

July 1, 2018



Dear **WOODLANE VILLAGE** Homeowners:

When the Woodlane Village project was developed in 1979, they planned for 68 units and each unit was provided a garage for 2 vehicles. In addition they provided exactly 68 outside parking spaces - one for each unit - for their visitors.

It is the consensus of the homeowners and your Board of Directors that there is limited available parking. This problem remains a high priority. To relieve this problem in a fair manner, your Board of Directors has determined that it is time to **implement a new parking decals system**.

We have enclosed the COMMUNITY ASSOCIATION Parking Permit Program and Procedures along with a copy of the Parking Permit Registration Form and the Parking Permit Agreement. Please review these documents carefully.

Effective 08/01/2018, all common area parking between 6 p.m. & 6 a.m. has been designated as "permitted parking only". ONLY vehicles displaying the newly issued 2018 Patrol Masters Hang tags are allowed to park in common area spaces. Failure to properly display the new 2018 Patrol Masters Permit on any vehicle, beginning **August 1, 2018** will result in removal of the vehicle from the community at the vehicle owner's expense.

To obtain the new parking permit, please send the requested paperwork and application to Patrol Masters as soon as possible.

Should you have any questions regarding Patrol Masters' services or the contents of this packet, please feel free to call us at (714) 648-0602, or send an email to Permits@patrolmasters.com

We look forward to working with you.

Sincerely,

Patrol Masters, Inc.

WOODLANE VILLAGE- Parking Permit Program

SUMMARY OF PROGRAM

If you are a homeowner and want to apply for a Parking Permit Hang Tag, the following policies & procedures have been established to help you obtain and maintain a valid Parking Permit:

1. Responsibility for a Parking Permit rests solely with the unit owner of Woodlane Village. Therefore, a Parking Permit Hang Tag will only be issued to a homeowner even if the unit is rented to a tenant. If the homeowner is not available, the owner must send an authorization letter, dated & signed, authorizing their tenant to receive the hang tag on their behalf. In addition, a Parking Permit will remain active only when a homeowner is current in their dues, fines, etc. If a homeowner's unit goes into collections, their Parking Permit will be suspended until their dues are brought current.
2. A Woodlane Village homeowner applying for a parking permit must complete and return the attached Parking Permit Registration Form. This form must be submitted along with a signed Parking Permit Agreement prior to August 1, 2018
3. All applications must include ALL vehicles associated with your unit. No vehicles information, no permit will be issued. The association is requiring that all vehicles parked in the community, including garage to be registered, street legal and have current DMV registration tags.
4. All vehicle Parking Permits will be issued and monitored by Patrol Masters, as directed by the association.
5. Permits will be issued only if the vehicle and homeowner qualify for participation in the Parking Permit Program.
6. **Limit (1) permit per unit** if the issuance criteria are met. Each parking permit is serialized and issued to a specific unit. Parking permits must be properly hung on the vehicle's rear view mirror and must be clearly visible from outside the vehicle. The homeowner can give his/her their parking permit to use while parked in the Woodlane Village parking lot. When the visitor leaves the property, the permit is to be returned to the homeowner.
7. A parking permit does NOT guarantee a resident a parking space. All open common area parking spaces are available on a first come – first served basis.
8. Parking Hang Tags can ONLY be used on authorized operable vehicles. You can't use the permit on commercial vehicles, inoperable vehicles and/or vehicles out of registration.
9. Receiving a permit doesn't give you permission to store your vehicle in the common area. **Permitted vehicles must move, at least once, every 72 hours per the CCR&R's.**
10. Unit Owners must be current on all monthly dues, assessments, fines, collection costs, etc, at all times to be eligible to receive a permit. No rebates of the cost of the parking permit will be issued. Parking permits are transferable.
11. While a notice or citation will be placed on vehicles that are in violation of any association rules, these notices are provided as a courtesy only. Woodlane Village HOA or Patrol Masters will not be responsible should any vehicle be towed for violations of the Parking Permit Program or any of the Homeowners Association's Covenants, Conditions & Restrictions (CC&R's), whether or not a notice or citation was placed on the vehicle.

PARKING PERMIT APPLICATION PROCESS

Limit of permits is 1 per unit

1. Vehicles parked in Garages DO NOT require a Parking Permit; however, they must be registered to a Woodlane Village address and have current DMV tags.
2. Only **(1) permit per unit** will be issued once the homeowner provides the required information and are current in their dues.
3. Permits will ONLY be issued to the owner of the unit, not their tenants.
4. Completed and signed application, see last page.
5. Please return the current old hang tag when requesting a new tag.

Please submit the following information:

1. *Completed application. (Please see attached)*
2. *Something that proves the resident lives on site.*
 - a. Current vehicle registrations showing resident name and address on site.
 - b. Utility or other bill showing name of resident and on site address.
 - c. California Driver's License showing on site address.

ALL vehicles must be registered to a Woodlane Village address and have current DMV tags.

PATROL MASTERS
1651 E. 4th St., Suite 150
Santa Ana, CA 92701
714-648-0602
permits@patrolmasters.com

Should you have questions, please feel free to call PATROL MASTERS at:

714-648-0602

Or, visit our website at:

www.PATROLMASTERS.com

Thank you for working with us to provide a quality parking program for all residents of Woodlane Village.

Sincerely,
PATROL MASTERS

WOODLANE VILLAGE PARKING PERMIT REGISTRATION
RETURN THIS FORM TO PATROL MASTERS

*Denotes Areas to be filled out by Patrol Masters

HOMEOWNER INFORMATION	RENTER INFORMATION <i>(If Applicable)</i>
Name	Name
Address	Address
Home Phone	Home Phone
Cell Phone	Cell Phone
Email address	Email address

My carport # is: _____

Garage VEHICLE #1 <u>WILL NOT</u> RECEIVE A DECAL			
Vehicle Registration Provided:		() Yes	() No
Year:	Plate:	Make:	Model:
Year:	Color:		
Garage VEHICLE #2 <u>WILL NOT</u> RECEIVE A DECAL			
Vehicle Registration Provided:		() Yes	() No
Year:	Plate:	Make:	Model:
Year:	Color:		
OFFICE USE ONLY*			
Issue Date:	Permit #:		

Agreement:

- Homeowner hereby agrees that any vehicle operator (or tenant, per the CC&R's) to abide by all association rules, the CC&R's and all applicable rules at all times.
- The signature of the Homeowner below binds the homeowner, tenants, residents and guests of the subject unit.
- It is further agreed that damaged permits will be returned to Patrol Masters and a replacement will be issued once a \$25.00 (per permit) replacement fee is paid. If lost the replacement fee is \$100.00 (per permit).
- The Board reserves the right to change tags in any manner as or if the need arises. The Homeowner is responsible for the Parking Permit Tag at all times. It is clearly understood and agreed to that parking without a permit between the hours of 6:00 p.m. and 6:00 a.m. will result in a towed vehicle at the vehicle owner's expense.
- I hereby agree that the permit will be used on a licensed/operable and street legal vehicle.
- I hereby understand that receiving a permit does not guarantee me a parking space.
- I hereby agree that I will not be storing any vehicle displaying a Parking Permit Tag.
- I hereby understand and agree that any vehicle found using an altered, duplicated, reported stolen, lost or then found permits will be towed at the vehicle owner's expense.
- I hereby agree to the above and request one (1) permit tag for the Woodlane Village HOA Parking Permit Program.

Owner/Tenant Signature: _____	Date signed: ___ / ___ / 201__
Printed Name: _____	