

## PARKING VIOLATION AND TOW PROCEDURE

### WILLOW BROOK METROPOLITAN DISTRICT

#### Background information:

- Dillon Towing (DT) has provided a draft contract for Board consideration
- DT requires District representative to be present before an illegally parked car can be impounded
- DT is requesting that they be contacted by 8:00 a.m. for tows that day. Typically, they are booked after that time and the tow would be scheduled for the following day.
- DT will post signs on the property.

#### Process:

- Homeowner can put a note on a vehicle if it is illegally parked.
- If the vehicle remains longer than one day, the homeowner should contact Community Resource Services: [sblair@crsofcolorado.com](mailto:sblair@crsofcolorado.com).
- CRS will then contact Dave Wingate and EJ Olbright regarding the parked vehicle. A Notice of Violation will be placed on the vehicle.
- Dave Wingate or EJ Olbright will contact CRS if it is determined that the vehicle should be towed.
- CRS contacts DT to determine timing of tow.
- CRS contacts District Representative to be present for tow.
- CRS logs the tow, including plate number and description of vehicle.