a HOA representative. All resident vehicles without a parking permit must park outside of complex. You may register your vehicle at the following times.

- HOA office hours (10:00am to 3:00pm M-F)
- Saturday November 2<sup>nd</sup> & 9<sup>th</sup> (10:00am to 3:00pm)  
HOA evening hours (6:00pm to 8:00pm MWF) from October 28 through November 13, 2013

**Visitor Parking:** There are three visitor parking areas within the complex. These parking areas are In front of the clubhouse, in front of tennis court and in front of back pool. These visitor parking areas will be monitored. Vehicles parked in the visitor parking areas are allowed to park there for forty-eight (48) hours before obtaining a HOA visitor parking pass for a longer stay. Residents parking in the visitor areas without a parking permit will immediately be towed.

The Home Owner Association Board of Directors has adopted a no tolerance policy for all owners and residents who do not adhere to the association declarations, by-laws and complex rules & regulations and will be fined. There will be no warning issued. Owners and/or residents who receive a fine may appear before the board in executive session on the 2<sup>nd</sup> Tuesday of each month to appeal their fine.

Should you have any questions, you may contact the HOA office or me for clarification.

Sincerely,

Gary Hopkins  
HOA President