

Summit Park Community Association

PARKING PERMIT AND GUEST SAFELISTING PROCEDURES

These Parking Permit and Guest Safelisting Procedure are intended to supplement the Parking Rules and all other parking and vehicle rules and restrictions. The most recent procedures and rules can be found at the association website under the documents section. (http://myhoa.com/summitpark/documents_menu.htm).

A. RESIDENT PARKING PERMITS

1. **Application**: To obtain a parking permit, a resident/owner must submit an application with required documentation. The application can be found at the association website under the documents section. (http://myhoa.com/summitpark/documents_menu.htm)
2. **Garage Inspection**: Upon application for a parking permit, a garage inspection may be required and needs to be scheduled with the Association's Patrol Company to confirm that a vehicle cannot fit within the garage either by itself or with another vehicle parked therein, and that there are no obstructions in the garage preventing the parking of the vehicles (e.g. , built- in cabinets, appliances, stored items).
3. **Parking Permit Fee**: The annual fee for one parking permit is \$50.00, and the annual fee for a second parking permit is \$75.00. All permits will expire annually on May 31st. For anyone seeking renewal a new application is required. Checks shall be made payable to Summit Park Community Association and included with the parking permit application.
4. **Inspection Fee**: A garage inspection fee of \$25.00 shall be paid directly to the Association's Patrol Company prior to the time of the garage inspection. This fee is in addition to the parking permit fee paid to the Association.
5. **Prohibited Vehicles**: A parking permit will not be issued if a garage is being used for the parking of any commercial or recreational vehicles, as defined in the Section 9.05 of the CC&Rs, or any other similar type vehicle or equipment.
6. **Permit Availability**: Parking permits shall be issued on a first-come, first-served basis or by lottery, if demand exceeds supply and must be renewed annually. No more than two (2) parking permits shall be issued per unit.

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7. **Violations and Enforcement:**

- A. Owners must remain in good standing with the Association (i.e., assessments current and no open violations) to be eligible for and to continue using Association-issued parking permits.
- B. A parking permit may be revoked if the owner, resident, tenant or guest is in violation of any provision of the governing documents, after notice and hearing.
- C. A vehicle parked in the community without a properly issued parking permit as required, or parked in violation of these rules or any CC&R parking restriction, is subject to being cited and/or towed at the vehicle owners' expense.

8. **Permitted Vehicles and Vacation Safelist:** Regardless of permit status, any vehicle that is not moved after 96 hours that is parked in the open parking spaces are subject to tow as they could be considered a "stored" vehicle. If you are unable to move your vehicle due vacation, illness, etc., please contact StoneKastle Community Management at 714-395-5245

B. **GUEST SAFELISTING PROCEDURES**

1. Guests may park in any open, unassigned parking space. Guests parked in these spaces between 12:00 a.m. and 6:00 a.m. may only do so after having been safe listed with the Association's patrol company.
2. To safelist a vehicle, the resident can choose one of the options below. You will need to provide your address, phone number, vehicle license plate number, make, model and color of the vehicle.
 - a. Contract the Association's current Patrol Company, which can be found at Association's website (<http://myhoa.com/summitpark/>).
 - b. Submit Safelist request thru the Association's current Patrol Company website (if available) or by phone
 - c. Contact StoneKastle Community Management via email to info@stonekastle.com or phone at 714-395-5245 between the hours of 9:00 a.m. to 5:00 p.m. Monday through Thursday and 9:00 a.m. to 1:00 p.m. on Fridays (excluding holidays). If unable to confirm a safelist with StoneKastle then safelist must be confirmed with the Association's Patrol Company
3. Each unit is entitled to a maximum of seven (7) overnight safe lists in a rolling 30 day period.
4. The Board has the authority, at any time, to safelist additional vehicles, in its discretion, as exigent circumstances may warrant.

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PARKING RULES

The following Parking Rules are in addition to and supplement the parking and vehicles restrictions in Section 9.05 of the CC&Rs. The most recent procedures and rules can be found at the association website under the documents section. (http://myhoa.com/summitpark/documents_menu.htm).

1. **No Parking Zones/Fire Lanes:** ALL roadways within the community are fire lanes in which no vehicle may be parked at any time for any reason, this **includes the roadways behind garages and curbs**. Any vehicle parked in a designated fire lane or left unattended for any period of time, even if temporary, is subject to immediate tow pursuant to Vehicle Code Section 22658, at the vehicle owner's expense.
2. **Resident/Garage Parking:** Owners' garages must be maintained so as to accommodate the number of vehicles for which it was originally designed. Owners must first park their vehicles in their garage, and if additional parking is needed, then owners may apply for a parking permit to park in an open, unassigned, designated parking space. Attended temporary parking behind garages is permitted for activities such as washing your vehicle, loading or unloading. **However, unattended parking of any vehicle behind garages is strictly prohibited and will result in towing at your expense.**
3. **Guest Parking:** Guests may park in any designated open, unassigned, uncovered parking space, on a first-come, first-served basis. If parked within the community between 12:00 a.m. - 6:00 a.m., a guest vehicle must be properly safelisted with the Association. Guest vehicles that are not safelisted are subject to being cited and/or towed, at the vehicle owner's expense. See the most recent Guest Safelisting Procedures available at the community website.
4. **Backing-in:** Backing-in is permitted as long as the vehicle does not obstruct the use of the sidewalk. Backing-in that results in tow hitches, tailgates, truck-beds, fenders, bumpers, tailpipes, or any other part of the vehicle obstructing the sidewalk is a violation.
5. **Oversized Vehicles:** Vehicles parked in a designated parking space must be parked completely within the boundaries of such parking space and cannot extend beyond the parking space into the adjacent roadway or otherwise, unless such vehicle is parked for temporary purposes only, as defined herein (see rule #5a)
6. **"Commercial Vehicles" and "Recreational Vehicles"** (as defined in Section 9.05 of the CC&Rs (which includes detached trailers) in addition to other similar type vehicles and equipment) may only be parked in the community as follows:

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- A. Temporarily, for no more than **30 minutes**, for purposes of washing /polishing and other similar activities, loading/unloading, and making deliveries and/or providing services to the Association or owners/residents.
 - B. Parked in a garage with the garage door closed.
7. **Vehicle Maintenance and Repairs:** No vehicle shall be dismantled, rebuilt, repaired, serviced or repainted anywhere in the community, except entirely within an owner's garage which completely screens the sight and sound of such activity from streets, association property and neighboring residences. Vehicles may be washed in the driveway in front of an owner's garage, but no 'degreasing' agents shall be used that degrade and cause damage to the asphalt streets.
8. **Enforcement and Towing:**
- A. Owners are responsible for ensuring compliance with these rules and other parking restrictions by their family members, guests and tenants.
 - B. Owners' vehicles, or those of their family members, guests and tenants, parked in violation of these rules or any CC&RS restriction, may subject the Owner to fines and other disciplinary action, after notice and hearing.
 - C. Vehicles parked in violation of these rules or any CC&RS restriction are subject to being towed at the vehicle owner's expense, pursuant to Vehicle Code Section 22658.
 - D. Vehicles parked in violation of the following, are subject to **immediate tow**, without notice, at the vehicle owner's expense:
 - a. Parked in a designated fire lane;
 - b. Parked within 15 feet from a fire hydrant; or
 - c. Parked in a manner blocking entrance to or exit from the community or any community facility. (Vehicle Code Section 22658)
 - E. Vehicles that are not moved after 96 hours that are parked in the open parking spaces are subject to tow as they could be considered a "stored" vehicle. If you are unable to move your vehicle due to vacation, illness, etc., please contact StoneKastle Community Management via email to info@stonekastle.com or phone at 714-395-5245 with an explanation of why the vehicle will not be moved and provide the detailed vehicle information so that the request can be reviewed and if approved the patrol company will be informed.
 - F. **Vehicles that are not safelisted or permitted will receive two citations and will be towed on the third citation at the vehicles owners' expense. A rolling 90-day period is used to determine the number of citations that have been issued to a vehicle.**