



September 24, 2018

Dear Lyon Gallery Residents,

Patrol Masters has been contracted to provide parking rule enforcement. This service includes the management of your association's parking permit program. Our careful management of these services will help to minimize parking problems and promote the efficient use of the community's limited common area parking.

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

The permit program will take effect on January 1, 2019. Please contact us in advance to receive your permit(s). To get your new permits, you have to re-apply by submitting valid registrations, new applications, etc.

Previously issued decals will no longer be valid as of January 1, 2019. New shape and color permits will be issued. Vehicles displaying the old permits will be towed at the vehicles owner's expense.

Guest passes will no longer be issued and current passes are no longer valid as of July 1st 2011.

Should you have any questions regarding Patrol Master's 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](http://www.patrolmasters.com).

We look forward to working with you.

Sincerely,

Patrol Masters, Inc.

Lyon Gallery Homeowners Association  
Parking Permit Program Requirements and Procedures

**AUTHORIZED RESIDENT PARKING PERMIT REQUIREMENTS POLICIES & PROCEDURES:**

If you qualify under ALL of 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. Lyon Gallery resident 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 valid registration certificate;
3. Permits will be issued only if the vehicle and residence qualify for participation in the Parking Permit Program;
4. **Units with no legal "recognized" driveway:** A residence must park, at least, two (2) vehicles in the garage before they are eligible for a resident area parking permit. To be eligible for one (1) resident area parking permit, the residence must have a minimum of three vehicles, each with current DMV registration to a specific Lyon Gallery address. To be eligible for two (2) resident area parking permits, the residence must have a minimum of four vehicles registered to that specific Lyon Gallery address. Vehicles with authorized permits **MUST** be driven on daily basis. Receiving a permit does not allow for storing the vehicle in common area.
5. **Units with A legal "recognized" driveway:** A residence must park, at least, two (2) vehicles in the garage & two (2) in driveway before they are eligible for a resident area parking permit. To be eligible for one (1) resident area parking permit, the residence must have a minimum of Five (5) vehicles, each with current DMV registration to a specific Lyon Gallery address. To be eligible for two (2) resident area parking permits, the residence must have a minimum of six (6) vehicles registered to that specific Lyon Gallery address. Vehicles with authorized permits **MUST** be driven on daily basis. Receiving a permit does not allow for storing the vehicle in common area.
6. Owners requesting a permit must pay a monthly fee of \$25 for each requested permit, if qualified for each. Maximum allowed (2) permits per address.
7. All vehicles **MUST** be registered with a Lyon Gallery address. No other documents will be accepted in lieu of registration not being in address of property.
8. Vehicles registered for off-road use only, watercrafts, trailers, and motorcycles less than 1000 CC in engine size do not qualify for participation in the Parking Permit Program.
9. If the resident has (2) vehicles, however, one of them is an oversized and does not fit in the garage, then 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.
10. Each parking permit is serialized and issued to a specific vehicle. Parking permits must be properly affixed to the designated vehicle. To be valid, your permit **MUST** be affixed to the inside rear window, in the lower driver's side corner. The parking permit must be clearly visible from outside the vehicle;

11. Unit Owners must be current on all monthly dues, assessments, fines, collection costs, etc, at all times to be eligible to receive a permit.
12. 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.
13. While a notice or citation will be placed on vehicles that are in violation of association rules, these notices are provided as a courtesy only. The association, or Patrol Masters, will not be responsible should any vehicle be towed for violation of this Parking Permit Program or any of the Lyon Gallery Homeowners Association's Covenants, Conditions & Restrictions (CC&R's), whether or not a notice or citation was received on the vehicle.

## **SPECIAL CASE PARKING 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 \$25.00 fee. Residents must call Patrol Masters to schedule an appointment for such inspection. The resident will pay the PATROL MASTERS officer \$25.00 in cash or check 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 so as to prevent the safe parking of a vehicle will not be granted a Parking Permit.

When determining whether or not a permit may be issued, the following vehicle types are not acceptable as legitimately garaged vehicles:

- » Motorcycles **less than** 1000 CC in engine size
- » Vehicles out of current registration;
- » Vehicles currently registered as non-operating;
- » Vehicles which are registered but not street legal (off road vehicles);
- » Recreational vehicles (see definitions in this document).

### Commercial Vehicle Permits:

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
- » Gates, or lifted gates
- » Flatbeds
- » More than two axles
- » Vans or buses designed to carry more than 10 persons

### Recreational Vehicle Permits:

Recreational vehicles will not be issued parking permits. 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 wish to apply for a Parking Permit must submit the following documentation to Patrol Masters, if requesting a permit:

- » *A completed Parking Permit Registration Form;*
- » *Copies of all valid vehicle registrations and designation of which vehicle will be parked outside. The vehicle registration must have a valid Lyon Gallery address on it;*

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

PATROL MASTERS  
1651 E. 4<sup>th</sup> St., Suite 150  
Santa Ana, CA 92701  
877-648.0602(voice)  
714-599-7204(fax)  
[PERMITS@patrolmasters.com](mailto:PERMITS@patrolmasters.com)

To arrange for a garage inspection, please call Patrol Masters at the phone number above and ask for the Permit Administrator.

## **GUEST PARKING RULES:**

Day guests do not require a parking permit. If you have a guest who will be parked in a designated Guest space overnight, that guest's vehicle must be placed on the safelist, effective between the hours of 12:00 a.m. and 6:00 a.m.

Guests are allowed a maximum of **10 overnight stays in a 180**-day rolling window.

An overnight is considered anytime a vehicle is parked in a designated guest space anytime after midnight.

To safelist a guest's vehicle(s), Lyon Gallery residents can visit Patrol Masters' website [www.patrolmasters.com](http://www.patrolmasters.com) and use the online safelist procedures, or call (877) 648-0602.

If you have a guest who will be staying more than 10 days, please contact the management company and/or the association, in advance, to request an extension to the safelist.

Homeowner's vehicles may not be placed on the safelist. Safelist is designed for guest vehicles only.

**Please note that the following violations will result in a fine and or towing at the vehicle's owner's expense:**

**TOW AWAY WARNING:** Vehicles may be legally towed without further warning at the vehicle owner's expense, for the following:

- **FIRE LANES:** Marked red zones, fire hydrants, (vehicles must be parked completely on a driveway and not hanging over into the courtyard), garage aprons are designated FIRE LANES. Vehicles left unattended in, or intruding into, fire lanes may be cited and/or towed.
- **SIDEWALKS and LANDSCAPED COMMON AREAS:** Vehicles on these areas may be cited and/or towed.
- **ABANDONED, STORED, OR INOPERABLE VEHICLES:** Vehicles suspected of being abandoned, stored, or inoperable in the parking lots will be tagged. After 72 hours, the vehicle will be towed, with or without a permit. If a permitted vehicle will be left unmoved for over 72 hours, please contact the management company to request an exemption. I.e. vacation, etc.

**PARKING LOTS:**

- **Common area spaces:** are designated for guests and residents with outside permits only.
  - Vehicles parked in common area spaces (guest & resident) without a safelist or a valid permit between 12 a.m. and 6 a.m. will be cited and towed accordingly.
- **PARKED FACING THE WRONG DIRECTION:** Vehicles must parked facing the flow of traffic. Vehicles in violation might be cited and towed.

**DRIVEWAYS:**

- No parallel, angled, or cross-driveway parking is permitted at any time.

**VEHICLE TYPE:**

- NO PARKING of mobile homes, mini homes, campers, water craft, trailers of any kind, or vehicles used for commercial business, on the common areas and driveways of Lyon Gallery, except during attended active loading and unloading or service vendors while providing immediate services.

**LYON GALLERY PARKING PERMIT REGISTRATION  
RETURN THIS FORM TO PATROL MASTERS, NOT SO CAL PROPERTY ENTERPRISES, INC.**

\*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

**Do you have a recognized driveway? [ ] Yes [ ] No**

GARAGE VEHICLE #1 & # 2- WILL NOT RECEIVE A DECAL			
Vehicle Registration Provided: ( ) Yes ( ) No			Year:
Plate:	Make:	Model:	Color:
Vehicle Registration Provided: ( ) Yes ( ) No			Year:
Plate:	Make:	Model:	Color:
DRIVEWAY VEHICLE #1 & # 2 WILL NOT RECEIVE A DECAL			
Vehicle Registration Provided: ( ) Yes ( ) No			Year:
Plate:	Make:	Model:	Color:
Vehicle Registration Provided: ( ) Yes ( ) No			Year:
Plate:	Make:	Model:	Color:

COMMON AREA VEHICLE- REQUIRE A DECAL			
Vehicle Registration Provided: ( ) Yes ( ) No			*Sticker #
Plate:	Make:	Model:	Color:
Vehicle Registration Provided: ( ) Yes ( ) No			*Sticker #
Plate:	Make:	Model:	Color:
Vehicle Registration Provided: ( ) Yes ( ) No			*Sticker #
Plate:	Make:	Model:	Color:

OFFICE USE ONLY*			
*Permit issued by:		Permit Received By:	
Date:		Date:	
*Garage Inspection Required? ( ) Yes ( ) No		Performed By:	
Date:	( ) Oversized ( ) \$25.00 Fee		
*Replacement Pass? ( ) Yes ( ) No Replacement Fee? _____		*Pass # _____ *Date issued: _____	

*( ) AGENT APPROVED	*( ) AGENT DENIED	*( ) BOARD APPROVED	*( ) BOARD DENIED
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**Permit Request Agreement:**

Owner 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 if 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.

Owner hereby agrees that any vehicle operator 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.

I hereby agree to the above and request a parking permit.

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