

# Parking Entry & Access Instructions



**HID Reader Pad at Gate**

Card readers are located on the median of every entry point to the property. Extend your arm from your driver side window placing your HID card on the reader pad. *(Be sure to pull close enough to use reader.)* Reader pad may chirp and light on pad may change color. Gate and or parking arm will rise for you to gain access. **ONE VEHICLE AT A TIME! DO NOT RUSH GATE OR ARM!**



**Intercom at Gate**

If you forget your HID Card or need assistance at the gates an intercom or phone number is provided for you. The intercom or contact instructions are located beneath the HID card reader pad. For assistance press the red call button or call the number listed and wait for assistance. **ALL ACCESS REQUESTS ARE REPORTED TO YOUR EMPLOYER.**

## NOTICE

- Approach entrances and exits at 5 MPH.
- No entrance from east drive lanes at south and northeast gates, unless traffic officer is present.
- Only one vehicle through gates and or parking arms at a time.
- Do not rush gates and or parking arms.
- Obey all property signs and instructions of building staff and security personnel.
- South gates open inward, wait until gates and or arms are open before moving forward.
- Visitor parking and employee drop off and pick up is located at the south public entrance to building
- No unauthorized persons are permitted in secure parking area.
- 15 MPH speed limit on property.

- All truck deliveries must enter and exit northwest gate off of Club Creek Drive.
- Towed trailers require security escort.
- Use caution when walking near, beside or under parking arms and or gates. Equipment does not detect pedestrians. Injury may occur.
- Access card is for the sole use of assigned user and is non-transferable.
- All vehicles must be registered with building management
- Do not park in reserved spaces.
- No parking in drive lanes, drive ways, service courts, fire lanes and or red painted curb areas.
- No Posting or distribution of handbills or flyers.
- No tow trucks on property without management approval.

*Usage of your access card constitutes acceptance of these notices and or terms.*

*Landlord is not responsible for loss or damage to vehicles!  
Lock your vehicle! Hide your possessions!*

# Parking Enforcement Policy

Tenants, employees, students, vendors and their contractors are required to park in the secured gated area. <sup>(i)</sup>

Visitor Parking Violations <sup>(ii)</sup>	Reserved Parking Violations <sup>(iii)</sup>	Handicap Violation
1 <sup>st</sup> Offense: Ticket/Courtesy Reminder	1 <sup>st</sup> Offense: Final Warning or Boot	1 <sup>st</sup> Offense: Ticket/Courtesy Reminder
2 <sup>nd</sup> Offense: Ticket/Report to Tenant Contact	2 <sup>nd</sup> Offense: Boot or Towing	2 <sup>nd</sup> Offense: Ticket/Report to Tenant Contact
3 <sup>rd</sup> Offense: Final Warning Sticker		3 <sup>rd</sup> Offense: Final Warning Sticker
4 <sup>th</sup> Offense: Boot or Towing	<i>Repeat offenders subject to booting or towing.</i>	4 <sup>th</sup> Offense: Boot or Towing

Tenants, employees, students, vendors and their contractors are required to register any vehicle that comes on the property with the building. <sup>(i)</sup>

Unregistered Vehicle <sup>(iv)</sup> Visitor Parking Violations	Unregistered Vehicle <sup>(iv)</sup> Reserved Parking Violations	Unregistered Vehicle <sup>(iv)</sup> Handicap Violation
1st Offense: Ticket/Courtesy Reminder <sup>(vi)</sup>	1st Offense: Boot and or Towing <sup>(iii)</sup>	1st Offense: Ticket/Courtesy Reminder <sup>(vi)</sup>
2nd Offense: Boot or Towing	<i>Repeat offenders subject to booting or towing.</i>	2nd Offense: Boot or Towing

## Boot and Towing FAQ's

Boot Removal		Towed Vehicle Pickup
<p>\$ 75 Cashier's Check or Money Order Payable to TX 9700 BISSONNET LLC (713) 777-8282</p>	<p><i>Only authorized property management staff can authorize boot removal during normal business hours M-F 9-5 excluding holidays.</i></p> <p><i>SW Towing is approximately 2 miles from building. Once vehicle is towed all communication will be with towing company. Property Management can no longer assist in accordance with state regulations.</i></p>	<p>Rates determined by towing company.</p> <p>S W Towing Connection 10400 SW Plaza Dr Houston, TX 77036 (713) 686-8697</p>

Vehicles parked in Sears parking lot by tenants, employees, students, vendors and their contractors will be covered by this enforcement policy. <sup>(vi)</sup>

i As per lease document.

ii Assumption is made that vehicle has been registered with property in accordance with lease and building rules and regulations.

iii Vehicle may be towed or booted at the discretion of the tenant contact leasing parking space without following steps outlined in this policy.

iv Unregistered vehicles are those that have not been registered with property in accordance with lease requirements and building rules and regulations.

v Building staff will make reasonable efforts to locate owner of the vehicle through public records search using vehicles license plate (*if available and applies only to Texas vehicles*) and notify tenant contact if subject vehicle owners can be identified with the building's employee database.

vi At the request of Sears.