

# Surfcrest Homeowners Association

## 2020 Annual Overflow and Oversized Vehicles Follow-up Inspections

Dear Surfcrest Resident:

This notice is only for those who have or need an oversized or overflow vehicle permit for parking your personal vehicle in the guest parking spaces. If you can park all of your vehicles within your garage and do not have or need such a permit for parking in the guest parking spaces, then you can disregard this notice.

The administration of the Surfcrest Parking Procedure and Rules continues in 2020 with Courtesy Patrol Specialists (CPS), which is the Association's patrol company responsible for enforcing these rules and regulations, tracking and issuing resident permit requests, issuing citations, and initiating towing of vehicles that are illegally parked in the Surfcrest community.

The purpose of the parking program is to ensure compliance with the CC&R's and Association Rules, which includes the following:

- Managing overnight parking in the community.
- Managing commercial, motorhome, and recreational vehicle parking.
- Documenting each vehicle in our community to assist in the enforcement of the CC&R's and Rules.

Homeowners are responsible for the conduct or violations of their tenants, guests, and vendors.

Beginning February 1, 2020, Courtesy Patrol Specialists will be conducting follow-up garage inspections for those residents who have an overflow parking permit. The following information is an overview of the Follow-up Inspection annual requirement:

Follow-up inspections can be scheduled by calling Courtesy patrol Specialists at 714-669-2736 or by email to [Documents@courtesypatrols.com](mailto:Documents@courtesypatrols.com)

CPS will need the following information **prior** to scheduling a follow up inspection:

- a. Homeowners Name
- b. Property address
- c. Registered vehicles Information (make, model, color and permit number)

Follow-up Inspections will be conducted at a cost of \$25.00 payable to Courtesy Patrol Specialists by check or money order only.

Inspections are conducted Monday – Thursday between 9pm and 10pm. All vehicles are required to be present and during the inspection. Garage inspection cancellations must be given within a 24-hour notice from the scheduled date or an additional \$25 cancelation fee will be due to the patrol vendor.

### **Vehicle information changes and New Residents:**

If a resident has a new vehicle(s), or for new Surfcrest residents, the attached parking permit registration form must be submitted prior to scheduling a garage inspection. Notes and procedures for obtaining a parking permit will be on the following pages.

### 2020 Vehicle Registration Form

Resident vehicles parked in common area at any time need an overflow or oversized permit. Resident vehicles parking in common area without a valid permit will be subject to cite and/or tow. Temporary parking of garaged vehicles may be permitted if safe listed by first contacting the management company with your request.

As of March 1, 2020, all overflow permits will have had to be revalidated. For those who did not have a permit, a permit to park an overflow vehicle in the Association must be obtained by submitting the attached Registration Form. Resident vehicles parked in guest parking without a revalidated overflow permit or safe listed will be considered illegally parked and cited.

Guest Vehicles parked in common areas will need to display a guest hangtag. Guest hangtags can be obtained when the resident has registered their own vehicles.

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*\*\*Surfcrest Corporation Board of Directors has adopted a rule prohibiting vehicles parked legally in guest parking stalls from extending into any portion of an Association owned roadway or driveway within the community. The community streets and alleyways are specifically proportioned to provide adequate clearances for emergency vehicles. The enforcement policy is a warning citation, followed by a tow in the event of a second violation within a 30-day rolling window. \*\**

## NOTES AND PROCEDURES for obtaining a permit are as follow:

1. Resident with garage vehicles will need to register their vehicles in order to obtain their garage permits and guest hangtags
2. Overflow/Oversized parking permits will only be issued when the resident has provided ALL information that indicates they have used all garage space appropriately before being issued a parking permit for a third vehicle.
3. Having a parking permit does not guarantee that a common area parking space will be available.
4. 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.
5. All vehicles in a household require a parking permit, CPS will need the following information prior to issuance of permits (copies of all current registrations are necessary, including garaged vehicles):
  - d. Completed application. (Please see attached)
  - e. Copies of all CURRENT vehicle registrations showing evidence that the vehicle is registered to the address in question.
  - f. If you have a new vehicle you will need to provide one of the following:
    - Sales contract – top portion (usually longest yellow page, showing name, address, and VIN)
    - Temporary Registration (usually placed on the front windshield passenger side)
    - Contact CPS for 30 day parking variance pending receipt of current registration
  - g. If you have a company vehicle, you will need to 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
6. 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)
7. All residents requesting permits must have a garage inspection. Garage inspections are scheduled and conducted after all proper documentation is submitted to the patrol vendor. Garage inspections are performed at the cost of \$25.00 payable to Courtesy Patrol Specialists. (Please see garage inspection criteria listed under oversized vehicles below)
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 pay the CPS patrol officer \$25.00, check or money order only (credit cards and cash not accepted); at the time the officer arrives to facilitate the garage inspection.

\*\*Please note the following criteria for garage inspections\*\*:

  - a. The fee for the appointment is due whether the vehicle passes or not.
  - b. The Association requires that two vehicles fit “safely” in the garage, and not necessarily comfortably.
  - c. Garages that have been modified so as to prevent the safe parking of two vehicles 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 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 of \$25.00 to the patrol vendor.
9. Commercial Vehicles: They will not be issued parking permits but are acceptable as legitimately garaged vehicles only 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- commercial type
  - b. Ladders
  - c. Tool boxes
  - d. Over ¾ ton
  - e. More than two axles
  - f. Construction equipment
  - g. Tractors
  - h. Delivery /Moving Trucks
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:

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- a. Motor homes
- b. Personal watercraft
- c. Trailers of all types
- d. Boats
- e. Aircraft
- f. Cab-over campers

## IN CONCLUSION:

Surfcrest 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 Surfcrest 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. Surfcrest HOA, the management company, 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. All homeowners and residents are responsible for keeping the vehicle information current and updated with our HOA Management Company & Courtesy Patrol. Failure to do so is considered a violation of our parking rules and procedures and will be handled according to the Surfcrest Corporation Violation Procedure.

Thank you for working with the Association to provide a quality parking program for all the residents of SURFCREST community.

## Send all Documents To:

### **Courtesy Patrol Specialists**

### **Re: Surfcrest Parking Permit 2019**

17731 Irvine Blvd., Suite 209 Tustin, CA 92780

Phone: (714) 669-2736 | Fax: (714) 669-2760

[documents@courtesypatrols.com](mailto:documents@courtesypatrols.com)

# Surfcrest Homeowners Association

## 2019 Permit Registration Form

Pursuant to the CC&Rs and the Rules and Regulations, homeowners must complete a Permit Registration Form and have an Annual Follow-Up Inspection. 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 current DMV registrations reflecting the onsite address for each vehicle are required to be submitted with all Parking Permit Applications.

**Resident Name:** \_\_\_\_\_  
**Property Address:** \_\_\_\_\_  
**Phone Number:** \_\_\_\_\_  
**Email Address:** \_\_\_\_\_

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

<b>Plate#</b> _____	<b>Make</b> _____	<b>Model</b> _____	<b>Color</b> _____	<b>YR.</b> _____
<b>Plate#</b> _____	<b>Make</b> _____	<b>Model</b> _____	<b>Color</b> _____	<b>YR.</b> _____

**I am requesting a permit for the following vehicle(s):**

<b>Plate#</b> _____	<b>Make</b> _____	<b>Model</b> _____	<b>Color</b> _____	<b>YR.</b> _____
<b>Plate#</b> _____	<b>Make</b> _____	<b>Model</b> _____	<b>Color</b> _____	<b>YR.</b> _____

Homeowners acknowledge that they must adhere to the CC&Rs and the Rules & Regulations, and that violators are subject to citation, fines and/or having their vehicle towed at the vehicle owner's expense. Residents are responsible for the conduct of their residents, guests and vendors. Any questions should be directed to Courtesy Patrol Specialists at 714.669.2736


I understand the CC&Rs and Rules & Regulations as they pertain to vehicles within the Community. The above vehicle registration information is true and accurate:

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

\_\_\_\_\_  
**Date Completed:**

\_\_\_\_\_  
**Printed Name:**



17731 Irvine Blvd. Suite 209 Tustin CA 9278  [www.courtesypatrolspecialists.com](http://www.courtesypatrolspecialists.com)

 714 669 2736  714 669 2760 PPO License 17467