

May 23, 2017



Dear **MONTAGE** Residents,

Patrol Masters is your current Courtesy Patrol Company. Our patrol officers are educated in the latest methodologies and are trained to conduct thorough inspections as directed by your Board.

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 vehicles illegally parked in fire lanes, in front of garages, or other inappropriate areas
- » Obtaining a parking permit. If qualified.
- » Safelisting your guest vehicle

Living in a community association offers many advantages, but at the same time does impose some restrictions. These restrictions are not meant as an inconvenience, but rather as a means of maintaining harmony and protecting property values in your community. All residents **MUST** utilize their garage spaces for parking as many vehicles as the garage was designed to hold.

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 July 30, 2017, a parking permit program will be instituted.

We have enclosed the Montage Parking Permit Program and Procedures along with a copy of the Montage Parking Permit Registration Form and the Parking Permit Agreement. Please review these documents carefully.

Failure to properly display the new 2017 Patrol Masters decal or a safelist confirmation number on any vehicle, beginning July 30, 2017, 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)

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.

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

MONTAGE Homeowners Association
Parking Permit Program Requirements and Procedures
AUTHORIZED RESIDENT PARKING PERMIT REQUIREMENTS POLICIES & PROCEDURES:

If you qualify under the following conditions and wish to apply for a Resident Parking Permit, the following procedures have been established to help you obtain, and maintain, a valid Parking Permit:

1. All Montage residents, applying for a parking permit, must complete and return the attached Parking Permit Registration Form and sign and submit the Parking Permit Agreement;
2. Each application must include a copy of each vehicle's valid registration certificate;
3. **Two Car Garage:** Every resident is encouraged to park at least two (2) vehicles in the garage/driveway space assigned to him/her. Every unit is eligible to receive (2) FREE parking decals if they have more than (3) cars. (2) Cars MUST park in garage or driveway before they are eligible to receive a parking permit. In order to receive your FREE parking decals, please submit copies of valid registration for each vehicle requesting the parking permit. Vehicles with authorized permits MUST be driven on regular basis. Receiving a permit does not allow for storing the vehicle in common area. Permits are renewed, annually. Renewal applications will be sent to each unit every year. Residents must complete and send back every year.
4. **You must register the vehicles parked inside of your garage/driveway regardless if you are applying for permits or not; this is mandatory**
5. Each unit is eligible to purchase (1) extra decal @ a cost of \$200.00 annually. A valid registration must be also submitted along with the annual fee.
6. Vehicles registered for off-road use only, watercrafts, trailers, and motorcycles do not qualify for participation in the Parking Permit Program.
7. 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.
8. Each parking permit is serialized and issued to a specific vehicle. Parking permits must be properly affixed to the designated vehicle. To be valid, your permit MUST be affixed to the inside rear window, in the lower driver's side corner. The parking permit must be clearly visible from outside the vehicle;
9. Homeowners are responsible for notifying Patrol Masters when they purchase a new vehicle or replace any of their vehicles.
10. Unit Owners must be current on all monthly dues, assessments, fines, collection costs, etc, at all times to be eligible to receive a permit.
11. 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 Montage Homeowners Association's Covenants, Conditions & Restrictions (CC&R's), whether or not a notice or citation was received on the vehicle. Two courtesy notices will be placed on vehicles in violation. Upon the 3rd infraction, violating vehicles will be towed away.
12. Please note that NO PARKING ENFORCEMENT will commence during major government Holidays such as New Years, Memorial Day, Independence Day, Thanksgiving and Christmas..

SPECIAL CASE PARKING PERMITS POLICIES:

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

- Motorcycles, less than 1000 CC in engine size
- 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 and or driveway vehicle ONLY. Commercial vehicles are defined as, but are not limited to, vehicles having any of the following attributes:

- » Construction Racks
- » Logos
- » Company names
- » Ladders
- » Tool boxes
- » Over 1 ton
- » 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:

Residents who wish to apply for a Parking Permit must submit the following documentation to Patrol Masters, if requesting a permit:

1. Completed application. (Please see attached)
2. Something that proves the vehicle(s) belongs to the resident.
 - a. Current vehicle registrations showing resident name and address.
 - b. Letter on company letterhead showing resident name and authority to have care, custody, and control of vehicle.
 - c. If a recently purchased new or used vehicle, a copy of the top of the Sales Contract (yellow) showing:
 - I. Resident's name and on site address.
 - II. Vehicle VIN number.
 - III. If vehicle has a license plate, write it on this form.
3. A unique number attached to the vehicle.
 - a. License plate number.
 - b. VIN number.
4. Check in the amount of \$200 annually payable to Montage, for the 3rd permit, if any is requested.

The above documentation, in its entirety, must be submitted to:

PATROL MASTERS

1651 E. 4th St., Suite 150

Santa Ana, CA 92701

877-648.0602(voice)

714-648-0842(fax)

permits@patrolmasters.com

Please note: Parking permit decals can be revoked at any time at the discretion of the Property Management, or the Board of Directors, if any of the terms or guidelines of this program are not followed accordingly.

To be valid, your permit **MUST** be affixed to the inside rear window, in the lower driver's side corner. The parking permit must be clearly visible from outside the vehicle.

GUEST PARKING RULES:

Day guests are required to park in Driveway or outside the community. If you have a guest who will be parked in a designated common area Space overnight, that guest's vehicle must be placed on the safelist, effective between the hours of 12:00AM - 6:00AM

Guests are allowed a **maximum of 15 overnight** stays in a 90-day rolling window.

An **overnight** is considered anytime a vehicle is parked in a designated guest space anytime between midnight -6:00am

PROCEDURE FOR SAFE LISTING VEHICLES:

To safelist your vehicle, visit Patrol Masters' website www.patrolmasters.com and use the online safelist procedures, or by **downloading our safelist APP** from your app store 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.
- 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 safelisting 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.
- It is important that you get and keep that confirmation number.

Any vehicle parked after midnight in common area in violation of the Association's Rules will be subject to the Association's Enforcement. Repeat offenders will be towed, subject to the Association's Rules.

MONTAGE PARKING PERMIT REGISTRATION
 RETURN THIS FORM TO PATROL MASTERS, NOT PROPERTY MANAGEMENT

*Denotes Areas to be filled out by Patrol Masters

OWNER INFORMATION	RENTER INFORMATION
Name	Name
Address	Address
Home Phone	Home Phone
Cell Phone	Cell Phone
Email address	Email address

GARAGE /DRIVEWAY VEHICLES NOT REQUESTING A DECAL			
Vehicle Registration Provided:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Year:
Plate:	Make:	Model:	Color:
Vehicle Registration Provided:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Year:
Plate:	Make:	Model:	Color:
Vehicle Registration Provided:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Year:
Plate:	Make:	Model:	Color:
Vehicle Registration Provided:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Year:
Plate:	Make:	Model:	Color:

COMMON AREA VEHICLES- REQUIRING FREE DECALS			
Vehicle Registration Provided:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	*Sticker #
Plate:	Make:	Model:	Color:
Vehicle Registration Provided:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	*Sticker #
Plate:	Make:	Model:	Color:

COMMON AREA VEHICLES- REQUIRING PURCHASED DECAL			
Vehicle Registration Provided:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	*Sticker #
Plate:	Make:	Model:	Color:

OFFICE USE ONLY*			
*Permit issued by:	Permit Received By:		
Date:		Date:	
*Garage Inspection Required? <input type="checkbox"/> Yes <input type="checkbox"/> No	Performed By:		
Date:	<input type="checkbox"/> Oversized	<input type="checkbox"/> \$25.00 Fee	
*Replacement Pass? <input type="checkbox"/> Yes <input type="checkbox"/> No	*Pass # _____		
Replacement Fee? _____	*Date issued: _____		

*() AGENT APPROVED	*() AGENT DENIED	*() BOARD APPROVED	*() BOARD DENIED
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Permit Request Agreement:

Owner hereby agrees that any vehicle operator (or tenant, per the CC&R's) to abide by all association rules, the CC&R's and all applicable rules at all times.

The signature if any one Owner (or Tenant if Owner fails to respond) below binds all owners, residents and guests of the subject home/living unit.

It is clearly understood and agreed, that parking in violation of association rules may result in a towed vehicle at the vehicle owner's expense.

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.

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 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.

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.

Parking permit decals can be revoked at any time at the discretion of the Property Management, or the Board of Directors, if any of the terms or guidelines of this program are not followed accordingly.

I hereby agree to the above and request a parking permit.

Owner/Tenant Signature: _____	Date signed: ___/___/201__
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