

March 25, 2018



Dear SOUTH COAST SHORES Residents,

Patrol Masters has been contracted to provide parking rules enforcement & complete administration of the community license plate registration program. (***This program is referred to as “Virtual Parking permit” by Patrol Masters, but please note that no actual permits will be issued or required.***) As stated in the parking rules, two vehicles are *permitted* to be registered to each address in the community. It is not *required* to register two vehicles, but ONLY REGISTERED VEHICLES are allowed to park in the common area between the hours of 1AM and 6AM. So, for those residents who want the privilege of parking their cars in the common area overnight, it is now time to **renew your current license plate registrations.**

All previous license plate registrations will no longer be valid as of **05/01/2018.** Confirmation of your new license plate registration will be issued by Patrol Masters. **It is very important that you get your vehicles registered with Patrol Masters as your car will be cited and towed if no such license plate registration is associated with your vehicle after 05/01/2018.**

Enclosed is a copy of the License Plate Registration (Virtual Parking Permit) Form and the Parking Agreement form, both of which must be completed, signed, and returned to Patrol Masters. Also enclosed is a copy of the SCS Homeowners Association recently approved Parking Rules and Procedures for your convenience. Please review this document carefully to ensure you are fully aware of these regulations and violations. In particular, please review the guest parking procedures (safe-listing) as they have changed slightly and will be going into effect on May 1st as well.

Failure to have new license plate registration with Patrol Masters as of 05/01/2018 will result in the vehicle being cited and towed upon the third citation, at the vehicle owner's expense.

Should you have any questions regarding Patrol Masters' services or the contents of this packet, please feel free to call us at (877) 648-0602, or visit our website at www.patrolmasters.com.

We look forward to working with you.

Sincerely,

South Coast Shores Board of Directors and Patrol Masters

SOUTH COAST SHORES HOMEOWNERS ASSOCIATION

Parking Rules and Regulations

SECTION 12

VEHICLES AND PARKING

1. Speed Limit - The speed limit is 15 miles per hour at all times.
2. Vehicle Categories – Vehicles are divided into the following categories:
 - A. Category I: Standard passenger cars and vans, station wagons, sport/utility vehicles (SUV's) motorcycles, trucks or similar vehicles no larger than $\frac{3}{4}$ ton capacity.
 - B. Category II: Commercial vehicles, vans, campers, trailers, boats, motor homes, trucks larger than $\frac{3}{4}$ ton capacity or commercial vehicles defined as follows: Commercial vehicle shall mean all vehicles used for commercial purposes, including but not limited to vehicles with business identification signs, lettering or advertising and a motor vehicle designed for or regularly used for carrying freight, merchandise or passengers for compensation; tow trucks, and vehicles with more than two (2) wheels that have been constructed without passenger seats and vehicles equipped with construction equipment such as ladders, mixers and the like, but excluding tool boxes. Courtesy vehicles, loaner cars or rental cars displaying the name of the dealership or that of the car agency, are not considered category II vehicles as long as they do not advertise a business different from the one of the dealership or of the car agency that owns them.
3. No Parking Zones- Certain areas are designated **NO PARKING** to ensure free access for emergency vehicles. These are:
 - A. Curbs painted RED
 - B. Areas posted NO PARKING
 - C. ALL Garage Courts

Any vehicle parked in a designated No Parking Zone stated above will be subject to immediate towing at the owner's expense.

4. Registering Vehicles for Resident Parking in Common Area
 - A. Each property will be permitted to register two (2) Category I vehicles per street address. A Category I vehicle parked in the Common Area between 1:00AM and 6:00AM that *is not* registered is subject to citation and towing at the vehicle owner's expense. The registration process will be handled through Patrol Masters utilizing vehicle registration forms. The vehicle registration process

is not considered valid until the patrol company issues a receipt of completion. Homeowners must keep information updated with the patrol company in the event a new vehicle is purchased. Patrol Masters contact information is posted on the bulletin board at the Clubhouse.

- B. Homeowners who lease their property are responsible for providing tenants' vehicle information to the patrol company and for issuing a copy of the parking rules to their tenants. Tenants have to acknowledge in writing the delivery of the parking rules. A copy of such receipt must be provided to the management company. Homeowners must provide tenants with the contact information for the management company and for the parking patrol company. Management company and parking patrol company contact information is posted on the bulletin board at the Clubhouse.
- C. Authorization to register additional Category I vehicles requires Board of Directors approval. The nature of the request must be deemed adequate by the majority of the Board of Directors.

5. **Safe-listing Vehicles for Non-Registered Non-resident Parking in Common Area:**

- A. Safe-listing is required to prevent citation or towing of non-registered Category I vehicles parked in the common area between the hours of 1AM and 6AM. This includes, but is not limited to, the vehicle of a homeowner's family member, guest, or hired worker temporarily staying in a resident's home over night.
- B. **Safe-listed vehicles may NOT be parked on Bay Crest, Summer Wind or Sea Cliff and will be subject to citation and towing if so parked.** The limited parking spaces in these cul-de-sacs are reserved for registered vehicles. Safe-listed vehicles may **ONLY** be parked on Ocean Crest, West Wind, or Sea Breeze.
- C. A request for safe-listing may be made at any time through the parking patrol company via the internet, by phone, or through their app. Parking patrol company contact information is posted on the bulletin board at the Clubhouse.
- D. **A vehicle will only be deemed safe listed when a confirmation number is received by the vehicle owner. If more than one vehicle is being safe-listed, a confirmation number must be received for each vehicle.**
- E. A maximum of thirty (30) days safe-listing per every six (6) month period will be permitted **per address**.
- F. **The Association shall not be responsible for any fees or towing charges incurred by a non-registered vehicle not properly safe-listed, or not parked in the safe-listed designated areas, as required under these rules.**

6. **Parking Violations:**

- A. A vehicle of any type may not be parked in a designated No Parking Zone at any time. Such vehicles will be subject to **immediate** towing at the owner's expense. No warning citations will be issued.

Warning citations will be received for any of the following violations. A vehicle that

accumulates three (3) citations within a six (6) month period will be towed, at the owner's expense, **upon the third citation**. It is the homeowner's responsibility to verify with the parking patrol company the number of citations accumulated over time.

B. Category I vehicles may not be parked in the Common Area between 1:00 AM and 6:00 AM without being properly registered or safe-listed.

C. A safe-listed vehicle may not be parked on Bay Crest, Sea Cliff, or Summer Wind.

D. Category II vehicles **may not** be parked in the Common Area between 1:00AM and 6:00AM (refer to section 2B for description of Category II vehicles)

E. Any vehicle considered "objectionable" by the Board of Directors such as unsightly, damaged, badly deteriorated, inoperable, or offensive may not be parked in the Common Area at any time.

F. Vehicles may not park facing against the flow of traffic

G. Vehicles may not be double parked.

H. Category I or Category II Vehicles may not remain in garage courts for loading and unloading in excess of twenty (20) minutes.

I. Large delivery vehicles and moving vans may not enter a garage court. They must park on a street for loading and unloading.

J. Vehicles may not remain in garage courts for washing in excess of twenty (20) minutes. Bio-degradable cleaners must be used.

K. Vehicle repair or maintenance may not be done in any area other than the homeowner's garage.

L. Vehicles leaking oil may not be parked in the Common Area. Spilled oil may NOT be washed into the drains, but must be cleaned up properly at the owner's expense. Any clean-up costs incurred by the Association may be assessed to the homeowner.

The Association will not assume responsibility for reimbursing any fees incurred by vehicles in violation of these stated parking rules. Each resident bares the responsibility for being familiar with these rules involving their own vehicles and those of anyone staying in their residence for any reason, as well as the responsibility for the payment of any fees incurred.

LICENSE PLATE REGISTRATION (VIRTUAL PARKING PERMITS) APPLICATION PROCEDURES:

Residents who wish to apply for License Plate Registration must submit the following documentation to Patrol Masters:

- » A completed Parking Permit Registration Form
 - Please check “Yes” for New Application
 - Please check “NO” for Replacement Application (Replacement will only apply if changes are made to this initial registration)
- » Signed and dated License Plate Registration Request Agreement

The above documentation, in its entirety, must be submitted to:

PATROL MASTERS
1651 E. 4th St., Suite 150
Santa Ana, CA 92701
877-648.0602(voice)
714-648-0842 (fax)
Permits@patrolmasters.com

Please note: License Plate Registration can be revoked at any time at the discretion of the Board of Directors, if any of the terms or guidelines of this program are not followed accordingly.

GUEST PARKING RULES:

Day guests do not require a safelist. If you have a guest who will be parked in the common area overnight or into the early morning, that guest's vehicle must be placed on the safelist, effective between the hours of 1:00 a.m. and 6:00 a.m. Each unit is allowed a maximum of 30 overnight safelistings in any 180 days rolling window. An overnight is considered anytime a vehicle is parked in a common area space anytime between 1:00 a.m. and 6:00 a.m. **If the car is not safelisted online, through the app, or called into Patrol Masters it will be cited for not being safelisted, and towed upon the third citation, at the owner's expense. NO EXCEPTIONS**

Patrol Masters will provide each unit with its own “safelist code” to eliminate the unauthorized usage of someone else's safelist.

If you lose, misplace or forget your code a request in writing needs to be submitted with proof of residency to ensure we are supplying the correct person with the code. Please do not give or share your code with any other residents.

PROCEDURE FOR SAFE LISTING GUEST VEHICLES (as of 5/1/2018):

To safelist your guest's vehicle, visit Patrol Masters' website www.patrolmasters.com and use the online safelist procedures, or by downloading our safelist APP from your app store or call (877) 648-0602 if you do not have online access.

**We are at Google Play Store.
Download your safelist app today**



- ☐ Enter the vehicle license plate # and state.
- ☐ Click next.
- ☐ Click on the association name, which will appear on the next screen.
- ☐ Enter mandatory safelist code
- ☐ Fill in your authorization information, if repeat user.
- ☐ If new user, click on “I do not have an account” and create your own account.
- ☐ Update your information, if repeat user.
- ☐ If new user, you will have to enter additional information.
- ☐ Enter the vehicle information, if you are safelisting for the first time, then click next.
- ☐ Select the dates you would like to safelist by clicking on the calendar and click on safelist.
- ☐ You will see the confirmation number, which will confirm your transaction.
- ☐ It is important that you get and keep that confirmation number.

If you have a guest who will exceed the days allowed, please contact management for approval from the board. Resident vehicles may not be placed on the safelist. Safelist is designed for guest vehicles only.

Sincerely,
South Coast Shores HOA
&
Patrol Masters

SCS VIRTUAL PARKING PERMIT REGISTRATION
RETURN THIS FORM TO **PATROL MASTERS**, NOT the PROPERTY MANAGEMENT

*Denotes Areas to be filled out by Patrol Masters

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

Is this a new application? Yes [] ... No []
Is this a replacement permit application? Yes [] ... No []

| VEHICLE #1 | | | |
|------------|-------|--------|--------------------|
| | | | *Virtual Sticker # |
| Plate: | Make: | Model: | Color: |

| VEHICLE #2 | | | |
|------------|-------|--------|--------------------|
| | | | *Virtual Sticker # |
| Plate: | Make: | Model: | Color: |

| OFFICE USE ONLY* | | | |
|---|--|--------------------------------------|--|
| *Permit issued by: | | Permit Received By: | |
| Date: | | Date: | |
| *Replacement Pass? () Yes () No Replacement Fee? _____ | | *Pass # _____ *Date issued: _____ | |

| | | | |
|---------------------|-------------------|---------------------|-------------------|
| *() AGENT APPROVED | *() AGENT DENIED | *() BOARD APPROVED | *() BOARD DENIED |
|---------------------|-------------------|---------------------|-------------------|

Virtual Permit (Registration) Request Agreement:

Owner hereby agrees that any vehicle operator (or tenant, per the CC&R's) shall abide by all Association rules, the CC&Rs and all applicable parking and traffic laws at all times while any permitted vehicle is within the common area of the Association.

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 clearly understood and agreed, that parking in violation of association rules may result in a towed vehicle at the vehicle owner's expense.

All items in this application must be completed in full. Failure to complete every line of this form completely will result in denial of the application.

Any untruthful statements made on this application will result in forfeiture of parking privileges.

The undersigned Owner ("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 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.

License plate registration can be revoked at any time at the discretion of the Board of Directors, if any of the terms or guidelines of this program are not followed accordingly.

I hereby agree to the above and request license plate registration.

| | |
|---|---|
| <p>Owner/Tenant Signature:</p> _____ | <p>Date signed: ____ / ____ / 201__</p> |
|---|---|