



June 3, 2016

Dear Sancerre at Newport Ridge Homeowners:

Attached, please find the Resident Letter and Permit Application for Sancerre at Newport Ridge. It has been 3 years since Sancerre started using Patrol One for parking enforcement and patrol services. Patrol One has advised the Board to clear out the old parking decals and have all homeowners with two cars parked in their garage, re-apply for new Plate Parking approval for all outside vehicles parking in the common area (more information in the resident letter and permit application attached).

Purging old decals ensures cars that are no longer utilized are removed from the decal list, ensures that renters who have moved out of the community are cleared from the decal list and helps the Association ensure garages are being used for vehicle parking. Sancerre's CC&R's specify that garages are meant for vehicle parking only, not for storage. The parking rules and re-enforcement of these rules have been placed into effect to ensure garages are being used as per the Sancerre CC&R's.

Please review the attached Resident Letter and Permit Application from Patrol One and apply for plate permits as required – Older Decals will be obsolete by July 31, 2016 and your vehicles may be subject to tow.

Should you have any questions regarding the materials enclosed, please contact the undersigned at (949) 838-3267.

At the Direction of the Board of Directors,

*Darren Mandel*

Darren Mandel  
District Manager

*Professionally Managed by:*

Keystone Pacific Property Management, Inc.

16775 Von Karman Avenue, Suite 100 · Irvine, CA 92606-4960 · Tel (949) 833-2600 · Fax (949) 833-0919

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April 29<sup>th</sup> 2016



It is time for the Association to renew it's resident parking permit program, which will begin **August 1<sup>st</sup>, 2016**. Old yellow permits will no longer be valid after 7/31/2016. The new resident parking program will use your approved license plate as your overnight parking permit. Although very similar to the current permit program there are some significant changes, **so please read all information below carefully:**

**HOW WILL YOUR APPROVED RESIDENT VEHICLES LICENSE PLATE ACT AS AN OVERNIGHT PARKING PERMIT?**

**Once an application (attached) is approved, the approved vehicle(s) license plate number will be added to our system as authorized to be parked overnight in common area. NO decal will need to be placed on the authorized resident vehicle. Authorized license plate numbers will act as the permit allowing the vehicle to be parked overnight in common area.**

**NOTES AND PROCEDURES:**

1. Vehicles parked in garage/ driveway DO NOT require a Plate Permit.
2. Plate Permits will only be issued when the resident has provided information which indicates he / she has used all garage/driveway spaces appropriately and is in need of a Plate Permit for additional resident vehicles. Maximum of only two plate permits per household will be issued.

**If any vehicle in a household requires a Plate Permit, Patrol One will need the following paperwork:**

1. *Completed application. (Please see attached)*
2. *Documentation that proves the resident lives onsite. "One of the following is required, ONLY if the vehicle registrations are NOT registered to the onsite address"*
  - a. Utility bill (no cell phone bills are accepted) showing name of resident and onsite address.
  - b. California Drivers License showing onsite address.
  - c. Lease agreement showing the name of resident and onsite address.

3. ***Copies of all current vehicle registrations (including garage vehicles) showing resident's name and address are required with the permit application. Only if the vehicle is new and the registration is not available, a copy of the sales contract or temporary registration is required. Make sure the identification number of the vehicle is listed.***
4. *If you have a company vehicle, you will need to provide the following:*
  - a. Letter on company letterhead showing resident name and authority to have care custody and control of vehicle.
  - b. Current vehicle registration is also required.

Any resident with a special situation requiring an additional permitted vehicle must submit a written request to the management company, for approval by the association's Board of Directors.

Residents wanting to change a permitted vehicle to another vehicle must reapply for a permit (no charge). Residents must reapply if they get a new vehicle (no charge).

**In determining whether or not a permit may be issued, the following vehicle types are NOT acceptable as legitimately Garaged vehicles:**

- Vehicles out of current registration.
- Vehicles with current registration but registered as non-operating.
- Vehicles, which are registered but not street legal (off road vehicles).
- Commercial vehicles
- Recreational vehicles

**Oversize Vehicles:**

The association requires a garage inspection of all cases where the resident contends the subject vehicle does not fit safely into the garage. Patrol One will provide a garage inspection for \$25.00 per inspection. The resident must call Patrol One and schedule an appointment for such inspection. The resident will pay the Patrol One officer \$25.00 in cash or check at the time the officer arrives to facilitate the inspection. Please note the following:

1. The fee for the appointment is due whether the vehicle passes or does not.
2. The association requires the vehicle fit "safely" in the garage, not necessarily comfortably.
3. Garages, which have been modified so as to preclude the safe parking of a vehicle, will not be granted a Parking Permit.

Mail, Email, or Fax the paperwork to:

**PATROL ONE**

630 S. Grand Ave, Suite 101

Santa Ana, CA 92705

Attn: Permit Administrator

[fallonpaquette@patrol-one.com](mailto:fallonpaquette@patrol-one.com)

714.541.0990 fax    714.361.5008 office

Should you have questions, please feel free to call Patrol One at:

**714.541.0999** or **949.367.8055** or **951.354.0999**

Or, visit our website at:

[www.patrol-one.com](http://www.patrol-one.com)

**Thank you for working with us to provide a quality parking program for all  
the resident of Sancerre at Newport Ridge.**

*Sincerely,*

**Patrol One**

**Passionate about Parking Since 1990**

**REQUEST FOR PARKING PERMIT FOR SANCERRE AT NEWPORT RIDGE**

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. Two vehicles must be parked in the garage. Thus, permits are only available for cars beyond what your garage/driveway holds. Copies of DMV registrations for ALL vehicles reflecting Sancerre at Newport Ridge address are required to be submitted.

Number of Permits Requested: [ ] 1 [ ] 2

Unit Owner's Name: \_\_\_\_\_

Address: \_\_\_\_\_, Newport Coast, CA

Day Phone: (\_\_\_\_) \_\_\_\_\_ Evening Phone: (\_\_\_\_) \_\_\_\_\_

**1) I REPRESENT THAT THE FOLLOWING VEHICLE WILL BE PARKED IN MY GARAGE:**

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Color: \_\_\_\_\_ State/Lic.: \_\_\_\_\_

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Color: \_\_\_\_\_ State/Lic.: \_\_\_\_\_

**2) I RESPRESENT THAT THE FOLLOWING VEHICLES WILL BE PARKED IN MY DRIVEWAY/ CARPORT(S):**

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Color: \_\_\_\_\_ State/Lic.: \_\_\_\_\_

**3) I HEREBY REQUEST PARKING PERMITS FOR THE FOLLOWING VEHICLE (S):**

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Color: \_\_\_\_\_ State/Lic.: \_\_\_\_\_

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Color: \_\_\_\_\_ State/Lic.: \_\_\_\_\_

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 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.

Dated: \_\_\_\_\_ Signed: \_\_\_\_\_

Name (Printed): \_\_\_\_\_