

The Shores Homeowners Association

March 2023

Dear **THE SHORES Resident**,

The Shores Homeowners Association has remained contracted with Courtesy Patrol Specialists (CPS) as our patrol company. They will be responsible for issuing parking permits, enforcing parking rules and regulations, tracking and issuing "Safe List" request for guest overnight parking, issuing citations and initiating towing of vehicles.

As of April 1, 2023, previously issued decals will no longer be valid and all permits will be new. **Thereafter, permits not renewed shall no longer be valid for permit parking in the Association. The renewal process will occur starting today, allowing all residents to have their new permits by April 1, 2023. All permits must be renewed bi-annually (odd years), no exceptions. Permits are valid from April 1, 2023 through March 31, 2025.**

Resident vehicles parked in common areas at any time between the hours of 12:00AM and 6:00AM need to display a parking permit. Resident vehicles parking in common area without a visible valid permit will be subject to cite and/or tow.

Guest Vehicles parked in common area overnight between the hours of 12:00AM and 06:00AM will need to be safelisted. Guest vehicles are allowed to be safelisted 15 days within a 90 day rolling window period per plate. To obtain a safelist you must visit Courtesy Patrol Specialists website at www.courtesypatrolspecialists.com or call in to 714-669-2736. As confirmation residents will receive a safelist confirmation number. If your guest is staying longer than the maximum allowed days, you must contact the management company for an extended safelist.

NOTES AND PROCEDURES:

1. Vehicles parked in garages **DO NOT** require a parking permit.
2. Parking permits will only be issued when the resident has provided ALL information which indicates they have used all garage space appropriately before being issued a parking permit for an outside vehicle. There is a maximum of one (1) parking permit for each qualified household.
3. Residents with a one (1) car garage require a minimum of two (2) vehicles to be registered to the household for a permit to be approved. Residents with a two (2) car garage require a minimum of three (3) vehicles to be registered to the household for a permit to be approved.
4. Having a parking permit does not guarantee that a common area parking space will be available.
5. **LOST** or **STOLEN** permits will be replaced by CPS at a cost of \$25.00 payable to CPS. Lost or Stolen permits will immediately be HOTLISTED. Any vehicle displaying a hotlisted permit will be subject to immediate towing without prior notice.
6. If any vehicle in a household requires a parking permit, CPS will need the following information **prior** to issuance of a parking permit:
 - a. Completed application. (Please see attached)

- b. Hard copies of all **CURRENT** vehicle registrations showing evidence that the vehicle is registered to the address in question (including garage vehicles). If vehicles are registered to an offsite address the following can be provided as proof of residency:
 - Utility bill (cell phone bills not accepted)
 - CA driver license
 - Copy of lease agreement/escrow (first page only showing name and onsite address)
 - c. If you have a new vehicle you will need to provide one of the following:
 - Sales contract – top portion (showing name, address, and VIN)
 - Temporary Registration (usually placed on the front windshield passenger side, please remove it from the windshield in order to capture a full image of the document)
 - d. If you have a company vehicle, provide **both** of the following:
 - Current vehicle registration
 - Letter on company letterhead showing your name and authority to have custody and control of the vehicle
7. The following vehicle types are **NOT** acceptable as legitimately garaged vehicles and are not to be parked anywhere in the Association:
- a. Vehicle with expired registration.
 - b. Vehicles with current registration, but registered as non-operating.
 - c. Vehicles, which are registered, but not street legal (off road vehicles).
 - d. Recreational vehicles (see definitions in this document).
 - e. Any vehicle with an engine size less than 600 cubic centimeters (cc)
8. **Oversized Vehicles Require a Garage Inspection:** The association requires a garage inspection for vehicles said to be too long or wide to fit in the garage. The resident will be responsible for paying CPS \$50.00 for the garage inspection. (Check or money order only, cash not accepted)
- Please note the following criteria for garage inspections:**
- a. The fee for the appointment is due whether the vehicle passes or not.
 - b. The Shores requires the vehicle fit "safely" in the garage, not necessarily comfortably.
 - c. Garages which have been modified so as to preclude the safe parking of the vehicle will be denied a parking permit. i.e.: Built in cabinets, shelves, and/or storage, etc.
 - d. The resident must be present during the garage inspection.
 - e. All vehicles must be present and accounted for during the garage inspection, otherwise the permit application will be denied.
 - f. Garage inspection cancellations must be given within a 24 hour notice from the scheduled date or an additional cancelation fee will be charged, \$25.00.
9. **Commercial Vehicles:** They will not be issued parking permits but are acceptable as legitimately garaged vehicles as they cannot be parked in common area. Commercial vehicles are defined as, but not limited to, vehicles having any of the following attributes:
- | | |
|------------------------|---|
| a. Racks | f. Construction equipment |
| b. Ladders | g. Tractors |
| c. Tool boxes | h. Delivery /Moving Trucks |
| d. Over ¾ ton | i. Vans or buses designed to carry more than 10 persons |
| e. More than two axles | |

10. **Recreational Vehicles:** These will not be issued parking permits or be allowed to be parked anywhere in the Association, no exceptions. Recreational vehicles are defined as, but not limited to, vehicles such as the following:
- a. Motor homes
 - b. Personal watercraft
 - c. Trailers of all types
 - d. Unlicensed vehicles
 - e. Boats
 - f. Aircraft
 - g. Cab-over campers

IN CONCLUSION:

This program may seem complex and burdensome to you, but please trust that The Shores Homeowners Association, the property manager, and Patrol Company have worked diligently to make it as simple and effective as possible. The Shores HOA authority and obligation of enforcement of this procedure is derived from the Rules & Regulations as well as Covenants, Conditions and Restrictions (CC&R's). To this end, The Shores Homeowners Association has approved the parking amendments as written above.

The Shores Homeowners Association thanks you for your patience, understanding, and anticipated cooperation with this program. Should you have any questions, please call your property manager and/or designated The Shores HOA Patrol Company, Courtesy Patrol Specialists.

PLEASE NOTE: While a Notice or citation will be placed on vehicles in violation of association rules, these notices are provided as a courtesy only. The Shores HOA, Associa Property Management, and Courtesy Patrol Specialists will not be responsible should any vehicle be towed for violation of this policy, whether or not a notice or citation was received on the vehicle.

Thank you for working with us to provide a quality parking program for all the residents of THE SHORES HOMEOWNERS Association.

Send all Documents To:

Courtesy Patrol Specialists

Re: The Shores Parking Permit 2023

17731 Irvine Blvd., Suite 116

Tustin, CA 92780

Phone: (714) 669-2736

admin@courtesypatrols.com

Should you have questions, please feel free to call Courtesy Patrol Specialists at:
(714) 669-2736

Or, visit our website at:

www.courtesypatrolspecialists.com

The Shores Homeowners Association

PARKING PERMIT APPLICATION 2023

All items in this application must be completed in full, unless they are not applicable. Failure to complete every applicable 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. Copies of DMV registrations for each vehicle reflecting The Shores address are required to be submitted with all Parking Permit Applications.

Please note that only a maximum of one (1) parking permit is authorized per address/household, if qualified. Parking spaces are on a first come, first serve basis and having a permit does not guarantee a space.

Name: _____ Check One: [] Owner [] Tenant
Address: _____ Lake Forest, CA 92782
Phone Number: _____
Email Address: _____

My Property Has: (check one) [] 1 car garage [] 2 car garage

I represent that the following vehicle(s) will be parked in my garage:

Make: _____ Model: _____ Color: _____ LIC #: _____
Make: _____ Model: _____ Color: _____ LIC #: _____

I hereby request a parking permit for the following vehicle:

Make: _____ Model: _____ Color: _____ LIC #: _____

The undersigned Owner ("Owner") does hereby attest that the statements made on this application are true and accurate and agrees to be bound by all the terms and provisions set forth on this Application and the attached 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.

Signature:

Date Completed: