

Date: [Insert Date]

To: All Residents and Visitors of [Community Name]

Subject: Community Guidelines for Handicap Parking Spaces

Dear Residents,

To ensure accessibility and safety for all members of our community, we would like to remind everyone of the guidelines regarding the use of designated handicap parking spaces.

Please adhere to the following rules:

- **Valid Permits Only:** Only vehicles displaying a valid, government-issued disability placard or license plate are permitted to park in designated handicap spaces.
- **Proper Display:** Placards must be clearly visible, hanging from the rearview mirror or placed on the dashboard, whenever the vehicle is parked in a restricted space.
- **No Loading Zone Obstruction:** The striped access aisles adjacent to handicap spaces are for loading and unloading only. Parking or idling in these aisles is strictly prohibited, even for vehicles with permits.
- **Time Limits:** Unless otherwise posted, handicap spaces are subject to the same general parking duration rules as standard spaces within the community.
- **Non-Transferability:** Handicap permits are issued to specific individuals. It is a violation of community guidelines and local law to use someone else's permit if the permit holder is not present.

**Enforcement:**

Unauthorized vehicles parked in handicap spaces will be subject to [towing/fines/warning notices] at the owner's expense. We encourage residents to report violations to [Management Office/Security] at [Phone Number/Email].

Thank you for your cooperation in making [Community Name] an accessible and inclusive environment for everyone.

Sincerely,

[Your Name/Property Management]  
[Community Name] Board of Directors