

November 1, 2021



**PATROL  
MASTERS**

Dear Sea Ridge Residents,

Patrol Masters is pleased to announce our appointment as your new Courtesy Patrol Service. 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
- » Safelisting your guest vehicles
- » Obtaining a parking permit

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.

We have enclosed the Sea Ridge Parking Permit Program and Procedures along with a copy of the Sea Ridge Parking Permit Registration Form and the Parking Permit Agreement. Please review these documents carefully. To obtain the new parking permit, please send the requested paperwork and application to Patrol Masters. (More information in this document)

The permit program will take effect on November 1, 2021. Please contact us in advance to receive your permit(s). Failure to properly display the new 2022 Patrol Masters decal or a safelist on any vehicle, beginning December 31, 2021 will result in removal of the vehicle from the community at the vehicle owner's expense.

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 email [permits@patrolmasters.com](mailto:permits@patrolmasters.com)

We look forward to working with you.

Sincerely,

Patrol Masters, Inc.

Patrol Masters Inc.  
1651 E 4<sup>th</sup> St. #150, Santa Ana, Ca 92701  
877.648.0602 • [www.patrolmasters.com](http://www.patrolmasters.com)

**Sea Ridge Community Association**  
**AUTHORIZED RESIDENT PARKING PERMIT REQUIREMENTS**  
**POLICIES & PROCEDURES:**

If you qualify under ALL 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. Any resident 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 & ALL vehicles in the household must be listed on the parking permit application form.
3. **Homes 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 resident area parking permits, the residence must submit registration for each vehicle, with current DMV registration to a specific Sea Ridge address. Vehicles with authorized permits **MUST** be driven on daily basis. Receiving a permit does not allow for storing the vehicle in common area. No more than six vehicles may be registered.

**A. Permits will be issued on a case-by-case basis provided you meet the following criteria:**

- I. Have a minimum of (3) vehicles and submit copies of registrations; all registered to the same Sea Ridge address.
4. If a vehicle is not registered with a Sea Ridge address the vehicle does not qualify to participate in the Parking Permit Program. However, any resident that is requesting an exception be made, must submit that request to the management in writing. On a case-by-case basis and at the discretion of the board will approve and deny accordingly.
5. It is mandatory to register and complete Patrol Masters registration form annually, regardless of if you are requesting a resident permit or not. Registration of your vehicles is required to obtain your Safelist code. You do need to provide DMV registration information to register resident vehicle(s) that will be parked within the community. Any changes in your vehicles need to be updated with Patrol Masters.
6. Vehicles registered for off-road use only, watercrafts, trailers, and motorcycles do not qualify for participation in the Parking Permit Program.
7. An oversized vehicle does not automatically qualify for a parking permit.
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 **FRONT** windshield, in the lower left driver's side corner. The parking permit must be clearly visible from outside the vehicle.
9. Homeowners must be current on all monthly dues, assessments, fines, collection costs, etc, at all times to be eligible to receive a permit.
10. 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.
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 Sea Ridge 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 legitimate vehicles:

- Motorcycles, less than 500 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; 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
- » 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:

- » A completed Parking Permit Registration Form;
- » Copies each vehicles valid registration, the vehicles registration must have a valid Sea Ridge address on it;

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

PATROL MASTERS

1651 E. 4<sup>th</sup> St., Suite 150

Santa Ana, CA 92701

877-648.0602 (voice)

714-599-7204 (fax)

[Permits@patrolmasters.com](mailto:Permits@patrolmasters.com)

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

## GUEST PARKING RULES:

Day guests do not require a safelist. If you have a guest who will be parked in common area overnight, that guest's vehicle must be placed on the safelist, effective between the hours of 12:00 a.m. and 6:00 a.m. Each address **is allowed a maximum of-45 one-overnight** safe listings in any 180-day rolling window.

An overnight is considered anytime a vehicle is parked in a common area space anytime between 12:00 a.m. and 6:00 a.m.

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.

## PROCEDURE FOR SAFE LISTING VEHICLES:

To safelist your vehicle, visit Patrol Masters' website [www.patrolmasters.com](http://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.
- 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 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.

If you have a guest who will exceed the days allowed, please contact management for extension. Resident vehicles may not be placed on the safelist. Safelist is designed for guest vehicles only.

Should you have questions, please feel free to call PATROL MASTERS at:

714-648-0602

Or, visit our website at:

**[www.PATROLMASTERS.com](http://www.PATROLMASTERS.com)**

Thank you for working with us to provide a quality parking program for all residents of Sea Ridge

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## Sea Ridge PARKING PERMIT REGISTRATION

RETURN THIS FORM TO PATROL MASTERS, NOT the 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 Vehicles

Garage Vehicle:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Year:
Plate:	Make:	Model:	Color:
Garage Vehicle:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Year:
Plate:	Make:	Model:	Color:

### Outside Vehicles

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	*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 Replacement Fee? _____	*Pass # _____ *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.

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.

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

- Homeowner/ Renter hereby agree 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 of the Homeowner below binds the homeowner, tenants, residents and guests of the subject Sea Ridge community.
- The Board reserves the right to change tags in any manner as or if the need arises. The Homeowner is responsible for the Parking Permit Tag at all times. It is clearly understood and agreed to that parking without a permit will result in a guest vehicle to be towed at the vehicle owner's expense and Homeowners car will result in a fine of \$20 per occurrence if a Blue outdoor sticker is not installed.
- I hereby agree that the permit will be used on a licensed/operable and street legal vehicle.
- I hereby understand that receiving a permit does not guarantee me a parking space.
- I hereby agree that I will not be storing any vehicle displaying a Parking Permit Tag.
- I hereby understand and agree that any vehicle found using an altered, duplicated or invalid permit will be towed at the vehicle owner's expense.

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

Owner/Tenant Signature:  _____	Date signed: ___ / ___ / 2021
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