

# WINDSOR SQUARE VEHICLE REGISTRATION

In order to enforce our parking rules and to prepare for the coming winter, we must be able to identify all vehicles on the property. We are asking that **EVERY** Windsor Square household prepare and submit the attached form by November 1<sup>st</sup>, even if you have previously registered your vehicles and your plate numbers have not changed. Remember to include vehicles of family members away at college, traveling, etc.

After November 1<sup>st</sup>, any vehicles on our property that have not been registered on this form will have a notice on the windshield with a final deadline by which they *must* register. If they are not registered when this deadline expires, they will be towed by Ricci's Towing. Towing and storage charges must be paid to Ricci's before the owner can retrieve his/her vehicle.

Vehicles parked in guest spaces make snow removal difficult. Our policy is that **parked vehicles will NOT be allowed to hamper snow removal efforts.** If your vehicle is blocking snow removal, the Property Management staff will attempt to contact you and ask you to move the vehicle. If you cannot be contacted, or if you refuse and/or fail to move the vehicle, it will be towed by Ricci's Towing. (This applies to vehicles of guests and service workers as well as residents.) Again, towing and storage charges must be paid to Ricci's.

Protect yourself from expensive towing fees with two simple steps: (1) Have guests and workers leave a note on the dashboard telling how they can be contacted, and (2) Obey our rule which states "Any resident who does not first use the garage (and space between garages, if applicable) to full capacity for parking of licensed motor vehicles is denied use of guest parking spaces."

***Thanks for your help and cooperation. Windsor Square Board of Directors***

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***Please return by mail to the Property Manager at Crofton Perdue Assoc, Inc., 111 Marsh Rd, Suite 1, Pittsford, NY 14534 OR by email to: [Info@CroftonInc.com](mailto:Info@CroftonInc.com)***

**NAME:** \_\_\_\_\_ **UNIT:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

I have a: \_\_\_\_\_ One-car garage \_\_\_\_\_ Two-car garage

To help differentiate between similar numbers and letters, please enter Plate # as follows:

**Numbers: 120                      Letters: IZO**

MANUFACTURER

COLOR

PLATE #

Vehicle #1

\_\_\_\_\_

Vehicle #2

\_\_\_\_\_

Vehicle #3

\_\_\_\_\_

Vehicle #4

\_\_\_\_\_