



ARROWHEAD HOMEOWNERS' ASSOCIATION

ILLEGAL PARKING AND TOWING PROCEDURE

Vehicle Parked on Arrowhead Trail (township road)

- Any homeowner can call the township and report a vehicle illegally parked on the township road (215-643-1600).

Vehicle Parked on an Arrowhead Road (private road owned by AHOA)

- If it is known which house the owner of the vehicle is at, any homeowner should call or visit the house and request that the owner move the vehicle to a visitor parking spot.
- If it is unknown where the owner of the vehicle is, homeowners are to provide details to the Property Management Company.
- The Board of Directors or Management Company will then fill in the required information on the towing sticker and place it on the driver's side or passenger's side rear window (sticker has adhesive back). The sticker states that if the vehicle is not moved by the date and time on the sticker, it will be towed and indicates the phone number of the Property Management Company (215-343-1550) to discuss any extenuating circumstances with the vehicle or obtain the phone number of the towing company. The backing paper of the sticker should be filled in with information about the vehicle and its location. Complete the backing paper and send it (email it if possible) to the property manager.
- Take a photo of the vehicle and its location as proof of the illegal parking or expired inspection stickers. If there is an issue with the vehicle that may be the reason it is not being moved, such as, an expired inspection sticker, flat tire, etc., take a photo of the issue. Email the photos to the property manager.
- If the vehicle is not moved within the designated time period, the Board of Directors or property manager will call the towing company and request that the vehicle be towed.
- When the vehicle is ready to be towed, the property manager or a Board member shall call the towing company (Flourtown Sunoco - 215-233-9726) and request that the company tow the vehicle as soon as possible. If the caller is a Board member, send an email to the property manager with the following information and copy the other Board members:
 - Date and time towing company was called
 - Description of vehicle: make, model, color
 - License plate number of vehicle
 - Location where vehicle is parked

NO PARKING — TOWING

Please move this vehicle immediately to avoid towing and storage or booting expenses.

This vehicle will be towed on: Day: _____ Time: _____

Date: _____

Message: _____

Date: _____ Time: _____ Signature: _____

Towed By: _____ Date Towed: _____

TOWING STICKER BACKING PAPER
Place sticker on clean glass surface. DO NOT OBSTRUCT DRIVER'S VISION

Warning Issued:

Make of Vehicle: _____

Tag Number: _____

Date: _____

Location: _____

Towed:

Reason: _____

Date: _____ Time: _____

Location: _____ By: _____

Avoid disputes - Keep this backer with a photo of the vehicle in violation for your records