





## **PARKING PERMIT INFORMATION AND APPLICATION**

Dear Resident:

All cars parked in our parking lots must have a valid Glen Oaks Village parking permit affixed to the passenger side windshield. Parking Permits are assigned to vehicle owners who reside in Glen Oaks Village and own a vehicle(s). **As a convenience to your family and visitors, parking permits may be transferred between vehicles at any time. The owner assigned to the permit is responsible for any vehicle/parking related house rule violation issued to the vehicle in which the permit was used.**

Parking permits expire on the last day of the year appearing on the permit. A grace period of 31 days ending the following January 31<sup>st</sup> of the permit year is granted by the Board of Directors and after that date the parking permit can no longer be used.

**Parking permits are \$35.00 each for Shareholders, \$50.00 each for Non-Shareholders** and are limited to 2 per family. **Commercial vehicles are \$1,200** and require Board approval. All parking permit applicants must reside in Glen Oaks Village and show proof that they or a family member residing in Glen Oaks Village owns a vehicle. Please provide a copy of the vehicle registration with your completed application on the reverse side of this notice. If you are requesting 2 permits, you will need to provide 2 vehicle registrations.

Vehicles found in GOV parking lots without a valid parking permit are subject to towing at owner's expense and will be fined each day your vehicle is parked without a valid permit.

### PERMIT PROCEDURE:

1. Fill out the Parking Permit Application.
2. Make a copy of the vehicle registration owned by a family member for each permit request.
3. Enclose a check for each permit made payable to Glen Oaks Village Owners, Inc. or GOVO, Inc. Shareholders can have the parking permit fee(s) charged to their maintenance account.
4. Mail or drop the application and payment in the Management Office mailbox at 70-33 260<sup>th</sup> Street, Glen Oaks, NY 11004. Your cancelled check is your receipt.
5. Place the Parking Permit at the bottom of the passenger side windshield. If you replace your vehicle during the year, please remove your parking permit from your old vehicle and affix it to your new vehicle. Then provide the management office with a copy of your new registration. If a permit is lost or destroyed, you may apply for a replacement permit at no additional cost and the old permit # will be cancelled.

Parking Permits are available at the Management Office, 70-33 260<sup>th</sup> Street, Monday through Friday, 9am to 4:30pm and on Saturdays at the Maintenance Office, 70-41 260<sup>th</sup> Street, from 10am to 3pm.