



Hello! We're ParkingPass, and we have partnered with **Crystal Lake Golf Villas II** with the Mission to ensure that you have:

- ★ *peace of mind*
- ★ *knowing you can come home*
- ★ *park easily and safely without concern for unauthorized vehicles in your community.*

Using an electronic permit system, we monitor the property regularly to make certain that only vehicles belonging to you, your neighbors, and any authorized guest vehicles are parked at **Crystal Lake Golf Villas II**. Here is some important information we'd like to share with you:

Registration Process:

Once you register with us and sign up for an e-permit, we'll be able to communicate with you about any issues related to your vehicle via text or email.

Go to my.parkingpass.com and choose "**Resident Registration**" below the login details. Follow registration instructions from there. Your Registration Keyword is **GOLF**.

1) What information is Needed for my Application?	2) What happens NEXT?
<p>Please have a copy of your driver's license and copy of your vehicle registration for each vehicle being added to your application. You may be asking yourself "Why are these documents required for my application?" <u>This information is solely used to verify your residency, and to ensure that all vehicle information is up to date.</u></p> <p>Final process is to review the parking policy and once you have submitted the application you will Instantly receive an email/text notification from ParkingPass.</p>	<p>As soon as your application is verified by your Board of Directors, you will receive an email confirming your approval. Once your vehicle has been approved, it's authorized immediately for parking and you will gain access to login to your active account with ParkingPass.</p> <p>If you were declined, you will not be able to gain access just yet with ParkingPass. Always refer to the email notification to have the access to resubmit your application for approval.</p>



What About Guests?

If you've got a guest (for example, a friend or family member) visiting during the patrolling hours, we've made it as simple as possible for you to register their vehicle in our system. As a registered resident, you can activate up to **6 guest vehicle passes per unit** to your account at any given time.

How to Register Your Guests?

This can be done through your *ParkingPass* account by Clicking on "Register Guest" once you've logged in. When registering a guest vehicle, please be careful to input the **correct license plate number** into the system.

There is a limit of **30 DAYS** for each guest vehicle per **YEAR**. Once a guest vehicle exceeds the **365-day** limit, that vehicle will then be restricted from the premises for an additional **365 DAYS**. You will not have the ability to register a restricted guest vehicle again until after the **365 RESTRICTION DAYS**.

ANY RESIDENTS WHO HAVE NOT SIGNED UP FOR THEIR E-PERMITS AND HAS NOT COMPLIED WITH THE PARKING POLICY WILL BE AT RISK OF BEING TOWED.

MONITORING WILL BEGIN ON MAY 6, 2024.

Thank you for your help in making parking a hassle-free experience for all the residents at **Crystal Lake Golf Villas II**. Don't hesitate to reach out to your Board of Directors with any questions or concerns; email them at clgv2office@gmail.com.

Sincerely,

ParkingPass