

Dear Coronado at Aliso Viejo Residents,

In an effort to alleviate the parking problem within the Association, the Board has hired **Patrol Masters** to consult on the problem, work with the Board to develop a solution and to enforce the approved Rules and Regulations. Part of Patrol Master's responsibility is to issue and track parking permits. The Following are answers to commonly asked questions, associated procedures, instructions and forms.

The Board of Directors thanks you for your patience, understanding, and anticipated cooperation with this program. Should you have any questions, please call Total Property Management, Inc. at 949-261-8282 or email Lauren@totalpm.com.

WHAT NEEDS A DECAL?

Residents must register a vehicle for each available garage/reserved parking space(s) prior to being issued a decal authorizing parking in the open space parking areas. Although vehicles parked in the garage or reserved parking space are registered, such vehicles do not require a decal to be affixed to them.

HOW DOES THE PROGRAM WORK?

The maximum number of open space parking decals that may be issued per unit is one (1); No Exceptions.

WHAT IS THE COST FOR EACH DECAL?

There is **NO** fee for a permit, but there is a fee for garage inspections for all permit requests.

1. Parking permits will only be issued if the resident has provided information which indicates he/she has used all garage spaces appropriately.
2. A scheduled garage inspection must be completed with the fee payable to Patrol Masters.
3. The association requires a 1 to 1 relationship between a License driver and vehicle registrations. For example, if there are 3 vehicles at a residence, 3 registered drivers must reside at the address.

If any vehicle in a household requires a Parking Decal, Total Property Management will need the following information (copies of all vehicle registrations and driver's license are necessary, and all documents must reflect the onsite address).

- a. Completed application in a form acceptable to the Association.
- b. A signed parking permit agreement in a form acceptable to Association, providing for, among other things, indemnity and a release of claims in favor of the Association (and its directors, officers, managing agents, agents, attorneys, and each of their respective insurers), and binding arbitration of any disputes (except any disputes filed in small claims court).
- c. Documentation proving all vehicles are owned, possessed, or under the resident's control.
- d. Current vehicle registrations showing resident name and on-site address. The Board may determine not to issue a parking decal to a vehicles registered to an off-site address.
- e. If a recently purchased new or used vehicle, a copy of the top of the Sales Contract (yellow) showing: (A) Resident's name and on-site address, (B) Vehicle VIN number, and (C) if the vehicle has a license plate, the license plate information must be provided on the application.

Decals will not be issued, for example, to a household with 3 vehicles, if all vehicle registrations do not show an onsite address. Decals will not be issued for:

- A vehicle registered to an off site address
- A driver with an off site address
- A household with 1or 2 cars

In determining whether or not a decal may be issued, the following vehicle types are not acceptable as legitimately garaged vehicles:

- Vehicles out of current registration.
- Vehicles with current registration but registered as non-operating.
- Vehicles which are registered but not street legal (off road vehicles).
- Commercial vehicles (see definitions in this document).
- Recreational vehicles (see definitions in this document).

Oversized Vehicles:

The Association requires a garage inspection in all cases where the resident contends the subject vehicle does not fit safely into the garage. Patrol Masters will provide a garage inspection for a fee. The resident must call or email Patrol Masters and schedule an appointment for such inspection. The resident will pay the patrol officer directly.

Please note the following:

1. The fee for the appointment is due whether or not the vehicle passes the inspection.
2. The Association requires that the vehicle fit “safely” in the garage, not necessarily comfortably.
3. Owners whose garages have been modified so as to preclude the safe parking of a vehicle will not be granted a Parking Decal.

Commercial vehicles will not be issued parking decals.

Commercial vehicles are defined as, but not limited to, vehicles having any of the following attributes:

1. Over $\frac{3}{4}$ ton
2. More than two axles
3. Vans or buses designed to carry more than 10 persons
4. Business markings, Decals or magnets.

Recreational vehicles will not be issued parking Decals.

Recreational vehicles are defined as, but not limited to, vehicles like the following:

1. Motor homes
2. Personal watercraft
3. Trailers of all types
4. Unlicensed vehicles
5. Boats
6. Aircraft
7. Cab-over

Receiving a DECAL does not guarantee or reserve parking space for an individual.

HOW DO I GET DECALS OR ARRANGE FOR A GARAGE INSPECTION?

Residents MUST provide the following documents:

- Parking Decal Application, and designation of which vehicle(s) will be parked outside
- Copy of all vehicle registrations - Must reflect onsite address
- Copy of a Valid Ca Driver’s License for each vehicle 1 to 1 ratio. Must reflect onsite address
- A check for Garage Inspection payable to: Patrol Masters
- Renters must also provide a current Lease Agreement

If vehicle registrations or driver licenses do not reflect the Coronado property address, further documentation will be required, such as proof of residency and verification that the vehicle is insured to the property. Change of address on DMV webstie will not be accepted.

All permit applications must be submitted to Total Property Management. Should the proper documentation be submitted, Management will inform Patrol Masters to contact you to schedule a garage inspection.

LOST OR STOLEN DECALS

Will be replaced by Total Property Management for a \$50.00 charge. However, those reported to be lost or stolen will immediately be HOTLISTED and any vehicle displaying them will be subject to immediate tow at the vehicle owner's expense.

WHAT ARE THE RULES FOR GUEST VEHICLES?

Any guest vehicle is allowed a maximum of ten (10) overnights using the guest tag in a 180 day rolling window.

To safelist a vehicle, go to www.patrolmasters.com and enter your login credentials to access the safelisting portal. For new portal users, please contact Patrol Masters at 877-648-0602 for assistance in creating a new account.

The portal is the only way to safelist a vehicle. There is no after-hours safelist assistance.

PLEASE NOTE: While a Patrol Masters citation will be placed on vehicles in violation of the Association parking rules, these notices are provided as a courtesy only. Two citations will be issued before a vehicle is subject to tow unless a vehicle is parked in front of someone's access way or fire lane which is an immediate tow. The Association or Patrol Masters will not be responsible should any vehicle be towed for violation of this policy, whether or not a notice or citation was placed on the vehicle.

Sincerely,

Coronado as Aliso Viejo Association

Coronado@ Aliso Viejo

PARKING PERMIT REGISTRATION
RETURN THIS FORM TO TOTAL PROPERTY MANAGEMENT

OWNER INFORMATION	RENTER INFORMATION
Name	Name
Address	Address
Home Phone	Home Phone
Cell Phone	Cell Phone
Email address	Email address

GARAGED VEHICLES - WILL NOT RECEIVE A DECAL			
California Driver Lic. # _____			Year:
Plate: _____	Make: _____	Model: _____	Color: _____
California Driver Lic. # _____			Year:
Plate: _____	Make: _____	Model: _____	Color: _____

ASSIGNED PARKING DOES NOT REQUIRE A DECAL			
California Driver Lic. # _____			Year:
Plate: _____	Make: _____	Model: _____	Color: _____

COMMON AREA VEHICLE- REQUIRE A DECAL (sticker#)			
California Driver Lic. # _____			Year:
Plate: _____	Make: _____	Model: _____	Color: _____

Agreement:

- Owner hereby agrees that any vehicle operator is to abide by all association rules, the CC&R's and all applicable rules at all times.
- The signature of any one Owner (or Tenant if Owner fails to respond) below binds all owners, residents and guests of the subject home/living unit.
- It is further agreed that damaged permits will be returned to Total Property Management and a replacement will be issued.
- The Board reserved the right to change tags at any time. The Owner / resident are responsible for the permits at all times. It is clearly understood and agreed, that parking without a permit will result in a towed vehicle at the vehicle owner's expense.
- The undersigned Owner does hereby attest that the statements made on this application are true and accurate, and agrees to be bound, To all of the terms and provisions set forth on this Application and the attached Parking Permit Agreement The undersigned Owner further acknowledges that they have read and understand all of the Association's parking rules and regulations and agree to follow them, and that any illegally parked vehicle may be towed as provided by law.

Dated: _Print: _Signed: _ OFFICE USE ONLY*			
Issued by: _____		Received By: _____	
Date: _____	_____	Date: _____	_____
*Garage Inspection Required? () Yes () No Performed By: _____			