

# Whitney Manor Cooperative Inc.

2525-2547-2569 West 2nd Street  
Brooklyn, NY 11223

## **PARKING RULES AND REGULATIONS**

Apartment occupancy does not guarantee a parking space, either indoor or outdoor. A Shareholder may request to be placed on the Waiting List, but **only one parking space (indoor or outdoor) will be allotted per apartment**. When a spot becomes available, the selected applicant must provide a valid driver's license, registration, and insurance documents to the Parking Chairperson within 30 days. Failure to do so will result in the spot being offered to the next person on the list. Shareholders may choose to be on either the indoor or outdoor Waiting List, which is posted on the Bulletin Board in each lobby.

### **Eligibility & Registration**

- Only a Shareholder may rent a parking spot, with the vehicle registered in their name and with them listed on the vehicle(s) insurance policy.
- Each Shareholder with an assigned spot may register up to three (3) vehicles, all of which must be under the Shareholder's name.
- Annual re-submission of registration and insurance documents is required each January to the Management Company or Parking Chairperson.

### **Vehicle Requirements & Restrictions**

- Unregistered or uninsured vehicles are strictly prohibited.
- Commercial vehicles, including but not limited to TLC, Livery, Taxis, and those with Dealer plates, are not allowed.
- Only small to medium-sized cars are permitted. The Board may reject oversized vehicles such as large SUVs, trucks, and vans.
- All vehicles must display a valid decal, issued annually on February 1st.
- Vehicles with illegal or excessively loud exhaust systems or other noise-enhancing modifications are prohibited in the garage and parking lots.

### **Use & Availability of Parking Spaces**

- A parking space left unused for more than three (3) months will be reassigned unless prior notice is given. Snowbirds may request an exemption from the Board before departure.
- Shareholders on the Waiting List have priority for Subleases.
- Subleasing is only allowed to another Shareholder and must be approved by the Board. Unauthorized subleasing may result in vehicle towing.
- No parking space may be subleased for more than six (6) months per calendar year. If not reclaimed after six months, the spot will be reassigned.
- Only one sublease per apartment is permitted.
- Shareholders must notify Management and the Board at least 30 days in advance if surrendering their parking spot. If a Shareholder surrenders their spot after the start of a billing cycle, they will be responsible for the existing month's payment and the payment for the next billing cycle.

## **Garage & Parking Area Conduct**

- Shareholders should park with care, ensuring they stay within the lines of their designated spot, do not block others, and avoid parking too far from the wall, demonstrating consideration for their neighbors. Violations will result in towing at the owner's expense.
- Car washing in garages is prohibited.
- Major vehicle repairs are not allowed on the premises.
- The Remote Transmitter should never be left in the vehicle.
- No storage is permitted in parking areas, except for one shopping cart and two beach chairs per spot in the garages.
- Space occupants must maintain cleanliness, including addressing fluid and oil leaks.
- Storing hazardous or flammable materials in or around vehicles is strictly forbidden and may lead to loss of parking privileges.
- The speed limit within all parking areas is 5 M.P.H.

**WHEN ENTERING OR EXITING INDOOR GARAGE - BLOW THE HORN!!!**

**\*\*\* PLEASE NOTE \*\*\***

**Violations of parking rules will result in the following assessment fee's:**

- First offense: \$100 assessment fee.
- Second offense: \$200 assessment fee.
- Third offense: \$500 assessment fee.
- After the third offense, the shareholder will permanently forfeit their parking space.

**Additionally:**

- Please note that the allocation of parking spaces in the garage is a privilege extended at the discretion of the Board and is not a guaranteed right or obligation.
- Vehicles in violation may be towed at the owner's expense, which can also result in the loss of parking privileges.
- Failure to remain current on monthly maintenance fees and all other applicable co-op charges may result in the suspension or termination of parking privileges.
- Any alterations to the walls, columns and other surfaces of the garages is prohibited.
- The Board reserves the right to make adjustments, exceptions, and changes to any rules or requests without prior notice, as it deems necessary in the best interest of the Co-op.

*Thank you for your cooperation*  
**Board of Directors**

Revised on 09/04/2025