

PARKING REGULATIONS

PARKING WITHIN THE COMMON AREA & LA MONTROSA

- A. **Parking is not permitted on La Montrosa at any time.**
- B. Parking spaces within the Community are designated as **Guest Parking**. Residents may not park a vehicle anywhere in the Community between the hours of 12:01 a.m. and 6:00 a.m. unless a valid parking permit is properly displayed on the vehicle. Please refer to the **Resident Parking and Permit Policies** on Page 24 of this document.
- C. Parking a vehicle and leaving the vehicle unattended, at any time, in one of the following ways will result in towing without prior notice or warning. Towing and impound fees will be at the expense of the owner of the vehicle.
- 1) within a fire lane (**All streets within the community are unmarked Fire Lanes**)
 - 2) in the street
 - 3) in front of or blocking a garage door
 - 4) in a designated handicap parking space without proper authority
- D. Any vehicle parked in the Common Area (in a parking space) between the hours of 12:01 AM and 6:00 AM without an Overnight Permit or Annual Decal will be cited as follows:
- 1) A **FIRST WARNING** citation notice will be placed on the vehicle.
 - 2) A **SECOND WARNING** citation notice will be placed on the vehicle in the event the same violation occurs within thirty (30) days following the issuance of the First Warning citation.
 - 3) The vehicle **WILL BE TOWED** without further warnings or citations on each occasion the vehicle is parked in violation of the parking rules within thirty (30) days following the issuance of the Second Warning citation. Towing and impound fees will be the sole expense of the vehicle owner. The Association's retained patrol service is an authorized agent of the Association for purposes of authorizing the towing of vehicles from the community found to be in violation of these rules.
- D. **Recreational Vehicles** (including, without limitation, dune buggies, motor homes, boats, personal watercraft and trailers) may not be parked or stored anywhere within the community of Costa Brava, unless parked in the garage and does not affect the homeowner's ability to park in the garage/carport without the need of a obtaining a permit. Recreational vehicles are subject to the same citation and towing rules as applied to passenger vehicles.

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- E. **Tenants and Guests** are subject to all parking rules and regulations established for the Community. Residents and homeowners are responsible for all parking violations of tenants and guests.

- F. **Oversized and Commercial Vehicles.** Oversized vehicles, such as commercial and commercial-type vehicles and any other vehicle or vehicular equipment deemed to be a nuisance by the Costa Brava Board of Directors may not be parked or stored anywhere within the Costa Brava community. Boats, campers, motor homes, trailers, trucks, other vehicles having more than two axles or four tires, and commercial vehicles are prohibited in common area parking areas or carports. Temporary loading and unloading, for periods not in excess of ten (10) hours, or as may be designated by the Board of Directors is permitted. Construction equipment used in the actual repair, construction or maintenance of the property may not be so restricted at the discretion of the Costa Brava Board of Directors.

- G. **Moving Vans and Moving Storage Units.** Moving vans will be parked to minimize impact to traffic flow on the streets. Any storage unit that is to be placed in the Common Area, must have prior approval from the Board of Directors. Moving storage units will be placed in a marked parking space. Any storage unit that is not approved in advance or that remains beyond the time approved by the Board of Directors will be subject to removal at the homeowner's expense. As a courtesy, please notify your neighbors well in advance if your moving van will block their garage so that they can remove their vehicles.

RESIDENT PARKING & PERMIT POLICIES

A. COMMON AREA RESIDENT PARKING

All Common Area streets and marked parking spaces within the community of Costa Brava are designated as **GUEST PARKING ONLY**. Residents may not park anywhere within the community (between the hours of 12:01 AM and 6:00 AM), unless the vehicle properly displays an OVERNIGHT PERMIT or ANNUAL PARKING DECAL.

Parking enforcement hours are daily between the hours of 12:01 AM to 6:00 AM.

As outlined in these Parking Regulations, if you own more vehicles than your garage can accommodate, or if you own an oversized vehicle that will not fit within an unmodified garage, you must contact the Patrol Service to apply for an Annual Parking Decal which will authorize you to park a designated vehicle in the Community. The Annual Parking Permit fee will apply to each additional vehicle (up to the maximum of one vehicle).

B. ANNUAL PARKING PERMIT (DECAL)

Cost and Qualifications. The Annual Parking Permit Fee of \$300 has been established by the Board of Directors and is designed solely to defray the cost of the Patrol Service and the parking program. Permit fees are non-refundable and non-transferrable. Annual Parking Permits are valid for and will be prorated monthly based on the date of application (\$25.00 per month).

Units with a Two-Car Garage: If you have a two car garage and own more than two vehicles, you may apply for **ONE** Annual Parking Permit for a vehicle registered to your residence. You must designate two vehicles to be parked in the garage before requesting Annual Parking Permit allowing you to park up to one additional vehicle in Guest Parking. The Annual Parking Permit fee will apply to each additional vehicle.

Units with a One-Car Garage and Carport: If you have a one car garage and a carport and own more than two vehicles, you may apply for **ONE** Annual Parking Permit for a vehicle registered to your residence. You must designate two vehicles to be parked in the garage and carport before requesting Annual Parking Permits allowing you to park up to one additional vehicle in Guest Parking. The Annual Parking Permit fee will apply to each additional vehicle.

Units with a One-Car Garage: If you have a one car garage and two vehicles, you must designate one vehicle to be parked in the garage before requesting an Annual Parking Permit authorizing you to park the other vehicle in Guest Parking. **There is no permit fee for the second vehicle.**

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All vehicle registrations must show the Applicant's address within Costa Brava. In cases where the vehicle is registered elsewhere, but the resident is given full care, custody and control of the subject vehicle, the resident must provide other proof of residency.

There are a total of 85 marked Guest Parking spaces located throughout the Community (not including handicap permit parking). The Board of Directors has approved the issuance of 60 Annual Parking Permits. This allows 15 parking spaces to be retained for short-term and overnight guest parking, which should be sufficient to accommodate the needs of our residents.

The number of guest parking spaces allocated for Annual Parking Permits will be reviewed by the Board of Directors on a periodic basis. As a result of the periodic reviews, the number of Permits issued may be increased or decreased to best serve the needs of the Community.

C. CONDITIONAL PERMITS FOR RESIDENTS WITH SPECIAL CIRCUMSTANCES

Residents with specific circumstances, who may not otherwise qualify for an Annual Parking Permit, may appeal to the HOA Board of Directors in writing to request a Conditional Permit. The resident's request for a Conditional Permit will be reviewed by the Board of Directors who will determine if there are enough spaces to accommodate the request.

Conditional Permits will be issued at the sole discretion of the Board of Directors and applications will be accepted on a "first come, first served" basis. The Annual Permit fee will apply and permits are non-transferrable. Conditional Permits are valid for and must be renewed annually. Refund requests for Conditional Permits are subject to Board review.

D. REQUIREMENT TO PROPERLY DISPLAY THE PERMIT DECAL

Each Permit Decal is color coded and is issued to a specific vehicle (make, model and license plate number). Residents must commit to which vehicle will be parked in Guest Parking and which vehicle(s) will be parked in the garage. Permit Decals may **NOT** be transferred between vehicles.

Permit Decals must be displayed on the assigned vehicle. To be valid, the decal **MUST** be affixed to the inside window (lower driver's side corner) and be clearly visible from outside the vehicle.

Decals placed behind heavy window tint are difficult to see at night. Be sure your decal can be seen at night from outside the vehicle. This will help the Patrol Service do their job and prevent unnecessary citations.

E. LOST OR STOLEN PERMIT DECALS

The Patrol Service will replace permit decals that are reported as lost or stolen at no charge. However, those permits reported as lost or stolen will be immediately "Hot Listed" and any vehicle displaying the lost or stolen permit will be subject to an immediate tow without warning.

F. OVERSIZED VEHICLES – GARAGE INSPECTIONS

If your vehicle will not fit safely inside your garage, the Board has directed the Patrol Company to confirm that the reason is not due to modifications to the interior of the garage (e.g. addition of shelves, cabinets, storage or other obstruction caused or resulting from the actions of the resident).

To arrange for a garage inspection, contact Patrol Masters at (949) 209-6370 and request a garage inspection. Patrol Masters will set up an appointment to inspect your garage and the oversized vehicle.

At the time of the inspection, you will need to provide the following items to the Patrol Masters Officer:

- The completed Parking Permit Application
- A check payable to Patrol Masters in the amount of \$25 for the Garage Inspection and a check payable to Costa Brava HOA for the Annual Parking Permit (Decal) in the amount of \$300. The fee for the Parking Permit will be prorated at the rate of \$25 per month.
- The Garage Inspection Fee is not refundable.

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If approved, you will receive an Annual Parking Permit (Decal) for the oversized vehicle. If the Annual Parking Permit is not approved, the check will be voided and returned to you.

The HOA Board of Directors has instructed Patrol Masters to follow these guidelines:

- The garage may not be modified so as to preclude the accommodation of a standard passenger car or truck. This means cabinets or shelves may not interfere with the parking of a vehicle.
- If the vehicle in question can safely be parked in the garage, it will not be approved for a permit and decal.
- A maximum of one (1) Annual Parking Permit (Decal) for an Oversized Vehicle will be issued per Residence. The Parking Permit fee of \$300 will apply. The fee for the Parking Permit will be prorated at the rate of \$25 per month.

G. TEMPORARY OVERNIGHT PARKING PERMIT

If you have a guest (or other vehicle) needing to park overnight (between the hours of 12:01 AM and 6:00 AM), you must **SAFELIST** the vehicle with the Patrol Service to ensure that the vehicle does not receive a citation or be towed. The Patrol Service Operator will ask you for your safelist code, name, address and telephone number. You will also be asked to provide the license plate number and description of the vehicle. The Operator will provide you with a **CONFIRMATION NUMBER** and ask that you write it down and place the paper on the dash of the guest vehicle in a visible location. A Temporary Permit can be issued for a minimum of one day at a time, up to a maximum of 20 consecutive days within a rolling 120 day window.

All Homeowners are allowed a maximum of twenty (20) Temporary Overnight Parking Permits in a rolling 120 day window.

If you are in need of a Temporary Permit, which exceeds the maximum number of days allowed, you **MUST** request a variance from the HOA Board of Directors through Total Property Management. Please allow sufficient time for the item to be placed on the Board's Agenda for review during regularly scheduled Board meetings.

H. PARKING PERMIT APPLICATION PROCESS

Annual Parking Permits are valid from January through December of each year. Permit fees are pro-rated monthly based on the date of application. Permits issued during the month of December will be valid beginning in January, and the vehicle will be “safelisted” at no charge during the month of December.

Permits will be issued only if the vehicle and residence qualify for participation in the Parking Permit program.

HOW TO APPLY FOR AN ANNUAL PARKING PERMIT (DECAL)

1. Complete the Parking Permit Application. An application is included in this handbook.
You may also request an application be mailed to you by contacting Patrol Masters at (949) 209-6370 or on-line at www.patrolmasters.com.
2. Contact Patrol Masters to arrange for a Garage Inspection. A physical inspection of the garage is required before a Parking Permit will be issued. The cost for the inspection is \$25 and is payable by check (no cash) to the Patrol Masters at the time of the inspection. To schedule the garage inspection, call 949-209-6370 and speak with the Permit Administrator. Garage inspection fees are non-refundable.
3. Have the following documents and information ready at the time of the Garage Inspection:
 - The completed and signed Parking Permit Application.
 - Copies of valid vehicle registration(s) and designation of which vehicle(s) will be parked inside the garage/carport and which vehicle will be parking outside.
 - Copies of valid Driver’s Licenses for all licensed drivers. There must be 1 driver per vehicle to qualify for a permit. The Driver’s License must list the current Costa Brava address or proof of residency must be provided.
 - A check in the amount of \$25 payable to Patrol Masters for the Garage Inspection. (The Garage Inspection Fee is non-refundable)
 - A check payable to Costa Brava Homeowners Association for the Annual Decal. The fee for the Annual Parking Permit is \$300 and will be prorated at the rate of \$25 per month.

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If the Annual Parking Permit is not approved, the check will be voided and returned to you.

4. If you are applying for a Parking Permit for an unmodified “oversized” vehicle which will not fit within an unmodified garage, a Garage Inspection fee of \$25 is required to be paid at the time of the inspection. A Garage Inspection fee is non-refundable.

I. ANNUAL PARKING PERMIT RENEWAL PROCESS

Residents will be contacted by mail in December of each year to remind them to renew their Annual Parking Permit. It is necessary to reapply for a permit every year, even if there have been no changes to the vehicles. Permits are valid from January through December of each year.

K. QUESTIONS & CONTACT INFORMATION

Any questions concerning the Permit Application Process should be directed to:

Patrol Masters
1651 E. 4th Street, Suite 124
Santa Ana, CA 92701
(949) 209-6370 or www.patrolmasters.com

Any questions concerning the Parking Policies within Costa Brava may be addressed to:

Lauren Swiderski
lswiderski@totalpm.com
Total Property Management
23792 Rockfield Blvd, Suite 100
Lake Forest, CA 92630
(949) 261-8282 or www.totalpm.com

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PARKING PERMIT APPLICATION

All items in this application must be completed in full. Incomplete applications will be returned unprocessed. Any false statements made on this application may result in forfeiture of the Permit. Permits are only available for vehicles registered to the residence. Garages must first be used to the maximum designed capacity before a Permit is approved.

Be sure to include copies of the DMV Registration for each vehicle, which reflects an address located within the Costa Brava at Rancho Niguel community.

of Permits Requested _____ Email Address _____

Unit Owner's Name _____

Address _____ Phone _____

I have a () 1-Car Garage () 1-Car Garage+Carport () 2-Car Garage () Oversized Vehicle

I REPRESENT THAT THE FOLLOWING VEHICLE(S) WILL BE PARKED IN MY GARAGE/CARPORT:

| | MAKE | MODEL | COLOR | STATE / LICENSE # |
|----|------|-------|-------|-------------------|
| 1. | | | | |
| 2. | | | | |

I HEREBY REQUEST PARKING PERMIT(S) FOR THE FOLLOWING VEHICLE(S):

Registered Owner's Name _____

| MAKE | MODEL | COLOR | STATE / LICENSE # |
|------|-------|-------|-------------------|
| | | | |

Registered Owner's Name _____

| MAKE | MODEL | COLOR | STATE / LICENSE # |
|------|-------|-------|-------------------|
| | | | |

The undersigned Owner does hereby attest that the statements made on this application are true and accurate and agrees to be bound to all 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 of the Association's parking rules and regulations and agrees to follow them, and that any illegally parked vehicle may be towed as provided by law. **RECEIVING A PERMIT DOES NOT GUARANTEE OR RESERVE A PARKING SPACE.**

Signature

Date