

Dear Sancerre resident,



It is time for the Association to renew its resident parking permit program, which will begin **September 15, 2023**. Previously **plate permitted vehicles** will no longer be valid after 9/15/23. The new resident parking program will use your approved license plate as your overnight parking permit. Please read the following carefully as all the details are explained below. **Pages 2 & 3 must be completed.** Rules and enforcement parameters were established November 2022, yet are subject to change over time, please confirm with the Board or Management.

<b>Resident Vehicles</b>	Two vehicles must be parked in the garage and only once this is proven, will additional vehicles be permitted for street parking in designated Parking Areas (See attached map).
<b>Managed by Patrol One</b>	<ol style="list-style-type: none"><li>1 Resident vehicles must have approved Plate Permits on-file with Patrol One prior to parking in designated Parking areas. Use the attached <b>Resident Plate Permit Application</b> to apply for resident Plate Permits. Also required, a copy of <b>current DMV registration showing the resident's name, a Check for \$150/vehicle, payable to "Sancerre at Newport Ridge Maintenance Association", and a signed Parking Permit Agreement.</b></li><li>2 Garaged and driveway vehicles do not need to be permitted.</li></ol> <p><u>Apply to Patrol One</u> for Permitted resident vehicles and they will be authorized to park in designated parking areas on a daily basis.</p> <ol style="list-style-type: none"><li>3 The vehicle's license plate number will act as the "permit". <b>No additional physical permits/decals will be required.</b></li></ol>
<b>Oversized Vehicles</b>	<ol style="list-style-type: none"><li>4 <u>Apply to Keystone Mgmt.</u> using the same application, and they will contact you to schedule a garage inspection with Board members upon receipt of a <b>completed application, required vehicle registrations, and signed Parking Permit Application, check for \$150/vehicle.</b> Two Board members may be present at Inspection</li></ol>
<b>Managed by Keystone Mgmt.</b>	<ol style="list-style-type: none"><li>5 A check for \$150/vehicle of the Permitted Street Parking fee may be refundable if the garage inspection fails due to non-permitted storage or installation of goods, equipment, cabinets, or similar post-original construction additions.</li></ol>
<b>Guest Vehicles</b>	<ol style="list-style-type: none"><li>6 Apply online with Patrol One. Guest vehicles must have approved Safelists for each and every night while parked in common area parking. <b>There will be NO change to the safelisting program.</b></li><li>7 See the attached Guest Safelist Instructions for additional details.</li></ol>
<b>Enforcement Start Date</b>	September 15, 2023
<b>Enforcement Period</b>	12:00am - 6:00am daily

All non-permit/Safelist parking rules will be enforced per the community's parking rules adopted November 2022. These rules may change over time, so please refer to your community's **current** parking rules for current definitions.

# Resident (Long Term) Plate Permit Application for Sancerre at Newport Ridge

All items in this application must be completed in full. Failure to complete every line of this form will result in denial of the application. Any untruthful statements made on this application will result in forfeiture of parking privileges. Two (2) standard passenger vehicles (with four (4) wheels) must be parked in the garage and the driveway must be used fully for parking of vehicles to the extent of space thereon. 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.

<b>Number of permits requested</b>	1 Number of Permits Requested	<input type="checkbox"/> One (1)	<input type="checkbox"/> Two (2)
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**I REPRESENT THAT THE FOLLOWING VEHICLES WILL BE PARKED IN MY GARAGE and/or DRIVEWAY:**

<b>Garage Vehicles</b>	2	Make _____	Model _____	Color _____	Lic. Plate _____	
	2a	Copy of <b>current</b> DMV vehicle registration				
	3	Make _____	Model _____	Color _____	Lic. Plate _____	
	3a	<input type="checkbox"/> Copy of <b>current</b> DMV vehicle registration				
<b>Driveway Vehicles</b> <i>(Patrol One has list of addresses w/ driveways)</i>	4	Make _____	Model _____	Color _____	Lic. Plate _____	
	4a	Copy of <b>current</b> DMV vehicle registration				
	5	Make _____	Model _____	Color _____	Lic. Plate _____	
	5a	<input type="checkbox"/> Copy of <b>current</b> DMV vehicle registration				

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

<b>Permitted Vehicle #1</b>	6	Make _____	Model _____	Color _____	Lic. Plate _____
	6a	<input type="checkbox"/> Copy of <b>current</b> DMV vehicle registration <input type="checkbox"/> Oversized? (Send to Keystone Mgmt.) <input type="checkbox"/> Permit Fee?			
<b>Permitted Vehicle #2</b>	7	Make _____	Model _____	Color _____	Lic. Plate _____
	7a	<input type="checkbox"/> Copy of <b>current</b> DMV vehicle registration <input type="checkbox"/> Oversized? (Send to Keystone Mgmt.) <input type="checkbox"/> Permit Fee?			

<b>Proof of Residency</b>	8	Include copies of docs. <input type="checkbox"/> Lease agreement <b>Or</b> <input type="checkbox"/> utility bill <b>Or</b> <input type="checkbox"/> Driver License			
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<b>Resident Info</b>	9	Unit Owner name	
	10	Resident name (if different from owner)	
	11	Resident e-mail address	
	12	On-site address	
	13	Day phone number	
	14	Evening phone number	

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 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):** \_\_\_\_\_

**PARKING PERMIT AGREEMENT**

Each of the undersigned 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.

Each of the undersigned further agrees to release and indemnify, defend, and hold harmless **Sancerre at Newport Ridge Maintenance 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, each of the undersigned 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 that the creditor or releasing party does not know or suspect to exist in his or her favor at the time of executing the release and that, if known by him or her would have materially affected his or her settlement with the debtor or released party.”**

Any claim for property damage or bodily injury resulting from use of a vehicle granted a Parking Permit herein which is alleged to have resulted from the sole negligence or willful misconduct of the Association must be accompanied by a police report. Each of the undersigned 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.

Each owner of the vehicle(s) on the Parking Permit Application must sign the Application and this agreement. In the event that any arbitration, action, or other proceeding is pursued to enforce or interpret this agreement, or otherwise arising out of this agreement, then the prevailing party in such arbitration, action, or other proceeding shall be awarded all attorneys’ fees, expert fees and costs, and other costs incurred in connection with such arbitration, action, or other proceeding.

**Dated:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Printed name:** \_\_\_\_\_

**Dated:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Printed name:** \_\_\_\_\_

<b>Return</b>	<b>Parking Permit Application when 2 cars garaged</b>	<b>Oversized Vehicle Permit Applications</b>
	<b>Mail</b> Patrol One 1820 E. First St., Suite 210 Santa Ana, CA 92705 <b>Email:</b> <a href="mailto:permits@patrol-one.com">permits@patrol-one.com</a> <b>Fax:</b> 714.541.0990	<b>Mail</b> Jacquelyn Barlow Keystone Pacific Property Mgmt. 16775 Von Karman, Ste. 100 Irvine, CA 92606 <b>Email:</b> <a href="mailto:jbarlow@keystonepacific.com">jbarlow@keystonepacific.com</a> <b>Main Phone:</b> 949.900.1107

## Guest (Short Term) Safelist Instructions

Guest vehicles must have approved Safelists for each and every night parked in common area parking. Follow **one** of the methods below to Safelist a guest vehicle.

Each on-site address is allocated **20 Safelists**. A Safelist represents a single approved overnight stay for a single vehicle on a single date. Safelist may be used for a single vehicle over multiple nights, or for multiple vehicles on a single night. Each time a Safelist is used, that specific safelist becomes **Locked** for a period of **90 days** (Lock Duration), before becoming unlocked and eligible for an additional use.

If you do not have access to an Internet connected computer, you may call our 24-hour Communication Center, at 714.541.0999, and our staff would be happy to complete the below process with you over the phone.

<b>Safelist Profile Setup</b>  First time set up only! You may have previously completed this	1	Obtain your <b>Safelist Profile Activation Code</b> from your manager (you may have already previously set up your safelisting profile). This step is only required once.
	2	Visit <a href="http://www.patrol-one.com">www.patrol-one.com</a>
	3	Click the blue <b>Safelisting</b> button on the home page
	4	Click the <b>Create/Activate</b> button in the blue bar at the top right
	5	Enter your <b>Profile Activation Code</b> , then click the <b>Activate</b> button
	6	Complete the Resident <b>Profile Information</b> section, then click the <b>Create</b> button

<b>Logging in to a previously configured Profile</b>	7	Visit <a href="http://www.patrol-one.com">www.patrol-one.com</a>
	8	Click on the blue <b>Safelisting</b> button on the home page
	9	Click the <b>Login</b> button in the blue bar at the top right
	10	Enter the <b>Email address</b> and <b>password</b> used to configure the Profile

<b>Adding guest vehicles to a Profile</b>	11	Enter the desired <b>Vehicle Plate</b> into the <b>Vehicle Information</b> box on the left
	12	Click the <b>Check</b> button
	13	If the vehicle already exists in our system, the vehicle details will appear
	14	If the vehicle is new to our system, enter the <b>Make, Model, and Color</b>
	*	Once entered, vehicles are saved to your Profile, for easy future access

<b>Selecting Safelist Dates</b>	16	Be sure the <b>Property Information, Vehicle Information, and Contact Information</b> sections are complete
	16	Enter a desired Safelist Date (or use the calendar selector) into one of your available/unlocked Safelist Token slots
	17	Continue <b>Step 2</b> above, until you have selected all of your desired Safelist overnight dates
	18	Click the <b>Submit</b> button
	19	Confirm the Safelist request information
	19	Print the <b>Safelist Confirmation Number</b> page (optional)

Please take note of any parking violations listed on your **Safelist Activation Document** that are not covered by Safelisting. Those violations **will** be enforced per the parking rules, **even if the vehicle has a valid Safelist**.

## Resident Plate Permits – Additional Information

Complete and return this application (**and required current DMV vehicle registration(s) showing resident's name**) to Patrol One. Approvals/rejections/questions will be emailed to the address below, within 3 business days of our receipt of completed applications/documentation. Resident vehicles are not approved to park in common area until they receive an approval confirmation from Patrol One.

### Vehicle Information Changes

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Any changes to permitted vehicle information must be immediately emailed to [permits@patrol-one.com](mailto:permits@patrol-one.com) to prevent the citing or towing of the new or updated vehicle.

### Oversized Vehicles

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Oversized vehicle Plate Permit applications will **only** be considered, if the vehicle does not **safely** (not comfortably) fit into the garage or on the driveway.

Storage or installation of goods, equipment, cabinets, or similar post-original construction additions are not permitted, if they impede parking of two (2) standard passenger vehicles having four (4) wheels in the resident's garage, per the CC&R's.

A garage inspection will be required in order to validate the fit of the vehicle within the garage or on the driveway.

Patrol One will contact you to schedule a garage inspection upon receipt of a completed application (and required vehicle registrations).

A refund of **\$150.00** may be available from Sancerre at Newport Ridge Association c/o Keystone Pacific Property when inspections fail due to post-original construction improvements, storage of equipment or goods, which prevent storage of two (2) standard passenger vehicles having four wheels in the resident's garage.

### Company Owned Vehicles

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Company owned vehicles **may** be eligible for parking permits. Please submit **both** of the following:

- Letter on company letterhead, showing your name and authority to have custody and control of the vehicle
- Current vehicle registration

### Two-Wheeled Vehicles

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Applications that include two-wheeled vehicles must be submitted directly to the Board of Directors for approval.

**No permitted street parking permit will be issued for the following vehicles!**

Commercial vehicles with	Recreation vehicles:
- Logos	- Motor homes
- company name	- Personal watercrafts
- telephone number	- Trailers of all types
- Racks	- Unlicensed vehicles
- Ladders	- Boats
- Toolboxes	- Aircrafts
- over ¾ tons	- cab-over campers
- more than two axles	
- vans or busses designed to carry more than 10 persons.	



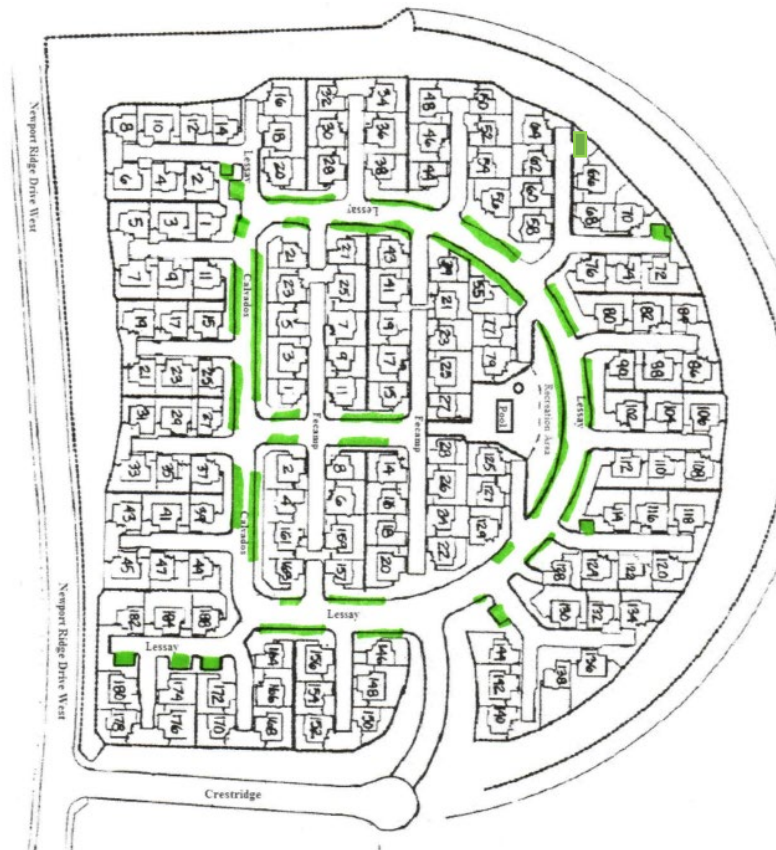
# Parking Rules & Regulations for Sancerre

## As of NOV 2022

In addition to the CC&Rs Rules and Regulations on Parking within Sancerre, the following additional rules have been adopted by the Board of Directors for the Association.

Patrol One has been retained by the Association to enforce the Parking Rules and Regulations within the CC&Rs and these additional adopted Parking Rules and Regulations

- The Association has designated areas within the community, including Crestridge street for "parking" and "no parking". The map below describes the "Designated Parking Areas". All other areas are a "no parking area" and subject to immediate tow, unless there is active unloading, loading or delivery occurring.



Designated Parking Areas 

- No parking is allowed on Crestridge at any time and subject to immediate tow.
- All garages were constructed to hold to two (2) standard vehicles. Storage or installation of goods, equipment, cabinets, or similar post-original construction additions are not permitted, if they impede parking of two (2) vehicles in the resident's garage, per the CC&Rs.
- If residents have more than two (2) vehicles, they must seek approval via Sancerre's "Permitted Street Parking Procedure".
- A maximum of four (4) vehicles per household is allowed. Any exceptions require board approval, which is requested through Sancerre's Property Management Company.
- Oversized vehicles not able to fit into the nineteen and half (19.5') feet long garage are defined as vehicles greater than seven (7') feet in width, (7') feet in height, and nineteen (19') feet in length under Sancerre's CC&Rs and require permits for parking overnight in designated parking areas.
- Any Overnight Parking in the "designated parking areas" requires approval from Sancerre's Property Management and/or the Association Board of Directors. See the requirements for "Permitted Street Parking" companion document of the Parking Rules and Regulations.
- No parking is allowed within fifteen feet (15') of a fire hydrant in designated parking areas. Violators will be subject to immediate tow.
- No parking or storage commercial or recreational vehicles as described in Sancerre's CC&Rs, Section 12 Use Restrictions; (b) Recreational Vehicles, as described below. Such vehicles are subject to immediate tow, except when actively loading, unloading or delivery, Commercial vehicles are allowed daytime parking only in the designated parking areas for servicing homeowner needs.
- No Commercial Detailing/Washing of vehicles is allowed on any Street
- No major repairs of vehicles are allowed, except for emergencies, per the CC&Rs
- New Residents may request a thirty (30) allowance for parking on the community streets in "designated parking areas" for two (2) vehicles, and an additional sixty (60) days for one (1) vehicle. New Resident must contact Sancerre's Management Company to request this waiver called a "safelist".
- Residents preparing to move out or move in must request approval from Management and the Board prior to placing any moving PODS on the community streets
- No Handicap parking – There is no designated handicap parking within Sancerre. See the "Permitted Street Parking" companion document for options
- No storing of vehicles is allowed on the community streets. Storing is defined as any vehicle left on Sancerre streets for a continuous ninety-six (96) hours without movement or safelisted.
- Any vehicle that is not moved after ninety-six (96) hours, even if permitted for "designated street parking" vehicles are submit to tow. Residents must contact Sancerre's Management Company if you plan to store your vehicle more than ninety-six (96) hours to have it safe-listed

**The following is a summary from the Sancerre CC&Rs regarding Parking Rules and Regulations**

Sancerre Parking Restrictions as described in the Sancerre at Newport Ridge Declaration of Covenants, Conditions and Restrictions (CC&Rs), Article IX – Use Restrictions; Section 12 – Parking (a through f); Page – 59 established April 29, 1994.

(a) Private Streets and Drives Summary

All streets and drives within the Association (Crestridge Sancerre, Lessay, Calvados, and Fecamp), are private and subject to the Association Documents (CC&Rs), applicable laws, ordinances and regulations of all Public Agencies having jurisdiction over the community (City of Newport Beach Fire and Police).

Curbside parking may be restricted by any Public Agency, but in no event shall parking be permitted along any private street or drive designated as a FIRE LANE by the Public Agency.

The Association may adopt Rules and Regulations regarding the parking of vehicles. In furtherance thereof, the Association, through its officers and committees, may establish “parking” and “no parking areas” within the community in accordance with Section 22658.2 of the California Vehicle Code, as same as may be amended from time to time, and enforce such Rules and Regulations by all lawful means, including the levying of fines and the citing and towing of vehicles. The Association has adopted Parking Rules and Regulations in addition to those within the CC&Rs, as listed above.

- (b) Recreational Vehicles Summary – Except as otherwise provided in the Association Rules and Regulations adopted by the Board, NO resident shall park, store, keep within their garage, driveway, or any private street or drive:
  - i* Any Large Commercial Vehicle; or
  - ii* Any Recreational vehicle, (including but not limited to, campers, motorhomes, trailers, boats, aircraft, mobile homes, or similar vehicles); or
  - iii* Any motorized or non-motorized vehicles that exceed seven feet (7') in height, seven feet (7') in width and nineteen feet (19') in length, except for purposes of loading, unloading, making deliveries, or performing emergency repairs
  
- (c) Standard Passenger Vehicles Summary – A resident may park any standard passenger vehicle (including campers, vans, and similar vehicles up to and including three-quarter (3/4) ton when used for everyday transportation) within their respective garage, on the side of the street where parking is permitted, if any, or on their driveway; provided however, in no event shall any vehicle extend into a sidewalk, or beyond the curb line, or impede access over any private street or drive.
  
- (d) Storage of Goods in Garages Summary – Each resident shall keep their garage readily available for parking of permitted vehicles and SHALL NOT store any goods or materials therein, NOR use any portion of the garage for a workshop or other use if such storage of use would prevent the resident from parking their vehicles, for which the garage was originally constructed.
  
- (e) Repairs Summary – No resident shall conduct major repairs to any vehicle of any kind whatsoever in their garage or upon the streets of the community, except for emergency repairs thereto and then only to the extent necessary to enable the vehicle to be moved to a proper repair facility.
  
- (f) Garage Doors Summary – All garage doors shall always remain closed, except as reasonably required for entry to and exit from the garage.