

**Park Plazas Community Services Association (PPCSA)
Amended and Restated Vehicle Storage Yard Rules and Regulations Approved
September 24, 2025 by the PPCSA Board of Directors**

The Vehicle Storage Yard ("Yard") is a valuable community asset. It provides space for Park Plazas residents to store vehicles, thus enhancing the value of Park Plazas property and making it more attractive. Its purpose is to promote appropriate use of resident garages and Common Areas by providing a storage area for residents in need of extra space for vehicles including boats, RVs, campers, cars, trucks, and trailers (vehicles). These Rules and Regulations supersede all prior versions of the Maintenance and RV and Storage Yard Policy including those dated June 26, 2013, May 28, 2014, and April 28, 2021.

VEHICLE STORAGE

- The Yard is divided into marked and numbered vehicle storage spaces. At any time, PPCSA may designate or change the designation for spaces that may or may not be used for specific purposes.
- Yard use is reserved for Park Plazas lot owners and residents. Limited guest use must be authorized by the Community Manager. Such authorization may be rescinded at any time and for any reason and such guest or agent must then immediately vacate the Yard.
- Vehicles may be stored only in the enclosed Yard and must be stored only in assigned spaces. For any vehicle stored in the Yard, proof of ownership (copy of Title, Registration or License) must be provided to the PPCSA Community Manager. Proof of ownership must be either a) in the lot owner's name, or b) in the name of a confirmed Park Plazas resident. PPCSA may periodically require resubmission of forms and proof of ownership, which must be completed and returned promptly to PPCSA. Individuals who do not promptly respond to requests for updated proof of ownership or residency or other documentation may lose their assigned space and PPCSA can have the vehicle towed.
- Yard users are required to maintain current automobile liability insurance for all vehicles stored in the Yard (non-commercial trailers can be covered through the homeowner's policy).
- All stored vehicles must have current registration and tags and must be operable.
- PPCSA, its members, officers, managers, agents and contractors shall not be liable for any damage or injury to Yard user or any person or property occurring on or about the Yard, and Yard user agrees to indemnify and hold PPCSA harmless from any claim, liability, loss, damage, or cost, including attorneys' fees, attributable to Yard user's use of the Yard.
- Vehicles placed in the Yard must be kept free of hazards and must not create a nuisance. Such hazards and nuisance include, but are not limited to: leaking fluids, loose or broken parts, flat tires, rodent nests and other pests.
- Storage of toxic, hazardous and/or flammable materials or substances (other than substances regularly used to operate vehicles) is prohibited. Yard user agrees to indemnify and hold harmless PPCSA from any and all claims, demands, fines and costs related to any act or omission of Yard user that results in contamination or clean-up of hazardous or toxic substances from the Yard and Common Areas.
- Yard users are responsible for all costs associated with maintenance and removal of vehicles stored in the Yard.
- Anyone using the Yard does so at their own risk. PPCSA assumes no responsibility for damage to, or loss of any vehicle stored in the Yard.

- Yard users/usage shall at all times comply with all applicable laws and the PPCSA governing documents.
- Connections to the Yard's power shall only be made through the existing convenience power outlets and then only for occasional use. Users shall not make permanent connections to the Yard's power.
- Vehicles shall not be used for residential, recreational, or business use while stored in the Yard. No one may stay in the Yard overnight.
- Yard users must complete a Vehicle Storage application and have it approved by the Community Manager prior to receiving a permit for Yard storage. Yard users must acquire a Yard key from the Community Manager, and a \$50 key deposit is required. Key deposits shall be paid in full at the time of registration. The charge and payment of the key deposit will be posted to the lot owner's account. Key deposits held by the Association will not accrue or otherwise earn interest.
- No portion of an assigned space may be sub-leased or otherwise shared with a resident or non-resident.
- Spaces will be assigned on a first-come first-served basis with a maximum of one long-term space assignment per Park Plazas lot. If demand exceeds space availability: a) a waiting list for use will be maintained by the Park Plazas Community Manager, and b) non-residents will be required to surrender their assigned space and key. Available spaces will be awarded by date of request recorded on the waiting list, except that priority will be given first to resident lot owners and then to non-owner residents, and finally to non-resident lot owners. PPCSA will have no obligation to issue a new permit, or prioritize any lot owner or request, for a space in the Yard.
- Yard users may request the use of more than one space. Subject to availability, extra space(s) will be assigned on a month- to-month basis. If demand exceeds space availability, Yard users controlling more than one space may be required to relinquish any and/or all additional spaces. Yard users may be limited to the use of one space with priority given to resident lot owners, and then to non-owner residents, and finally to non-resident lot owners. A lottery or other random method of determination may be used to reassign spaces when demand is greater than supply.
- Yard spaces are non-transferable and rights to use the assigned space expire upon the sale of the lot.
- Yard users who do not make use of their space for more than six (6) months will lose their assigned space.
- Yard users shall only store vehicles within the boundaries of their own assigned space.
- Termination of Yard user's permit and use of the Yard may be terminated at any time upon written notice by PPCSA or Yard user. PPCSA shall provide written notice of violation of these Rules or termination of the permit to use the Yard to the Yard user at the last known email address and/or physical address on file in the Park Plazas office.
- Any vehicle that remains in or about the Yard thirty (30) days following the date of such notice or termination shall be deemed abandoned by Yard user. At such time, PPCSA may tow any vehicle in PPCSA's sole discretion, and the Yard user will be charged the cost of removal plus a \$200 fee for time and resources incurred by the Association. These charges shall be added to and become part of the assessment to which such lot is subject.
- PPCSA may tow any vehicle in the Yard that constitutes a nuisance or creates a safety concern twenty-four (24) hours following notice to Yard user.

DUMPSTER SITE

- The dumpster is for use by residents and lot owners only and may not be used by others.

- The dumpster may be used only for the following items: a. yard waste (plant clippings, tree clippings); b. small pieces of wood c. small household discards; d. cardboard.
- The following items may not be placed in the dumpster or at the dumpster site: a. furniture; b. hazardous/medical waste; c. concrete; d. tires; e. automotive batteries; f. e-waste including computers and fluorescent lights; g. dead animals; h. explosives. All items prohibited for disposal at the City of Santa Fe landfill are prohibited at the PPCSA dumpster site. Alternative disposal options may be found at the [Santa Fe Solid Waste Management Agency](#).

**Park Plazas Community Services Association
Request for Use of Space in Vehicle Storage Yard**

Name: _____ Date: _____

Address: _____ Lot No: _____

Phone Number: _____ Email Address: _____

___ Lot Owner ___ Tenant

All applicants must provide **proof of ownership** and a **current automobile liability insurance card*** for all vehicles stored in the Vehicle Storage Yard ("Yard"). Proof of ownership can include a copy of the vehicle title, registration, or temporary bill of-sale. In the case of a temporary bill-of-sale, applicant must provide a copy of the vehicle title within sixty (60) days.

Tenants (or other non-lot-owner residents) must provide **proof of residency** in Park Plazas. The name on the proof of residency must match the name on the proof of ownership for vehicles that will be stored in the Yard. Proof of residency can include a copy of:

- A current utility bill with the name and Park Plazas address of the applicant (cell phone bills are not acceptable).
- A driver's license or other government issued ID with the name and Park Plazas address of the applicant.

* For non-commercial trailers, a copy of the declaration page of homeowner's policy is required.

For any vehicle, trailer, boat, or recreational vehicle to be stored in the Yard, fill in the following description and provide proof of ownership.

Item 1: Space requested for: (Provide full description) Item Type: (Sedan, SUV, PU, Trailer, Boat, etc.):

Make: _____ Model: _____

Color: _____ License (State & #): _____

Length/Other Features: _____

Effective Dates of Insurance Coverage: _____

By signing below, I agree to the following:

I have read the Vehicle Storage Yard Rules and Regulations ("Rules") and understand the Rules.

I will use only the space assigned to me in the Yard and will place only approved vehicle within that space (as listed and described above). Vehicles shall meet any and all restrictions outlined in the Rules. I understand that the PPCSA Board of Directors or their appointed representative may change my assigned space at any time as needed to accommodate better use of the area.

I will not make copies of my assigned Yard key nor loan my key to any person who is not a Park Plazas tenant or resident with an assigned Yard space. I will ensure that the Yard gates are locked when I leave the area, and I will report any known Yard abuses to the PP Community Manager.

I understand and accept that PPCSA assumes no liability for damage or loss of my personal property.

I understand that my use of property for storage shall at all times comply with all relevant state, local, and private laws, covenants and restrictions. It is my responsibility to ensure compliance with the laws at all times, and the Association makes no representations or warranties as to compliance of the use with relevant land use restrictions.

I understand that, subject to compliance with these Rules, PPCSA grants me, the undersigned owner or resident of a Lot in Park Plazas ("Yard user"), a permit to use an assigned storage space in the Yard. I understand that violation of these Rules may result in termination of the permit and/or having vehicle(s) in the Yard towed or removed at Yard user's expense.

Failure on my part to abide by the rules as written in the Yard Rules may also result in a temporary or permanent revocation of my privilege to use Yard.

Signed: _____ Date: _____

FOR OFFICE USE ONLY Approval date: _____

Date deposit received: _____ Date deposit returned: _____

Key number: _____ Space Number: _____