

Dear **Sundance Townhomes** resident,



It is time for the Association to renew its resident parking permit program, which will begin **January 15th, 2024**. Please be advised, residents will be required to send the annual permit application, supporting documentation and fee to Patrol One **prior to this date to avoid towing**. Failure to do so will result in the existing plate permit being invalidated and the vehicle subject to towing. Rules and enforcement parameters are subject to change over time, please confirm with the Board or Management.

Resident Vehicles	1 Resident vehicles must have approved Plate Permits on-file with Patrol One prior to parking in common area parking. Use the attached Resident Plate Permit Application to apply for resident Plate Permits.
	2 Garaged and driveway vehicles do not need to be permitted. Any circumstances such as ongoing construction which require a resident vehicle to be parked in guest parking, should be brought to the Board for consideration.
	3 Permitted resident vehicles will be authorized to park in common area parking nightly. The vehicle's license plate number will act as the "permit". No additional physical permits/decals will be required.
Oversized Vehicles	4 Upon receipt of a completed application, required vehicle registrations, and permit fee(s), Patrol One will forward your request to the Association for a member of the Board of Directors to conduct the garage inspection.
	5 All vehicles must be present at the time of the inspection.
Guest Vehicles	6 Guest vehicles must have approved Safelists for each night while parked in common area parking. Any circumstances such as ongoing construction which require a resident vehicle to be parked in guest parking, should be brought to the Board for consideration.
	7 See the attached Guest Safelist Instructions for additional details.
Enforcement Start Date	January 15 th 2024
Enforcement Period	12:00am - 6:00am daily

All non-permit/Safelist parking rules will be enforced per the community's parking rules. These rules may change over time, so please refer to your community's **current** parking rules for current definitions.

Resident (Long Term) Plate Permit Application for Sundance Townhomes

Complete and return this application with **copies of current DMV vehicle registrations showing resident's onsite address**, and applicable permit fee(s) to Patrol One. Approvals/rejections/questions will be emailed to your address below, within 3 business days of our receipt of completed applications/documentation. **Patrol One is allowed to permit one vehicle per household. Additional permit requests must be submitted to the Association directly.**

Number of permits required	1	Number of permanent/resident vehicles		
		Number of garage and driveway (if applicable) parking spaces.		
	2	Patrol One will have a list of units with driveways.	-	
	3	Subtract line 2 from line 1. This is the number of Plate Permits you must apply for (max: 1).	=	

If **Line 3** above is greater than zero, you must complete and submit the below form, and receive approval **prior** to parking vehicles in common area parking. A maximum of **ONE (1)** Plate Permit may be issued to each unit. **Requests for more than one permit will need Board approval. Residents must contact the Association directly to request approval. If approved, registration copies and payment are required.**

Garage / Driveway Vehicles	4	Make _____ Model _____ Color _____ Lic. Plate _____
	4a	<input type="checkbox"/> Copy of onsite DMV vehicle registration <input type="checkbox"/> Proof of Insurance all resident vehicles
	5	Make _____ Model _____ Color _____ Lic. Plate _____
	5a	<input type="checkbox"/> Copy of onsite DMV vehicle registration <input type="checkbox"/> Proof of Insurance all resident vehicles
	6	Make _____ Model _____ Color _____ Lic. Plate _____
	6a	<input type="checkbox"/> Copy of onsite DMV vehicle registration <input type="checkbox"/> Proof of Insurance all resident vehicles
Must equal the number on line 2 above	7	Make _____ Model _____ Color _____ Lic. Plate _____
	7a	<input type="checkbox"/> Copy of onsite DMV vehicle registration <input type="checkbox"/> Proof of Insurance all resident vehicles

Plate Permit Requests	8	Make _____ Model _____ Color _____ Lic. Plate _____
	8a	<input type="checkbox"/> Copy of on-site DMV vehicle registration <input type="checkbox"/> \$300 (fee prorated at \$25 monthly) <input type="checkbox"/> Oversized? (G.I will be done by HOA)
	9	Make _____ Model _____ Color _____ Lic. Plate _____
	9a	<input type="checkbox"/> Copy of on-site DMV vehicle registration <input type="checkbox"/> \$480 (fee prorated at \$40 monthly) need HOA approval <input type="checkbox"/> Oversized? (G.I will be done by HOA)
	10	Make _____ Model _____ Color _____ Lic. Plate _____
	10a	<input type="checkbox"/> Copy of on-site DMV vehicle registration <input type="checkbox"/> \$720 (fee prorated at \$60 monthly) need HOA approval <input type="checkbox"/> Oversized? (G.I will be done by HOA)
Must not exceed the number on line 3 above		

Resident Info	11	Unit Owner name
	12	Resident name (if different from owner)
	13	Resident e-mail address
	14	On-site address
	15	Day phone number
	16	Evening phone number

Return	Mail	Patrol One 1820 E. First St., Suite 210 Santa Ana, CA 92705	Email	permits@patrol-one.com	Fax	714.541.0990

Temporary Guest (Short Term) Safelist Instructions

Guest vehicles must have approved Safelists for each, and every night parked in common area parking. Follow **one** of the methods below to Safelist a guest vehicle.

Each on-site address is allocated **20 Safelists**. A Safelist represents a single approved overnight stay for a single vehicle on a single date. Safelist may be used for a single vehicle over multiple nights, or for multiple vehicles on a single night. Each time a Safelist is used, that specific becomes **Locked** for a period of **90 days** (Lock Duration), before becoming unlocked and eligible for an additional use.

If you have never set up your safelisting profile before, contact Management to get your safelisting activation code. Management may need to “recycle” the address’ profile if there was a prior resident using the profile. Once you have your activation code you can use it on our website, or call into our 24/7 customer service at 714.541.0999, then push “1” to speak to our live operator.

Safelist Profile Setup First time set up only! You may have previously completed this	1	Obtain your Safelist Profile Activation Code from your manager (you may have already previously set up your safelisting profile). This step is only required once.
	2	Visit www.patrol-one.com
	3	Click the blue Safelisting button on the home page
	4	Click the Create/Activate button in the blue bar at the top right
	5	Enter your Profile Activation Code , then click the Activate button
	6	Complete the Resident Profile Information section, then click the Create button

Logging in to a previously configured Profile	7	Visit www.patrol-one.com
	8	Click on the blue Safelisting button on the home page
	9	Click the Login button in the blue bar at the top right
	10	Enter the Email address and password used to configure the Profile

Adding guest vehicles to a Profile	11	Enter the desired Vehicle Plate into the Vehicle Information box on the left
	12	Click the Check button
	13	If the vehicle already exists in our system, the vehicle details will appear
	14	If the vehicle is new to our system, enter the Make, Model, and Color
	*	Once entered, vehicles are saved to your Profile, for easy future access

Selecting Safelist Dates	15	Be sure the Property Information, Vehicle Information, and Contact Information sections are complete
	16	Enter a desired Safelist Date (or use the calendar selector) into one of your available/unlocked Safelist Token slots
	17	Continue Step 2 above, until you have selected all your desired Safelist overnight dates
	18	Click the Submit button
	19	Confirm the Safelist request information
	19	Print the Safelist Confirmation Number page (optional)

Please take note of any parking violations listed on your **Safelist Activation Document** that are not covered by Safelisting. Those violations **will** be enforced per the parking rules, **even if the vehicle has a valid Safelist**.

Resident vehicles that are part of the permit process are not to be considered for safelisting. Safelisting is to be used only for “guest vehicles”. Any circumstance outside of these guidelines should be directed to the Sundance Board of Directors.

Resident Plate Permits – Additional Information

Complete and return this application with your vehicle's **current DMV vehicle registration(s) and proof of insurance showing the resident's name and onsite address** to Patrol One. Approvals/rejections/questions will be emailed to the address below, within 3 business days of our receipt of completed applications/documentation.

Fees

Your community imposes fees for each plate permit issued. Here are the associated fees for each permit issued:

- First permit: \$300 (fee is prorated at \$25 monthly for the remainder of the year)
- Upon approval from the Association- Second permit: \$480 (fee is prorated at \$40 monthly for the remainder of the year)
- Upon approval from the Association- Third permit: \$720 (fee is prorated at \$60 monthly for the remainder of the year)

Vehicle Information Changes

Any changes to permitted vehicle information must be immediately emailed to permits@patrol-one.com to prevent the citing or towing of the new or updated vehicle.

Oversized Vehicles

Oversized vehicle Plate Permit applications will **only** be considered if the vehicle does not **safely** (not comfortably) fit into the garage or on the driveway.

Upon receipt of a completed permit application, required vehicle registrations, and permit fee(s), Patrol One will forward your request to the Association for **a member of the Board of Directors to conduct the garage inspection**. All vehicles must be present at the time of the inspection.

Company Owned Vehicles

All applications, including company owned vehicles, **MUST be approved by the Board**. Please submit your application to Mgmt.

Two-Wheeled Vehicles

Applications that include two-wheeled vehicles must be submitted directly to the Board of Directors for approval.

One-Car/Two-Car Garages and Driveways

Patrol One will have a list of all units with two-car garages and driveways.