

Key Vista Community – Towing Authorization & Instructions Sheet

R & G Towing Recovery Company

Key Vista Master Association

Contact for Enforcement Oversight:

- **Board President:** Joe Reynolds – jreyn1983@gmail.com
- **Board Vice President:** Gary Coull gcoull1952@gmail.com
- **Community Association Manager (CAM):** Lidiadary Carpio – Lcarpio@lelandmanagement.com

General Towing Authority & Time Frames

A. Clubhouse Parking Lot Enforcement

- **Monitoring Schedule: Daily from 10:00 PM to 5:00 AM**
- **Tow Authority:**
Vehicles parked in the Clubhouse parking lot during this period **must display a valid Permit or Placard** issued by the HOA.
Vehicles **without valid permits/placards may be towed without prior notice**

Residential Street Parking Enforcement

- **Tow Time Restrictions:**
 - **Sunday through Thursday:** No street parking allowed from **11:00 PM to 5:00 AM**
 - **Friday, Saturday, and Holidays:** No street parking allowed from **2:00 AM to 5:00 AM**
- **Tow Authority:**
Vehicles may only be towed from community streets during these hours **if reported**.
Tow action **must be based on a call-in report**—no proactive patrol or towing is authorized in residential areas.

What Constitutes Illegal Parking (TOWABLE VIOLATIONS)

In accordance with HOA rules and Florida law, vehicles may be towed under the following circumstances:

1. **No Permit/Placard** in Clubhouse lot during posted enforcement hours.
2. **Street Parking During Restricted Hours** (as listed above).
3. **Blocking Fire Lanes, Driveways, or Emergency Access Areas.**
4. **Parking on Sidewalks, Grass, or Landscaping.**
5. **Parking in Designated Spaces Reserved for Residents/Guests Without Authorization.**
6. **Obstructing Mailboxes or Utility Access Points.**
7. **Double Parking or Parking in a Way that Obstructs Traffic Flow.**
8. **Abandoned, Disabled, or Unregistered Vehicles in Common Areas.**

Towing Policy Clause: Responsibility for Improper Tows

The towing company is required to follow all instructions provided by the community regarding vehicle identification, permits, and enforcement guidelines. It is their responsibility to ensure that no vehicle in compliance with the community’s parking regulations, including vehicles displaying valid permits, is towed in error.

If a vehicle is towed due to the towing company’s negligence, including but not limited to misidentifying a permitted vehicle or failing to verify required information, **the towing company shall be fully responsible for returning the vehicle to the property at no cost to the vehicle owner or the Association.**

The towing company shall bear all liability for any damages, complaints, or claims resulting from unauthorized or negligent towing actions. Repeated violations of this policy may result in review or termination of the towing agreement.

Effective Date: _____

Authorized By: Key Vista Master Association

Signature of HOA Authorized Agent: _____

Signature of Towing Authorized Agent: _____

Date: _____