

NEEDHAM HOUSING AUTHORITY

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Approved: August 20, 2026

PARKING POLICY - HIGH ROCK ESTATES

The Needham Housing Authority (“NHA”) parking policy (this “**Parking Policy - High Rock Estates**”) is adopted to address the existing parking access and unassigned parking spaces identifiable at each residential unit in the public housing developments known as **High Rock Estates** and **High Rock Estates II**. Each residential unit has a driveway for the tenants and household family members to park vehicles on the premises. Each single-family home has an uncovered driveway to park one or more vehicles. Every driveway varies in size, dimensions, and layout. The Parking Policy – High Rock Estates applies to **all motorized vehicles**. In this application, the definition of motorized vehicles includes automobiles, all-terrain vehicles, motorcycles, and motorized scooters. Unregistered vehicles are subject to enforcement actions, **which include being towed from NHA property at the vehicle owner’s expense. Violation of the Parking Policy – High Rock Estates will result in enforcement in accordance with this policy and applicable laws, including but not limited to, towing and storage at the vehicle owner’s expense.**

All vehicles shall not park overnight on any street. Parking on sidewalks, fire lanes, lawns, double-parking, or in any other area which is not designated for parking is not allowed, and violators will be subject to enforcement of this policy, including being towed at the vehicle owner’s expense. Tenants who observe vehicles they believe to be improperly or illegally parked should contact NHA staff.

1. NHA PARKING GUIDELINES FOR RESIDENTS, GUESTS, VISITORS, AND OTHERS

A. Number of registered vehicles permitted per household for tenants and household family members living in a single-family home.

- i. One (1) registered and insured vehicle for each household consisting of only one (1) tenant/resident who has a valid driver’s license and vehicle registration.
- ii. Two (2) registered and insured vehicles for each household consisting of two (2) or more tenants/residents and household family members who have a valid driver’s license and vehicle registration.
- iii. Three (3) registered and insured vehicles for each household consisting of three (3) or more tenants/residents and household family members who have a valid driver’s license and vehicle registration.

B. Only valid registered, insured, and safely operable vehicles are permitted in designated but unassigned parking spaces on NHA property.

- i. Tenants and household family members must provide a copy of his/her valid driver’s license and vehicle’s registration after move-in and at each annual recertification to NHA’s office during normal business hours (7:30 a.m. - 4:00 p.m. on Mondays through Thursdays, and 7:30 a.m. - 1:00 p.m. on Fridays, except federal public holidays when the NHA office is closed).
- ii. NHA parking stickers are issued to tenants and/or household members currently under lease with valid registrations and must be affixed to the rear windshield of such registered vehicle. If the vehicle does not have a rear windshield, the tenant or household member should affix the sticker to a readily observable area of the vehicle. Before selling or otherwise surrendering ownership of registered vehicles, tenants or household members should, where possible, remove the sticker from the vehicle’s windshield. NHA parking stickers **cannot be shared**. The parking sticker must be affixed to a vehicle with a license plate that matches the license plate information of the vehicle, which was provided to NHA upon move-in or at recertification.

C. General guidelines.

- i. Residents who own, drive, and park a vehicle (motor/gas, hybrid, or electric) registered with NHA shall timely report any vehicle ownership or license plate number change to the NHA's office within thirty (30) days, especially when they cease to own or operate any vehicle parked, left, stored, or abandoned on NHA property.
- ii. For vehicles with flat tires, missing or expired inspection stickers, resting on jacks or repair blocks, or with any part projecting out of a parking space, or that have the appearance of being abandoned, residents who own, drive, and park said vehicle must repair the defect within a reasonable timeframe, but no longer than two (2) weeks. If the defect is not resolved within two (2) weeks, the vehicle will be deemed a safety hazard or attractive nuisance and will be subject to enforcement of the Parking Policy – High Rock Estates, up to and including being towed at the owner's expense.
- iii. **Vehicle repair work of any kind is not permitted on NHA Property.**
- iv. **Throwing, dropping, discarding, or leaving any used, broken, or old vehicle parts (metal and plastic), batteries, rubber tires, and other components is strictly prohibited on NHA property and may result in enforcement of the Parking Policy – High Rock Estates, up to and including lease termination.**
- v. No pouring, releasing, discarding, or disposing of any vehicle and other waste, including but not limited to all motor/engine oil, grease, antifreeze, gasoline, brake and other fluids, on the ground (soil, grass, gravel, blacktop asphalt, or concrete) or in any surface water irrigation runoff into any water, sewer, septic, or storm drains and system(s) shall be permitted on NHA property. Residents who own, drive, and park a vehicle on NHA property shall be responsible for not contaminating any surface and undersurface ground, soil, or groundwater, failing which, residents may be subject to enforcement of the Parking Policy – High Rock Estates, up to including termination of their lease.
- vi. When necessary, tenants and/or household members are responsible for moving their vehicles during snow removal efforts so NHA maintenance personnel may clear the property of snow and ice. If tenants are unable to move their vehicles, they should contact NHA at their earliest possible opportunity. Vehicles which impede snow removal efforts will be subject to enforcement of the Parking Policy – High Rock Estates, including being towed at the vehicle owner's expense.
- vii. NHA staff management and maintenance personnel should park on the street outside each occupied single-family home to access and provide routine service maintenance repairs when necessary (unless the situational circumstances permit otherwise for emergency and preventative maintenance repairs that require a NHA or other vehicle to park on the property, or it is vacant/unoccupied).

D. Improper and Illegal Parking; Unauthorized, Unregistered, Inoperable, and Abandoned Vehicles.

- i. **Residents do not have assigned parking. Residents who own a valid registered and insured vehicle with an authorized NHA parking sticker on the rear window shall park only in available driveway spaces at his/her leased single-family home. Tenants are solely responsible for their visitors and guests and shall instruct and allow such visitors and guests to park in available driveway spaces. Residents shall be responsible for their visitors and guests' failure to park in available driveway spaces and in accordance with Section E below, including enforcement of the Parking Policy – High Rock Estates, up to and including termination of their lease.**
- ii. All vehicles shall not park in any:
 - Unauthorized, cordoned off, or restricted areas that are not designed or intended for parking vehicles, including but not limited to on any sidewalk or walkway, yard, lawn, grass, dirt, gravel, easement, or other surfaces at any single-family home.
 - Manner to obstruct or block access to any dumpster(s), street sweeping or snow plowing area(s) and equipment, emergency or fire lane(s), or pose a health, safety, welfare, or fire hazard.

- Reserved Disabled Only parking space(s) without a valid issued permanent or temporary disabled parking permit, hang tag, special license plate, placard, sign, or sticker.
 - Designated but unassigned driveway parking space(s) unless he/she is a tenant/resident and/or household member who has a registered and insured vehicle with an NHA parking sticker visibly displayed on the rear windshield.
 - Parking space(s) or area(s) specifically designated, reserved, or cordoned off for the NHA staff and/or emergency personnel.
 - Parking spaces which are assigned by NHA to individual(s) as part of a reasonable accommodation, unless the vehicle has been approved to park in said space.
- iii. Vehicles shall not park illegally or improperly on NHA-owned property, including but not limited to NHA parking lots and spaces. NHA tenants, household members, and guests must follow all state and local laws regarding parking on any private or public land, roadways, streets, and/or unauthorized areas. The Town of Needham's Police Department (NPD) may issue a parking violation, citation, ticket, summons, or fine for any improperly or illegally parked vehicle on and off NHA property. Unauthorized, unregistered, and illegally or improperly parked vehicles may be subject to towing at the vehicle owner's sole expense.
- iv. Residents, guests, visitors, and others shall not park overnight on or in any private, town, state, or federally owned street, roadway, or public parking space unless authorized. Parking in available town- or state-owned and managed public parking spaces on a public street is subject to the restrictions visible on the parking signs. Tenants are responsible for their household family members and visitors or guests to properly park on the driveway surface of the leased single-family home during the day and overnight.

E. Enforcement and Towing

- i. **NHA reserves the right to tow any illegally or improperly parked vehicle that's unauthorized, unregistered, suspicious, inoperable (end-of-life), and/or abandoned on NHA property, including such vehicles parked in the driveway and non-parking areas at any single-family home that are subject to towing at the vehicle owner's sole expense. If a vehicle fails to reasonably and timely move after being instructed by NHA staff (or NPD), then the NHA will issue a written parking violation sticker (placed on the vehicle) to move within a reasonable timeframe (either 24, 48, or 72 hours).** The vehicle owner is solely responsible for all towing fees related to his/her vehicle, including for its removal, transport, storage, and any damage incurred or sustained to repair. The owner(s) of any vehicle towed also shall be responsible for any towing-related:
- Damage to NHA-owned real property, land, grounds, structures, signs, surfaces, paved parking lots (blacktop/asphalt/pavement/concrete), roadways, driveways, sidewalks, curbs, edging, and landscaping (grass/lawns/yards/shrubs/bushes/trees);
 - Cleaning, removing, and disposing of spilled or released vehicle fluids (motor/engine oil, grease, antifreeze, gasoline, brake and other fluids); and
 - Other costs and expenses.
- ii. Residents are not permitted to tow any vehicle that's owned by another or not owned by themselves.
- iii. Except in cases involving safety hazards, NHA will attempt to provide notice to violators, as laid out in Section E(i) above, prior to towing, when feasible. In certain emergency situations, a vehicle may be towed by NHA or NPD without prior notice to the owner.
- iv. Staff will consider a vehicle's associations with disability-related accommodations prior to towing the vehicle.

Date Approved by the NHA Board of Commissioners: August 20, 2026

Signature of Chair: Reginald C. Sister