



CUSTOMIZED PARKING SOLUTIONS BY PATROL MASTERS

PROBLEMS:

Residents not utilizing their garages for parking as required by the HOA CC&R's?
Residents are using guest parking spaces instead of their garages.
Your guests are unable to find parking when they come to visit?

If you answered yes to any of the above, please read on. Your HOA is not unique when it comes to this problem, and we are happy to have developed a solution for you.

OUR SOLUTION:

This program encourages residents to utilize their garages per the HOA CC&R's. It is designed to open more parking for guests and those that might have more vehicles than garage spaces.

PATROL MASTERS will handle everything from designing the permit letter, which explains how it works, garage inspections, if necessary, to handing out or mailing the actual permit, to qualified residents. Thus, saving your Board of Directors, who already volunteer their time, as well as your community manager, countless hours of dealing with the parking permit process.

PATROL MASTERS will carefully guide you through the process of establishing an effective and simple **PARKING PERMIT PROGRAM** to encourage residents to **use their garages** appropriately and to create more plentiful guest parking. The **PARKING PERMIT PROGRAM** is tailored, based on your input and our recommendations, to fit your needs and that of your homeowners.

SERVICES AND COSTS:

All of the following is provided by PATROL MASTERS, which is included in the price of our program:

- ✓ *All decals - no additional cost.*
- ✓ *Data base design and maintenance to facilitate tracking of all issued decals and all registered vehicles.*
- ✓ *A suggested letter to residents explaining the **PARKING PERMIT PROGRAM** is provided to your Community Manager. They may amend this letter as necessary and mail it to all residents.*
- ✓ *All transactions after the mailing of the letter to residents will be the obligation of **PATROL MASTERS**, thus, relieving Board Members and the Community Manager of the workload associated with a **PARKING PERMIT PROGRAM**.*

*The cost of this program is **\$2 per address within the association.** For example: If there were 100 units in the association, the **cost per billing period (Monthly) would be \$200.00.***



Many associations chose to off-set all or part of the cost of parking enforcement and Parking Permit Programs by charging those who need permits an annual fee for each permit. Their rationale is supported by their premise that those who have excess or oversize vehicles should bear, at least, a part of the cost for a program which accommodates them. While there is no true "rule of thumb" when it comes to pricing, we have seen typical cases of \$100.00 to \$1000.00 per year per permit.



This program is cost effective and can be tailored to fit most associations.
We guarantee the results and the successes of this program.

The following are suggestions, comments, and questions addressed to the Community Manager and or the Board to answer, which are very important, in order to draft a completely tailored PARKING PERMIT PROGRAM:

ACTION ITEMS:

1. Designate all outside parking as Guest Parking.
2. Designate the times during which restricted Guest Parking will be in place. (Midnight to 6:00 a.m.) Main reason behind this designation is because most legitimate guests leave before midnight, therefore, we are trying to target actual violators and not legitimate guests.
3. Allow only the following to be parked in Guest Parking:
 - a. Guest vehicles.
 - b. Resident vehicles which display a valid Parking Permit.
4. **Designate the number of times a guest vehicle may be parked in the community (8 times in 180 days) after midnight.** The main reason behind this designation is to eliminate violators who pretend to be guests from safelisting their own vehicles without being caught. With the 10 days in 180, even if they try to abuse the system and rotate multiple vehicles, eventually, they will get caught once they run out of allowable safelist days. In cases where a legitimate guest will be staying more than the allowable days, then a request to the Board for approval will be provided for their decision to make an exception and extend the safelist beyond the 10 days for any particular vehicle.
5. **Determine criteria for issuance of a PARKING PERMIT PROGRAM** by answering the following questions: Answering the following gives us a clear idea of how to draft the PARKING PERMIT PROGRAM and the permit letter, which explains the entire process to the members. Once the letter is drafted, a copy will be sent to the Board for approval:

DECISION ITEMS:

Please choose from the following list all **types of possible parking areas** in your community:

- Garage
- Carport
- Resident Only
- Guest Only
- Open
- Assigned
- Long Driveways (if they can be used for parking, please list addresses)
- Short Driveways (if they cannot be used for parking, please list addresses)
- Other. Please specify.

What are the association’s criteria for issuance of a parking permit? For example: Resident must provide proof that they have two legitimately registered vehicles in two garage spaces prior to being issued an outside parking permit for a third vehicle.

Basic Issuing Criteria:

Will vehicles that are garaged, in carports, in assigned spaces or on driveways require permits? (Most associations do not require permits for garaged or vehicles parked in exclusive use carports or assigned spaces since they are not common areas, generally)



PATROL MASTERS

We need the following information from the resident for each vehicle before we can issue a permit. Are the following required by your CC&R's?

1. Completed application.
2. Something that proves the resident lives on site.
 - a. Current vehicle registration showing resident name and address on site.
 - b. Utility or other bill showing name of resident and on site address.
 - c. California Driver's License showing on site address.
 - d. Lease agreement showing the name of resident and on-site address.
3. Something that proves the vehicle(s) belongs to the resident.
 - a. Current vehicle registration showing resident name and address.
 - b. Letter on company letterhead showing resident name and authority to have care custody and control of vehicle.
 - c. A letter from the registered vehicle owner explaining why the resident has a vehicle not registered to the resident. For example: A letter from a grandparent authorizing a grandchild to use their car.
 - d. If a recently purchased new or used vehicle, a copy of the top of the Sales Contract (yellow) showing:
 1. Resident's name and on-site address.
 2. Vehicle VIN number
 3. If vehicle has a license, write it on this form.
4. A unique number attached to the vehicle.
 - a. License plate number
 - b. VIN number
5. Copy of California Drivers License showing on site **address if association requires a one-to-one relationship between licensed drivers and vehicle registrations.**

When verifying registration, **can we accept registrations with addresses other than on site?** For example: how would we handle a "company car?"

Accept registrations with off site addresses if supporting documents showing reason for off site address are supplied.

Accept NO registrations other than those with on site addresses.

Are we to collect **Permit Fees** on behalf of the association from those who want a permit?

Yes No

If yes, collect how much for what?

List any vehicles which are **NOT** acceptable as legitimately garaged vehicles. All vehicles, other than as listed below are to be considered acceptable.

The following are possibly unacceptable:

- Motorcycles, less than 1,000 cc.
- Motorcycles equal to or greater than 1,000 cc.
- 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)



How **many parking permits** may be issued to a single residence? For example: If the residence has a two-car garage and five cars, can they receive three parking permits?

The number of authorized permits per household is:

please select a number, 1, 2, 3, unlimited, if qualified, etc.

How does the association wish to handle **oversize vehicles**? Generally, a garage inspection is required. **PATROL MASTERS** can provide that service for \$50.00 and above per inspection. As a rule, the resident will call **PATROL MASTERS** to schedule an appointment and provide payment to the officer at the time of the inspection.

Oversize is allowed permit with garage inspection.

Oversize is not allowed a permit for any reason (no garage inspection).

What's the association's position on garages which have been modified with shelving, etc. so that the garage no longer accommodates a standard size vehicle?

Please note our garage inspection criteria are based on most association's requirements:

- 1) The fee for the appointment is due whether the vehicle passes or does not.
- 2) The association requires that the vehicle fit "safely" in the garage, not necessarily comfortably.
- 3) Garages, which have been modified so as to preclude the safe parking of a vehicle, will not be granted a Parking Permit.

Agreed. Modifications of garage which preclude normal parking are not grounds for an outside parking permit.

Disagree. The association allows garage modifications, and a permit may be issued.

Hang Tags are sometimes appropriate alternatives to decals, however, consider that they are easily transferable and can be lost, stolen and easily duplicated. We personally recommend actual decals, which are affixed to the vehicle from the inside on the rear windshield.

We would like Hang Tags.

We prefer decals.

May **commercial vehicles** be issued parking permits?

Yes No

(If No, please approve or modify the following definition for commercial)

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

1. Logos
2. Company names
3. Telephone numbers
4. Racks
5. Ladders
6. Toolboxes
7. Over $\frac{3}{4}$ ton
8. More than two axles
9. Vans or buses designed to carry more than 10 persons.



May **recreational vehicles** be issued parking permits?

Yes No

(If No, please approve or modify the following definition for recreational)

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 campers

Are **generic (free) parking permits** acceptable or will customized permits be required? Customized permits will cost, approximately \$2.50 each and will require artwork and take about 2 weeks to procure.

From a security perspective, generic is preferable since it does not give clues as to where the resident lives.

Generic Custom

And Finally:

Please fax or mail back with your answers to **PATROL MASTERS** and we will begin drafting your new tailored **PARKING PERMIT PROGRAM**.

Once drafted, we will email a copy to the Community Manager for approval.

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