

September 15, 2021



Dear **Rancho San Joaquin** Residents,

Patrol Masters is pleased to announce that the Association is continuing with its parking permit program, and we will be issuing new virtual permits for 2021-22. **ALL RESIDENTS MUST APPLY** for their 2021-22 parking permits **prior to October 31, 2021.**

Even if you applied for a virtual permit last year, you still need to submit the completed Virtual Permit Registration form again – even if you have not changed vehicles. Safe list codes will change on October 31st, and all residents will need to apply for their virtual permit to receive their new safe list code.

Residents who wish to continue parking, per the association rules, in the common area overnight or as designated in the rules will need to renew their vehicle's permit by completing and submitting all required documents to Patrol Masters. **You will not be able to safe list overnight parking for your guests if the vehicles in your home are not registered.**

Residents who registered their vehicle(s) last year with Patrol Masters **and** have not changed to a different vehicle, only need to complete the Virtual Permit Registration form and return it to Patrol Masters by email, fax, or mail. All other residents must submit all required documents with their registration form when returning it to Patrol Masters.

Register Your Vehicles and Enter RSJ HOA's Amazon Gift Card Drawing!

Register your household vehicle(s) prior to the October 31st deadline and you will automatically be entered into a random drawing for a \$25 Amazon gift card! One entry per household. Four \$25 gift cards will be given away. All households who register at least one vehicle prior to October 31st will be entered!



Please see the enclosed information and registration form. **Failure to submit your registration form and supporting documents will result in your vehicle or guest vehicle being cited and or towed if parked overnight in the common area or as designated per the association parking rules.**

All documents in their entirety need to be submitted to:

Patrol Masters Inc.
1651 E. 4th St Ste # 150
Santa Ana Ca, 92701
Toll Free: (877) 648-0602
Monday-Friday 10am-4pm ONLY for the Permits Department
E-fax: (714)599-7204
Email: Permits@patrolmasters.com

We look forward to working with you!

Sincerely,
Patrol Masters Inc.

Patrol Masters Inc. • 1651 E. 4th St. # 150 Santa Ana, CA 92701
877.648.0602 • www.patrolmasters.com

Rancho San Joaquin

Parking Permit Program & Vehicle Registration Procedures

The Crossings requires all vehicles kept on site to be registered with the association. Use attached form to register, even if you are not requesting a permit at this time.

AUTHORIZED RESIDENT PARKING PERMIT REQUIREMENTS POLICIES & PROCEDURES:

If you qualify under ALL the following conditions and wish to apply for a Resident Parking Permit, the following procedures have been established to help you obtain, and maintain, a valid Parking Permit:

1. All **Rancho San Joaquin** residents applying for a parking permit must complete and return the attached Parking Permit Registration Form and sign and submit the Parking Permit Agreement.
2. Each application must include a copy of each vehicle's current registration certificate.
3. If a vehicle is not registered within the community, a current utility bill, Lease Agreement or Drivers license will be accepted.
4. Stored vehicles, Vehicles registered for off-road use only, watercrafts, trailers, and certain motorcycles do not qualify for participation in the Parking Permit Program and don't count as garage vehicles.
5. An oversized vehicle does not automatically qualify for a parking permit. The association requires a garage inspection of all cases where the resident contends that the subject vehicle does not fit safely into the garage. See "special case parking policy" below for more details.
6. A resident area parking permit does NOT guarantee a resident area parking space. All resident area parking spaces are available on a first come – first served basis.
7. Each parking permit is serialized and issued to a specific vehicle.
8. While a notice or citation may be placed on vehicles that are in violation of association rules, these notices are provided as a courtesy only. Your vehicle might be towed for violating any of association rules with or without notice.
9. Permitted residence license plates are recorded after the residents have provided the information which indicates they have used their two garage/carport spaces and their two driveway spaces (if applicable) to park properly registered, operational, street legal vehicles, and therefore need a permit for and additional vehicle(s). There is a maximum of two permitted resident vehicles for each qualified household.
10. Patrol Masters will have a list of all units with driveways.
11. Residents wanting to change a permitted vehicle to another vehicle must reapply for a permit (No Charge) or if there is a new vehicle you must reapply.
12. Any resident with a special situation requiring an additional permitted vehicle must submit a written request to the management company, for approval by the associations Board of Directors.

SPECIAL CASE PARKING VIRTUAL PERMITS POLICIES:

Oversized Vehicle Permits:

The association requires a garage inspection of all cases where the resident contends that the subject vehicle does not fit safely into the garage. Patrol Masters provides garage inspections for a nominal \$35.00 fee. Residents must call Patrol Masters to schedule an appointment for such inspection. The resident will pay the PATROL MASTERS officer \$35.00 by Check or Money Order Only at the time the officer arrives to facilitate the inspection. Please note the following.

- The fee for the appointment is due whether the vehicle passes or does not.
- The HOA requires that vehicles fit "safely", not comfortably, into garages.
- Garages which have been modified to prevent the safe parking of a vehicle will not be granted a Parking Permit.

INELIGIBLE VEHICLES:

When determining whether or not a permit may be issued, the following vehicles may be parked in the garage, however, they are NOT counted as qualifying garage vehicles when requesting a common area permit:

- Vehicles out of current registration.
- Stored vehicles not regularly operated
- Vehicles currently registered as non-operating.

Commercial Vehicles:

Commercial vehicles do not qualify for parking permits. Commercial vehicles will not be issued parking permit; however, they do qualify as a garaged vehicle ONLY. Commercial vehicles are defined as, but are not limited to, vehicles having any of the following attributes:

- Construction Racks
- Logos
- Company names
- Ladders
- Tool boxes
- Over 3/4 ton
- Gates, or lifted gates
- Flatbeds
- More than two axles
- Vans or buses designed to carry more than 10 persons

- No vehicle can be higher than 7 feet, wider than 7 feet (including open side wing mirrors) or longer than 19 feet.

Recreational Vehicle Permits:

Recreational vehicles will not be issued parking permits. They are NOT counted as qualifying garage vehicles when requesting a common area permit. Recreational vehicles are defined as, but are not limited to, vehicles like the following:

- Motor homes
- Personal watercraft
- Trailers of all types
- Unlicensed vehicles
- Boats
- Aircraft

PARKING PERMIT APPLICATION PROCEDURES:

Residents who are NOT requesting a permit, please fill out the Virtual Permit Registration form, date & sign the Permit Request Agreement, and send both to Patrol Masters by email, fax, or mail. Nothing further is required.

Residents who registered their vehicles last year and have not changed vehicles, please fill out the Virtual Permit Registration form, date & sign the Permit Request Agreement, and send both to Patrol Masters by email, fax, or mail. The vehicle registrations and proof of RSJ residency are not required.

Residents who wish to apply for a Parking Permit must submit the following documentation to Patrol Masters, if requesting a virtual permit (Variance):

- » A completed Virtual Permit Registration Form;
- » Copies of ALL current vehicle registrations, if the vehicle is new the sales contract can be submitted and designation of which vehicle will be parked in the garage, and outside in common area, if requesting a common area permit. The vehicle registration must have a valid RSJ onsite address on it; if not, proof of residency is required:
 1. Something that proves the resident lives on site at Rancho San Joaquin HOA.
 - a. Current vehicle registrations showing resident name and RSJ address.
 - b. Utility bill showing name of resident and RSJ address.
 - c. California Driver's License showing RSJ address.
 - d. Lease agreement showing the name of resident and RSJ address.
 2. If the vehicle is a company owned vehicle you must provide the following documents
 - a. Current vehicle registrations
 - b. Letter on Company Letterhead showing your name and authority to have custody and control of the vehicle.

All residents must register all vehicles in the household to obtain their safe list code. You will not be able to safe list any overnight guests if the vehicles in your home are not registered, and the guest(s) must park off property, outside the HOA.

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: Parking Variance can be revoked at any time at the discretion of the Property Management, or 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 common area overnight, that guest's vehicle must be placed on the safelist, effective between the hours of 11:00 p.m. and 7:00 a.m. Each unit is allowed a maximum of 4 one-overnight monthly.

To safelist your vehicle, visit Patrol Masters' website www.patrolmasters.com and use the online safelist procedures, or call (877) 648-0602 if you do not have online access.

- Enter the vehicle license plate # and city.
- Click next.
- Click on the association name, which will appear on the next screen.
- 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.
- If you do not get a confirmation number, then your vehicle is NOT on the safelist and is subject to towing.

Any vehicle parked after 11 p.m. in a communal area in violation of the Association's Rules will be subject to the Association's Enforcement. Offenders will be towed, subject to the Association's Rules

Homeowner's vehicles may not be placed on the safelist. Safelist is designed for guest vehicles only. Unless there are extraordinary circumstances which prevent your vehicle from parking in the garage for a period of time, i.e., garage door malfunction, remodeling, etc.

Rancho San Joaquin PARKING VIRTUAL PERMIT REGISTRATION

RETURN THIS FORM TO PATROL MASTERS, NOT PROPERTY MANAGEMENT

*Denotes Areas to be filled out by Patrol Masters

OWNER INFORMATION	RENTER INFORMATION (If Applicable)
Name	Name
Address	Address
Home Phone	Home Phone
Cell Phone	Cell Phone
Email address	Email address

GARAGE VEHICLE #1 WILL NOT RECEIVE A DECAL		
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Are the windows tinted? () Yes () No	Is this an electric or plug-in hybrid vehicle? () Yes () No	Year:
Plate:	Make:	Model: Color:

GARAGE VEHICLE #2 WILL NOT RECEIVE A DECAL		
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Are the windows tinted? () Yes () No	Is this an electric or plug-in hybrid vehicle? () Yes () No	Year:
Plate:	Make:	Model: Color:

DRIVEWAY VEHICLE #1 WILL NOT RECEIVE A DECAL		
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Are the windows tinted? () Yes () No	Is this an electric or plug-in hybrid vehicle? () Yes () No	Year:
Plate:	Make:	Model: Color:

DRIVEWAY VEHICLE #2 WILL NOT RECEIVE A DECAL		
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Are the windows tinted? () Yes () No	Is this an electric or plug-in hybrid vehicle? () Yes () No	Year:
Plate:	Make:	Model: Color:

COMMON AREA VEHICLE#1- WILL RECEIVE A VARIANCE -VIRTUAL PERMIT		
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Are the windows tinted? () Yes () No	Is this an electric or plug-in hybrid vehicle? () Yes () No	*Sticker #
Plate:	Make:	Model: Color:
Are the windows tinted? () Yes () No	Is this an electric or plug-in hybrid vehicle? () Yes () No	*Sticker #
Plate:	Make:	Model: Color:

Permit Request Agreement:

Owner hereby agrees that any vehicle operator (or tenant, per the CC&R's) will abide by all association rules and the CC&R's always.

The signature of any one Owner below binds all owners, residents and guests of the subject home/living unit. Rented units will require Owner and Tenant signatures on this form. Any form submitted for a rented unit without both signatures will not be processed.

It is clearly understood and agreed, that parking in violation of association rules or any requirements above 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 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 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.

Owner hereby agrees that any vehicle operator shall abide by all Association rules, the CC&Rs and all applicable parking and traffic laws always while any permitted vehicle is within the common area of the Association.

Parking permit decals can be revoked at any time at the discretion of the Property Management, or 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 a parking permit.

Owner's Signature: _____	Renter's Signature: _____
Name (Print): _____	Name (Print): _____
Date: _____	Date: _____