

Parking Committee Policy and Procedures

General Purpose

The Committee's purpose is to provide parking assistance for special events held within the Community.

1. The Committee Chairperson shall receive requests for parking assistance.
2. The Committee Chairperson shall prepare a parking assistance plan for the event, including, but not limited to, the required location, shift dates and times, number of parking personnel, and parking equipment such as signs, cones, and walkie talkies.
3. The Committee Chairperson shall contact the Committee members and identify who can work each shift needed for the event and what their roles will be.
4. The Committee Chairperson shall get the required equipment with the help of Crane Lakes Management, if needed. For instance, the cones used for the event are usually borrowed from Crane Lakes Management.
5. The Parking Personnel assigned to set up for the event shall ensure that all required equipment, such as signs and cones, is in place prior to the event.
6. The Parking Personnel shall report on time for their shifts and perform their assigned duties.
7. When the event concludes, the Parking Personnel assigned to clean up for the event shall ensure that all required equipment, such as signs and cones, is returned.
8. After the event, the Committee Chairperson shall submit a list of the parking volunteers for the event to the HOA Board for inclusion in the volunteer list for the year.

Prepared by: Pete LaRocca, Committee Chairperson and Liaison

Date: August 4, 2026

Approved by the Board: August 4, 2026