

December 14, 2018

Dear **Le Parc** Residents,

Patrol Masters is pleased to announce our appointment as your Parking Permit Service. Our patrol officers are educated in the latest methodologies and are trained to conduct thorough inspections as directed by your Property Management Team.

As a reminder, Patrol Masters has earned a reputation for exceptional service, diligent patrol and rapid response times. Our distinctive patrol units, uniformed personnel, effective patrolling techniques and thoroughness during each patrol cycle ensures a high security profile, and helps maintain a safe and secure environment for you and your family.

The following are some situations in which you may need Patrol Masters assistance:

- » To report illegal or suspicious activities
- » To report vehicles illegally parked in fire lanes, in front of garages, or other inappropriate areas
- » Obtaining a parking permit. If qualified.
- » Safe-listing your guest vehicle

In addition to providing general patrol services, 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. **Effective January 1, 2019** a parking permit program will be instituted.

We have enclosed the Le Parc 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.

Failure to properly display the new 2019 Patrol Masters decal or a safelist confirmation number on any vehicle, beginning January 1, 2019 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. (More information in this document)

This program will supersede any and all previous program.

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.

We look forward to working with you.

Sincerely,
Patrol Masters, Inc.

**LE PARC HOMEOWNERS ASSOCIATION
AUTHORIZED RESIDENT PARKING PERMIT REQUIREMENTS & PROCEDURES:**

1. Parking Stickers will expire annually in December.
2. **If you qualify for a parking permit, the cost of the 1st requested permit is \$60, and the cost of the 2nd permit is \$120. Fees will be prorated depending on when the application is submitted. (\$5/a month or \$10/a month for 2nd permit)**
3. A Mandatory \$25 Garage Inspection is required for all applicants both new and existing. ** Since each garage has been designed specifically for the unit, Patrol Masters is required to measure the garage and the garage opening during the inspection. **
4. All residents are required to register all vehicles owned and parked on the Le Parc property, with Patrol Masters. **When registering you must show current vehicle registration with Le Parc address (i.e., DMV Vehicle Registration).**
5. Both the Homeowner and tenant's signature is necessary on the Le Parc Vehicle Registration Forms.
6. **Units with (1) car garage:** A residence must park, at least one (1) vehicle 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 two (2) vehicles, each with current DMV registration to a specific Le Parc address. Vehicles with authorized permits MUST be driven on a regular basis. Receiving a permit does not allow for storing the vehicle in common area. Also, there has to be a **one to one ratio between cars and drivers**, i.e. if you have (3) cars and (3) licensed drivers living in the same unit and all have the same unit address, the permits will be issued. No more than (2) permits will be issued, if qualified.
7. **Units with (2) car garages:** 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 parking permit, the residence must have a minimum of Three (3) vehicles, each with current DMV registration to a specific Le Parc address. Vehicles with authorized permits MUST be driven on a regular basis. Receiving a permit does not allow for storing the vehicle in common area. Also, there has to be a **one to one ratio between cars and drivers**, i.e. if you have (3) cars and (3) licensed drivers living in the same unit and all have the same unit address, the permits will be issued. No more than (2) permits will be issued, if qualified.
8. **Units with (1) assigned space:** A residence must park, at least one (1) vehicle in the assigned space 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 two (2) vehicles, each with current DMV registration to a specific Le Parc address. Vehicles with authorized permits MUST be driven on a regular basis. Receiving a permit does not allow for storing the vehicle in common area. Also, there has to be a **one to one ratio between cars and drivers**, i.e. if you have (3) cars and (3) licensed drivers living in the same unit and all have the same unit address, the permits will be issued. No more than (2) permits will be issued, if qualified.
9. **Units with (1) car garage & (1) assigned space:** A residence must park, at least, two (2) vehicles, one (1) vehicle in the garage and one (1) vehicle in the assigned space, before they are eligible for a resident area parking permit. To be eligible for one (1) resident parking permit, the residence must have a minimum of Three (3) vehicles, each with current DMV registration to a specific Le Parc address. Vehicles with authorized permits MUST be driven

on a regular basis. Receiving a permit does not allow for storing the vehicle in common area. Also, there has to be a **one to one ratio between cars and drivers**, i.e. if you have (3) cars and (3) licensed drivers living in the same unit and all have the same unit address, the permits will be issued. No more than (2) permits will be issued, if qualified.

****Please note: If any resident is requesting more permits than he/she is allowed, their request will be forwarded to the Board for approval. Additional permits will be issued based on availability. The decision will be under the Board discretion. ****

10. If a vehicle is not registered with a Le Parc address, the resident must be able to provide proof of residency for the registered vehicle owner. A current lease agreement (at least a 1 year lease) or a utility bill can be accepted in lieu of registration not being in address of property. If the vehicle is a company issued vehicle, then in addition to submitting a lease agreement, you must submit a copy of the vehicle registration along with a current paycheck stub only showing only the company name and the resident name.
11. 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. There are no exclusive and/or dedicated parking spaces for visitors, guests, or invitees of the Management Company, residents, Board of Directors, or owners of individual units who do not reside in the community.
12. The **sticker must be placed in the lower left corner Driver's side windshield**. The Sticker number must be visible and legible. Vehicles with the Sticker improperly applied will be given a warning to have it replaced. Permits behind heavy tint are difficult to see at night. Proper placement of parking permit should avoid unnecessary citations.
13. Unit Owners must be current on all monthly dues, assessments, fines, collection costs, etc., at all times to be eligible to receive a permit. Patrol Masters will enforce any decision of the Board of Directors not to issue parking permits or grant any privilege to specifically named units owners seriously in default of any or all of their financial obligations to the Association, or in continued violation of rules, regulations, and CC&Rs. The Board through the Management Company will, from time to time, communicate to Patrol Masters the names of such unit owner's ineligible for parking permits or any other privileges. The phrase unit owners will include tenants, residents, occupants, visitors, guests of unit owners.
14. 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 Le Parc 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:

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

- » Ladders
- » 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:

1. **A Completed Parking Permit Application Form.**
2. **Copies of all valid vehicle registrations and designation of which vehicle will be parked outside. The vehicle registration must have a valid Le Parc address on it;**
3. **Copy of all Driver's Licenses' for each driver in the home. There has to be a one to one ratio between drivers and cars to be qualified, must have a valid Le Parc address on it.**

IMPORTANT:

1. Receiving a Parking Permit does not guarantee any parking space for an individual. Each parking space is on a first come, first serve basis.
2. Proper placement of parking permit should avoid unnecessary citations. It's the resident's responsibility to notify Patrol Masters if any changes have been made.

TOWING

1. Vehicles parked in violation may be towed away at owner's expense. A warning notice will be given for the first offense. Security patrol will tow away vehicles parked in violation at any time day or night. All towing charges are the responsibility of vehicle owners.
2. Any Parking on the lawn or landscape is absolutely prohibited at all times.
3. Vehicles are specifically prohibited from parking in areas designated with red paint as "NO PARKING" areas and will be towed at owner's expense.
4. Vehicles parked in car wash spaces will be towed immediately without a courtesy notice.

IN CONCLUSION:

The Board of Directors thanks you for your patience, understanding and anticipated cooperation with this program. Should you have any question, please call PATROL MASTERS.

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 Association or Patrol Masters will not be responsible should any vehicle be towed for violation of this Policy, whether a notice or citation was received on the vehicle.

Thank you for working with us to provide a quality parking and security program for all the residents of Le Parc Homeowners Association.

PATROL MASTERS

1651 E. 4th St., Suite 150, Santa Ana, CA 92701
877.648.0602 (voice) 714.599-7204 (fax)
permits@patrolmasters.com

Or, visit our website at:

www.PATROLMASTERS.com

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

GUEST PARKING RULES - SAFELIST PARKING:

VEHICLES PARKED IN GARAGES DO NOT REQUIRE A PARKING DECAL.

Day guests do not require a safelist. If you have a guest who will be parked in the common area parking area overnight, the guest's vehicle must be placed on a safelist, effective between the hours of 12:00 a.m. and 6:00 a.m. Each unit is allowed a maximum of 20 safelists in a 120-day rolling window.

Each address will be assigned a unique safelist code; please contact us to obtain your code. You are required to supply this code when safe listing any vehicle either online or over the phone.

If you lose, misplace or forget your code a request in writing needs to be submitted with proof of residency to ensure we are supplying the correct person with the code. Please do not give or share your code with any other residents.

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.
- Enter mandatory safelist code
- 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 safe listing 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 the common area (not safe listed or permitted) will be cited or towed, subject to the Association's permit Rules.

Safelist is primarily designed for guest vehicles only.

PARKING STICKER APPLICATION – LE PARC

OWNER INFORMATION	RENTER INFORMATION (If applicable)
Name	Name
Property Address:	Property Address:
Unit Number:	Unit Number:
Phone Number:	Phone Number:
Email Address:	Email Address:

GARAGE VEHICLE #1				
Vehicle Registration Provided:		<input type="checkbox"/> Yes	<input type="checkbox"/> No	Year:
Plate:	Make:	Model:	Color:	

GARAGE/OPEN PARKING VEHICLE #2 (If applicable)				
Vehicle Registration Provided:		<input type="checkbox"/> Yes	<input type="checkbox"/> No	Year:
Plate:	Make:	Model:	Color:	

COMMON AREA VEHICLE #1- REQUIRE A DECAL				*Sticker #
Vehicle Registration Provided:		<input type="checkbox"/> Yes	<input type="checkbox"/> No	Year:
Plate:	Make:	Model:	Color:	

COMMON AREA VEHICLE #1- REQUIRE A DECAL				*Sticker #
Vehicle Registration Provided:		<input type="checkbox"/> Yes	<input type="checkbox"/> No	Year:
Plate:	Make:	Model:	Color:	

OFFICE USE ONLY*			
*Permit issued by:		Permit Received By:	
Date:		Date:	
*Replacement Pass? <input type="checkbox"/> Yes <input type="checkbox"/> No		*Pass # _____	
Replacement Fee? \$50.00		*Date issued: _____	
*() AGENT APPROVED	*() AGENT DENIED	*() BOARD APPROVED	*() BOARD DENIED

PARKING STICKER AGREEMENT

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.

Owner further agrees to release and indemnify, defend, and hold harmless the Le Parc Homeowners Association (the "Association"), its directors, attorneys, officers and managing agents, and each of their insurers, from any and all claims, rights, actions, debts, demands, damages, losses, liabilities, costs and expenses (including, without limitation, attorney's fees and costs) of any nature whatsoever, known or unknown, material or immaterial, suspected or claimed, hereafter becoming known, or accrued or accruing as a result of the parking and/or operation of any vehicle upon Association property, except such damages or injury resulting from the sole negligence or willful misconduct of the Association.

With regard to all matters herein released by this Agreement, Owner hereby voluntarily and expressly waives any and all rights under Section 1542 of the California Civil Code, which provides as follows:

"A general release does not extend to claims which the creditor does not know or suspect to exist in his favor at the time of executing the Release, which if known by him must have materially affected his settlement with the debtor."

Any claim for property damage or bodily injury resulting from use of a vehicle granted a Parking Sticker herein which is alleged to have resulted from the sole negligence or willful misconduct of the Association must be accompanied by a police report. Owner agrees to have all such disputes involving this Agreement, or the parking of a permitted vehicle upon the Association's Common Area, determined by binding arbitration, according to the rules established by the Judicial Arbitration and Mediation Service (JAMS), and expressly waives the right to a jury or court trial.

The signature of any one Resident on the Parking Sticker Application binds all owners, residents and guests of the subject unit. In the event that arbitration is pursued, then all costs incurred by the prevailing party in preparation for, or attendance at, the arbitration must be paid by the non-prevailing party.

I have received my copy of the Parking Policy and Rules and Regulations for Le Parc HOA. Failure to follow the Parking Policy may result in fines and/or towing of vehicle, at owner's expense.

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 vehicle is within the common area of the Association. It is clearly understood and agreed, that parking in violation of association rules may result in a towed vehicle without notice at the vehicle owner's expense.

The signature of any one Owner/tenant on the Parking Decal Application binds all owners, residents and guests of the subject unit to all rules listed in this document.

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

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