

ESTABLISHING A CLUSTER PARKING PLAN

Clusters may develop a parking plan as long as they do not conflict with the community wide standards set forth in the Burke Centre Parking & Towing Policy 7-2013-PT or those outlined in the CPD (Community Parking District) established in 2013.

Cluster Standards must be submitted to and approved by the ARB (for signs) and ratified by the Board of Trustees.

To establish or modify a parking plan, the Cluster Committee must notify every owner of record (resident and absentee) in the cluster concerning the proposed plan. Notification should include details of the proposed plan, location of any signs and the estimated costs associated with implementation. There must be at least a seventy-five (75) percent response to the proposal and of that response; fifty-one (51) percent must favor the plan to have it adopted as a cluster standard.

The following pages show two examples on how to propose a cluster parking plan:

1. Ballot
(Conservancy Staff can assist clusters with making forms, copies and getting labels for cluster mailings)
2. Petition
(Conservancy staff can assist clusters with making forms and copies)

SAMPLE CLUSTER BALLOT

TO: RESIDENTS OF (CLUSTER NAME)
FROM: (CLUSTER NAME) COMMITTEE
SUBJECT: (REASON FOR PROPOSAL): (Example given, Mailboxes)

Most of our mailboxes and supports are in poor condition. Posts have been rotted out and are loose. Boxes have rusted and many doors are broken.

Your cluster committee wants to correct the condition. We have decided to replace all the existing stands, posts, signs, and mailboxes. We have sufficient funds in our discretionary account and therefore there will be no additional charge to the homeowners. We as a cluster, have the right to file for a new mailbox standard if the majority of our homeowners agree. This change would provide for **new black metal mailboxes** to replace the existing green mailbox that requires periodic maintenance with painting.

We have selected a local company to do the work and his estimated time to do the work is 1-2 days once the approval is given.

Proposed (Cluster Name) Cluster-Established Architectural Standard for Mailboxes

Replace all post and mounting boards. This will be made to meet the existing Burke Centre Standards.

Metal black mailboxes - 19" x 9" x 6.5" size according to the ARB Standards. This will eliminate painting and replacement problems. In the future it will be easier to replace the black mailboxes as this color is available in most stores.

Mailbox numbers - white as set forth in the ARB standards.

The adaptation of these new standards requires that 75% of the homeowners respond, of which 51% must favor the proposed change in order for it to be submitted to the ARB and then to the Board of Trustees for approval.

The (Cluster Name) Cluster needs your full support to make our cluster an example for others!!

*****PLEASE CHOOSE ONE OF THE FOLLOWING*****

- YES**, I support the (Cluster Name) Cluster Committee's recommendation and authorize the changing of my mailbox to meet this standard.
- NO**, I do not support the (Cluster Name) Cluster Committee's recommendation and do not authorize the changing of my mailbox to meet this standard.

Print Name:

Address:

Please Circle one: *Owner* *Renter*

Signature _____

Date _____

Please return to the Burke Centre Conservancy office in the enclosed envelope Attn: (Cluster Name) Cluster

