

# Memo:

**To:** Cedar Hollow Unit Owners

**From:** Mike Montgomery  
Property Manager

**Date:** May 9, 2014

**Re: Vehicle Parking Stickers**

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Dear Unit Owner:

You may have received blank parking decal(s) which were mailed to unit owners in error. If you did receive the decal(s), please dispose of them and use the enclosed parking sticker(s) instead. Please affix the enclosed sticker(s) to the windshield side of your vehicles rearview mirror, immediately. Your assigned space(s) are \_\_\_\_\_ and \_\_\_\_\_.

Unit owners are allocated up to two (2) parking stickers. The number of parking stickers you receive is based on the vehicle registration information we have on file. If you received only one sticker and need a second one, please fill out the attached Vehicle Registration Form and fax, email, or mail back to Phoenix Property Management. We will then forward you the additional sticker. If you change vehicles, please destroy the old sticker and give Phoenix the new vehicle information and you will be issued a new sticker. Should you lose a parking sticker, and need a new one, a replacement sticker will be provided for a fee of \$25. The previously issued parking sticker will become invalid.

If you rent a space from another unit owner, that unit owner must submit your vehicle information and they will be given a sticker for your vehicle. If you rent a space to another unit owner, you must submit their vehicle information and you will be sent a sticker for their vehicle.

If you have a motorcycle/scooter and plan to park it on the premises, this vehicle requires registration with the association and issuance of a sticker.

Please contact Janel, ext. 302 with any questions.

Thank you.

Sincerely,

Mike Montgomery  
Property Manager

MJM/ahf  
Enclosures

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