

Dear Westchase Owners:

Beginning January 1, 2021, Westchase Association will implement an online parking permit program. The towing program is a free service provided by United Tows to the association and will assist us in protecting the property from unauthorized vehicles using our limited parking spaces. It will also aid in addressing safety concerns especially while we wait on resolution of the fence.

Every household vehicle must be registered in the program **by December 31, 2020** before the program takes effect on January 1, 2021. In accordance with the Westchase Homeowner's Association Rules and Regulations, each household is allotted two vehicles on property---one designated carport space and one open parking space.

Important: Your guests will also need to register as a visitor to be able to park in open parking spaces. It is your responsibility to inform your guests to register online and where to park their vehicles.

In addition to monitoring the premises for unauthorized vehicles, United Tows will sticker the property once a month for expired registration stickers. If your vehicle has a bright orange warning sticker, then you will have a limited time listed on the sticker to resolve the issue. If you fail to do so, then your vehicle will be towed.

Program violations include but are not limited to: non-registered vehicles, flats and inoperable vehicles, and more than two vehicles per household.

Once a vehicle has been towed, you will need to **contact United Tows at (214) 309-9100** as the association and property management company will not be able to address towing concerns.

Mark your calendar: A representative from United Tows will be in the clubhouse on **December 28, 2020** from 9 a.m.-3 p.m. to register your vehicle if you need assistance.

Instructions

√ To register your vehicle, go to <https://www.unitedtows.net>.

√ Go to *New Permit Request* (upper left corner on the web site). Important: Do **not** go to "Register" first.

√ Once you are at *New Permit Request*, follow the instructions and fill in the requested information.

√ You may opt for SMS text, but the email verification is mandatory and will still require an email verification code.

√ Fill in the property and vehicle information. Note: You will be required to upload proof of ownership (title, insurance or registration) for each vehicle you register.

√ When you receive a green check, the registration has been received. Allow five days for account approval. You will receive an email once it is approved signifying your registration is complete.

If you have any further questions or concerns, please email United Tows at www.unitedtowsonlineprogram@gmail.com.

