



December 13, 2018

**Re: Sundance Homeowners Association
2019 Parking Permit Program**

Dear Sundance Resident:

The Association's program that offers long-term parking to residents is changing in 2019! Instead of issuing a paper form parking permit, the Association is going 'paperless'! Patrol One, the company currently contracted to oversee parking in the community, will assume the tasks of issuing and tracking parking permits, safe-listing guest vehicles, and assisting to enforce the parking rules.

Effective January 1, 2019, Patrol One will manage the program and will manage the annual renewal requirement just as it does now. Essentially, the process will operate the same as it does now, but will utilize the resident's vehicle license plate to identify valid parking permits, instead of the paper permit.

Enclosed is a letter from Patrol One explaining the new program and also updated information on safe-listing a vehicle. Should you have any questions, please do not hesitate to contact me; or you may contact Fallon at Patrol One at 714-541-0999.

Sincerely,

On behalf of the Board of Directors
Sundance Homeowners Association

Valerie Cuonzo, CCAM
Community Association Manager

Enclosure



Dear **Sundance Townhomes** Resident,

PATROL ONE has been contracted to issue and track resident permits and guest safelists and to enforce the parking rules specified in the CC&Rs and Parking Rules. The following is a description of the process for permitting resident vehicles and safelisting guest vehicles. The new program will **start January 1, 2019**. All other parking rules will be enforced as stated in the parking rules (Rules and enforcement parameters are subject to change over time, please confirm with the Board or Management).

HOW WILL YOUR APPROVED RESIDENT VEHICLES LICENSE PLATE ACT AS AN OVERNIGHT PARKING PERMIT?

Once an application (attached) is approved, the approved vehicle(s) license plate number will be added to our system as authorized to be parked overnight in common area. NO decal will need to be placed on the authorized resident vehicle. Authorized license plate numbers will act as the permit allowing the vehicle to be parked overnight in common area.

WHAT RESIDENT VEHICLES NEED TO BE PERMITTED?

Resident vehicles parked in common area open parking at any time. Unpermitted resident vehicles will be subject to cite and/or tow. The procedures for obtaining a permit are described later in this document.

Resident vehicles parked in a garage do not need to be permitted.

WHAT GUEST VEHICLES NEED TO BE SAFELISTED?

See all safelisting details on page 3 of this document.

PERMITTED RESIDENT VEHICLES – NOTES AND PROCEDURES

1. An approved vehicle's license plate number will serve as the vehicle permit and will also be linked to a specific address.
2. Permitted resident license plates are recorded after the resident has provided information which indicates they have used their **two** garage and **two** car driveway (if applicable) spaces to park properly registered, street legal vehicles, and therefore need a permit for an additional vehicle. There is a maximum of **two** permitted resident vehicles for each qualified household.
3. **Patrol One will have a list of all addresses with a driveway.**
4. Any resident with a special situation requiring an additional permitted vehicle must submit a written request to the management company, for approval by the association's Board of Directors.
5. Residents wanting to change a permitted vehicle to another vehicle must reapply for a permit (no charge). New vehicles must reapply (no charge).
6. Procedure for Permitting a resident vehicle

Submit the following items to Patrol One:

- a. Complete application (attached). All incomplete applications will be destroyed 6 months after their submission date.
- b. A copy of the current vehicle registration (showing your name) for your garaged **and** outside vehicles. **If the vehicle is new**, submit a copy of the sales contract or temporary registration. Approved permitted vehicles without license plates will be issued a temporary variance (max 3 months) until they obtain plates. Residents **MUST** contact Patrol One immediately when they receive their new plates to get their plate permitted.
- c. Documentation that shows your name and a Sundance Townhomes address.
Submit **one** of the following:
 - Utility bill (cell phone bills are not accepted)
 - California drivers license
 - Lease agreement
- d. Applications that include two wheeled vehicles must be submitted directly to the Board for approval.
- e. **A check to the Association for \$180.00 (each permit)**
- f. If you have a company vehicle, provide **both** of the following:
 - Letter on company letterhead showing your name and authority to have custody and control of the vehicle
 - Current vehicle registration

7. Procedure for Oversized Vehicles that will not fit in the garage.
 - a. Proof of a oversized vehicle will be required in order to obtain a permit. Please contact the Permit Administrator at Patrol One at 714.361.5008 to schedule a garage inspection.
 - b. Garage must be **clean and clear**. ALL vehicles must be present.
 - c. The vehicles will need to fit safely, not necessarily comfortably, in the garage. Garages that have been modified so that vehicles will not fit safely may not be granted a permit.

SAFELISTING GUEST VEHICLES – NOTES AND PROCEDURES

1. Procedure for Setting Up a Profile at Patrol One
 - a. All residents must set up a profile with Patrol One before they can safelist a guest vehicle. This process is done only once.
 - b. Set up your profile online following the instructions in the attached document titled "Safelisting by Address", or call Patrol by phone.
2. Procedure for Safelisting a Guest Vehicle Online
 - a. Go to www.patrol-one.com and enter your email address and password at the top right corner of the screen. Then click **Login**.
 - b. Enter the requested information.
3. Procedure for Safelisting a Guest Vehicle by Phone
714.541.0999 or 949.367.8055 or 951.354.0999
 1. Call Patrol One (anytime, 24 hours a day).
 2. Patrol One will ask for:
 - a. Your email and password
 - b. Your name
 - c. Your address
 - d. Vehicle description (make, model, color)
 - e. Vehicle license plate
 - f. Number of days requested to be safelisted
 - g. You will receive a confirmation number to keep as your receipt.

Each address is allowed a maximum of 20 overnights for guest vehicles in a 90-day rolling time period. This can be 20 nights for the same vehicle or a total of 20 nights for different vehicles.

If your guest is staying longer than the maximum allowed days, you must contact the management company for a variance

**APPLICATION FOR A RESIDENT PERMITTED VEHICLE FOR SUNDANCE
TOWNHOMES**

Please include copies of valid DMV registrations for ALL resident vehicles.

Number of Resident permitted vehicles Requested: []1 []2

Unit Owner's Name: _____

Resident's Name (if not the owner): _____

Resident Email (to receive application approval): _____

Address: _____, Cerritos, Ca.

Day Phone:(____) _____ Evening Phone:(____) _____

THE FOLLOWING VEHICLE(S) WILL BE PARKED IN THE GARAGE:

Make:_____ Model:_____ Color:_____ Lic. Plate:_____

Make:_____ Model:_____ Color:_____ Lic. Plate:_____

THE FOLLOWING VEHICLE(S) WILL BE PARKED IN THE DRIVEWAY(if applicable):

Make:_____ Model:_____ Color:_____ Lic. Plate:_____

Make:_____ Model:_____ Color:_____ Lic. Plate:_____

**THE FOLLOWING VEHICLE(S) WILL NEED TO BE PERMITTED TO PARK
OVERNIGHT IN COMMON AREA:**

Make:_____ Model:_____ Color:_____ Lic. Plate:_____

Make:_____ Model:_____ Color:_____ Lic. Plate:_____

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 resident agrees that the statements made on this application are true and accurate. The undersigned resident further agrees that he/she has read and understands all of the Association's parking rules and regulations and agrees to follow them, and that any illegally parked vehicle may be towed as provided by law.

Dated: _____ Signed: _____
Name (Printed): _____

Mail, Email, or Fax to:

PATROL ONE

1820 E. 1st, Suite 210

Santa Ana, CA 92705

Attn: Permit Administrator

permits@patrol-one.com

714.541.0990 fax 714.541.0999 (select option #2)