

January 25,2022

Dear **Briar Oaks HOA**,

Please be advised that Phoenix Patrol is your new Courtesy Patrol Company.

Phoenix Patrol has been contracted to provide parking rule enforcement and also includes the management of your association's parking permit program. These services will help to minimize parking problems and promote the efficient use of the community's limited common area parking. On **September 16, 2021**, the parking permit program will now be in effect and will be handled by Phoenix Patrol.

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

Failure to properly display the new 2022 Phoenix Patrol decal beginning February 14, 2022, will result in a citation and then subsequent 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 Cardinal Property Management by **February 14, 2022**. Once approved, your decal(s) will be mailed to you as your permit. (More information in this document)

Should you have any questions regarding Phoenix Patrols' services or the contents of this packet, please feel free to call our office at (714) 779-1300 or Phoenix Patrol at

Sincerely,
Cardinal Property Management

Briar Oaks HOA
Parking Permit Program Requirements and Procedures
AUTHORIZED RESIDENT PARKING PERMIT REQUIREMENTS POLICIES & PROCEDURES:

If you qualify under **ALL** of 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 Briar Oaks HOA 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 and Driver's license reflecting their Briar Oaks HOA address.
3. No more than **2 decals per address**, if applicable, will be issued.
4. Vehicles with authorized permits **MUST** be driven on regular basis with current DMV registration to a specific Briar Oaks HOA address. Receiving a permit does not allow for storing the vehicle in common area.
5. Vehicles registered for off-road use only, watercrafts, trailers, recreational vehicles, commercial vehicles, and other prohibited vehicles as stated in the Rules do not qualify for participation in the Parking Permit Program as they are not allowed to be parked in the Community at any time.
6. Each parking permit is serialized and issued to specific vehicles and the units assigned parking space. Parking permits must be properly affixed to the designated vehicle. **To be valid, your permit MUST be placed / adhered to the driver side on front lower side of the window. The parking permit must be clearly visible from outside the vehicle.**
7. Unit Owners must be current on all monthly dues, assessments, fines, collection costs, etc, at all times to be eligible to receive a permit.
8. 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 Phoenix Patrol will **NOT** be responsible should any vehicle be towed for violation of this Parking Permit Program or the associations Parking Rules.

SPECIAL CASE PARKING PERMITS POLICIES:

When determining whether or not a permit may be issued, the following vehicle types are **NOT** permitted to park within the Briar Oaks HOA at any time.

- Vehicles out of current registration.
- Vehicles currently registered as non-operating.
- Commercial vehicles.
- Vehicles which are registered but not street legal (off road vehicles).
- Recreational vehicles (see definitions in this document).

Commercial vehicles do **NOT** qualify for parking permits. Commercial vehicles will **NOT** be issued parking permits. Commercial vehicles are defined as, but are not limited to, vehicles having any of the following attributes:

» Construction Racks

» One ton or more

- » Gates, or lifted gates
- » Flatbeds
- » More than two axles
- » Vans or buses designed for commercial use.
- » Any vehicle containing exterior equipment or apparatus (i.e. ladders, ropes, tools etc.) used in performance of a business.
- » Extended length Vans

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 Cardinal Property Management if requesting a permit:

1. Completed forms:
 - a. Parking Permit Registration Form
 - b. Permit Request Agreement
2. Proof the resident lives on site.
 - a. Current vehicle registrations showing resident name and Briar Oaks HOA address.
 - b. Driver's License showing Briar Oaks HOA Address
 - c. Lease agreement or utility bill (two months) showing resident name if the Driver's License and vehicle registration does not have a Briar Oaks HOA address on them.
3. Proof that the vehicle(s) belong(s) to the resident that lives on site by providing one(1) of the following items listed below:
 - 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 HOA address.
 - II. Vehicle VIN number.
 - III. If vehicle has a license plate, write it on this form.
4. A unique number attached to the vehicle.
 - a. License plate number.
 - b. VIN number. (Within 90 days you must notify and update your license plate)
5. First two (2) decals are free. Additional or replacement parking permits will be available for purchase at a cost of \$100.00. Checks are to be made payable to **BRIAR OAKS HOMEOWNERS ASSOCIATION**.

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

Once approved, to be valid, your permit/decal will be mailed to you and **MUST be displayed on the driver side lower front window.** The parking permit must be clearly visible from outside the vehicle.

BRIAR OAKS HOA PARKING PERMIT REGISTRATION

RETURN THIS FORM TO THE PROPERTY MANAGEMENT COMPANY

*Denotes Areas to be filled out by Phoenix Patrol

UNIT OWNER INFORMATION	UNIT RENTER INFORMATION (If Applicable)
Name	Name
Address	Address
Unit	Unit
Home Phone	Home Phone
Cell Phone	Cell Phone
Email address	Email address

VEHICLE #1		SPACE # _____	
Vehicle Registration & DL Provided with HOA address: () Yes () No if no, needs BOD approval			Year:
Plate:	Make:	Model:	Color:

VEHICLE #2		SPACE # _____	
Vehicle Registration & DL Provided with HOA address: () Yes () No if no, needs BOD approval			Year:
Plate:	Make:	Model:	Color:

RENTED PARKING SPACE		SPACE # _____	
Full Name and Address of Parking Space Owner:			Phone #:
Signature of Parking Space Owner:			Email:
Vehicle Registration & DL Provided with HOA address: () Yes () No if no, needs BOD approval			Year:
Oversized: () Yes () No			*Sticker #
Plate:	Make:	Model:	Color:

By signing above, the Owner of the parking space understands that the Owner remains liable for the parking space, their tenant, and any violations regarding their parking space.

OFFICE USE ONLY*			
*Permit issued by:		Permit Received By:	
Date:		Date:	
*Replacement Pass? () Yes () No Replacement Fee? _____		*Pass # _____ *Date issued: _____	
*() AGENT APPROVED	*() AGENT DENIED	*() BOARD APPROVED	*() BOARD DENIED

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.

Owner / Resident agrees to inform any and all guests of the Associations parking rules and permit / safe listing policies.

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 without notice 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 Phoenix Patrol, 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.

<p>Resident Signature:</p> _____	<p>Date signed: ____ / ____ / 202__</p>
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