



## *PROVENCE D'ALISO COMMUNITY ASSOCIATION*

January 20, 2011

Dear Homeowners/Residents,

The Board has met with Nordic Security Services and decided to institute a re-application process for the entire community. This re-application process will give only the vehicles that require permits access to overnight parking in our common area spaces. In addition, the Board has further clarified the parking application that is attached, to try and eliminate any gray areas that homeowners have experienced in the recent past.

In doing this, we are hoping to free up common area parking for residents and our guests.

Please feel free to call Debbie at Accell Property Management (949) 581-4988 x 204 or Nordic Security Services (800) 883-3880 or [service@nordicsec.com](mailto:service@nordicsec.com) with any questions you may have.

With the Community in Mind,

Gaylyn Kinnett  
Provence d'Aliso President

# NORDIC SECURITY SERVICES

3419 Via Lido, #345, Newport Beach, CA 92663

714/751-0347 Fax 714/751-0351

State License #PPO 12035

January 20, 2011

Dear PROVENCE D'ALISO Residents,

This letter is to further define our current parking rules. Nordic Security Services service several other communities near your association, and we are looking forward to providing you with the same level of exceptional customer service we are recognized by.

**Situations in which you may need Nordic Security Services assistance:**

- Suspicious persons and or activity in the community.
- Loud noise, music, etc.
- Vehicles' parked in the fire lane, in front of garages or inappropriate areas.
- To safelist your guest vehicle, simply call (800) 883- 3880
- For all permit related issues.

In cases where there is an **immediate threat to Property or Life FIRST DIAL 911.**

You can reach us at **(800) 883-3880** or **service@nordicsec.com** we look forward to working with you.

Nordic Security Services has also been charged with the enforcement of the association parking rules in general and specifically to issue and track decals.

It is the Board's obligation to enforce these CC&R's and in doing so; they have further defining your current parking rules:

## **WHAT NEEDS A DECAL?**

All resident vehicles parked on site that are not in a garage, reserve spot or on a driveway.

1. Homes with a 2-car garage and no driveway MUST - park one car in the garage without a permit and (1) parking decal will be issued for any other vehicles driven by additional, licensed drivers residing in that household.
2. Homes with a 2-car garage and a full size driveway MUST - park one car in the garage without a permit, two cars in the driveway without a permit. Parking decals for these homes will be issued only when there is a fourth licensed driver living in the residence with a car.
3. Homes with a 1-car garage and an assigned parking space MUST - park their vehicle in the assigned parking space, no permit will be issued for reserve spot vehicles. A common area permit will be issued for each additional licensed driver with a registered vehicle residing in the unit.
4. Homes with a 1-car garage, a one car driveway and an assigned parking space MUST park one vehicle in the driveway without a permit, and one car in the assigned parking space without a permit.”

All vehicles and their operators must be registered with the association. The number of decals issued to each unit, to a maximum of three (3), will be based on the number of legally registered vehicles and licensed drivers living in each unit. Decals will be numbered and assigned to a specific vehicle. **DECALS ARE NON-TRANSFERABLE.**

#### **HOW DOES THIS PROGRAM WORK?**

All parking, other than garage and reserved spaces, is open parking & permit parking. Residents **MAY NOT** park in open parking unless **PROPERLY** displaying a valid decal.

If a house has a one car garage, it is not required to have vehicle in it, However it must have a vehicle parking in the in the reserved space.

#### **NOTES AND PROCEDURES:**

1. Vehicles parked in garages DO NOT require a Parking Permit.
2. Parking Permits will only be issued when the resident has provided information which indicates he / she has used all garage/recognized driveway Spaces appropriately before being issued a Parking Permit for outside vehicles.
3. PLEASE NOTE: Owners shall not store any goods or materials nor convert the garage to any other use that would preclude the parking of one vehicle therein.
4. Residents may only park additional vehicles in unmarked parking spaces if the vehicle displays an Association parking decal at the lower left corner of the rear window. Decals will be available from the Security Company. Displaying the properly registered decal allows owners to park an additional vehicle in Common Area parking, but does not guarantee the availability of a space.

If any vehicle in a household requires Parking Permit, Nordic Security Services will need the following information (copies of all registrations are necessary).

1. *Completed application. (Please see attached)*
2. *Something that proves the resident lives on site.*
  - a. Current vehicle registrations showing resident name and address on site.
  - b. Valid California Drivers License showing on site address.
3. *Something that proves the vehicle(s) belongs to the resident.*
  - a. Current vehicle registrations showing resident name and address.
  - b. 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 plates write it on this form.
4. *A unique number attached to the vehicle.*
  - a. License plate number.
  - b. VIN number.
5. *Designation of which vehicle(s) will be issued Parking Permits.*
6. *There have to be a one to one ratio between drivers and vehicles; therefore, you must submit a valid California driver's license along with each vehicle registration.*

In determining whether or not a permit may be issued, the following vehicle types are not acceptable as legitimately Garaged vehicles or to be parked in a Reserved Space:

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

#### **Oversize Vehicles:**

The association requires a garage inspection of all cases where the resident contends the subject vehicle does not fit safely into the garage. Nordic Security Services will provide a garage inspection for \$25.00 per inspection. The resident must contact Katrina Hernandez at Nordic Security Services and schedule an appointment for such inspection. The resident will pay the Nordic Security Services officer \$25.00 by check or money order at the time the officer arrives to facilitate the inspection. Please note the following:

1. The fee for the appointment is due whether the vehicle passes or does not.
2. The association requires the vehicle fit "safely" in the garage, not necessarily comfortably.

3. Garages, which have been modified so as to preclude the safe parking of a vehicle, will not be granted a Parking Permit.

**Commercial vehicles will not be issued parking permits unless the commercial vehicle fits in a garage.**

Commercial vehicles are defined as but not limited to vehicles having any of the following attributes:

1. Racks
2. Ladders
3. Tool boxes on the sides
4. Over  $\frac{3}{4}$  ton
5. More than two axles
6. Vans or buses designed to carry more than 10 persons

**Recreational vehicles will not be issued parking permits.**

Recreational vehicles are defined as but not limited to vehicles like the following:

1. Motor homes
2. Personal watercraft
3. Trailers of all types
4. Unlicensed vehicles
5. Boats
6. Aircraft
7. Cab-over campers

**All Parking Permits will be serialized and generic in nature (no logos, etc.).**

**Receiving a PERMIT does not guarantee or reserve parking space for an individual.**

**CAN THE DECAL BE PLACED ON A CARD AND DISPLAYED WHEN OUTSIDE OR CAN I ROTATE MY GARAGE VEHICLES?**

No. Each decal is serialized and affixed by a Nordic Security Officer to a specific vehicle. Decals must be affixed to the proper vehicle.

**WHEN WILL THIS PROGRAM START?**

The enforcement of this program is already in place. Nordic Security Services will begin enforcement for the new decals on March 1, 2011. Please be sure to contact Nordic Security Services in advance, if you have more than (1) vehicles or an oversized vehicle that requires a garage inspection.

## **HOW DO I GET DECALS OR ARRANGE FOR A GARAGE INSPECTION?**

Residents **MUST** provide the following documents:

- Parking Permit Application
- Copy of all vehicle registrations in address of the property and designation of which vehicle will be parked outside.
- Copy of valid California driver's licenses showing property on site address.
- Listed below is a brief statement relative to the security of the documents you will be providing to verify certain information.

We use reasonable precautions to protect information about our clients while it is stored on our servers or in transit to our vendors processing on our behalf. Sensitive information that is transmitted to us online (such as DMV information) encrypted and is transmitted to us securely. In addition, access to all of our clients' information, not just the sensitive information mentioned above, is restricted. Only employees who need the information to perform a specific job (for example, a billing clerk or our permit administrators) are granted access to personally identifiable information. Finally, the servers on which we store personally identifiable information are kept in a secure environment.

- Please send them to the following:

Nordic Security Services  
3419 Via Lido #345  
Newport Beach, CA 92663  
1-800-883-3880  
714-751-0347  
Fax: 714-751-0351

**IMPORTANT:** Don't forget to designate which vehicle(s) will be garaged and which will be parked outside.

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

If you have **heavy tinting or a convertible** the permit needs to be affixed to the inside, *front window, lower driver's corner* and be clearly visible from the outside of the vehicle.

Permits behind heavy tint are difficult to see at night and this should avoid an unnecessary citation.

## **WHAT ARE THE RULES FOR GUEST VEHICLES?**

*Guests are allowed maximum (20) Safelists in any 180 day rolling period. To safelist your guest vehicle, please contact Nordic Security Services at (800) 883-3880 or [service@nordicsec.com](mailto:service@nordicsec.com).*

**IN CONCLUSION:**

This program may seem complex and burdensome to you. Please trust that your Board, the Property Manager and Nordic Security Services have worked diligently to make it as simple and effective as possible. The Board of Directors authority and obligation of enforcement of this procedure is derived from the covenants, conditions and restrictions, specifically, the CC&R's state that "...the Association, through its officers and committees, may establish "parking" and "no parking" areas and establish parking rules as they deem necessary within the Common Property. These rules are in accordance with section 22658.2 of the California Vehicle Code...." To this end, the Board has approved the parking amendments as written above.

The Board of Directors thanks you for your patience, understanding and anticipated cooperation with this program. Should you have any question, please call your Management Company or Nordic Security Services.

**PLEASE NOTE:** While a Notice or citation will be placed on vehicles in violation of association rules, these notices are provided as a courtesy only. The Association or Nordic Security Services will not be responsible should any vehicle be towed for violation of this Policy, whether or not a notice or citation was received on the vehicle.

Should you have questions, please feel free to call Nordic Security Services at:

(800) 883-3880

(714) 751-0347

Or visit us at

[www.Nordicsec.com](http://www.Nordicsec.com)

Thank you for working with us to provide a quality parking program for all the resident of PROVINCE D'ALISO.

*Sincerely,*

Nordic Security Services

**REQUEST FOR PARKING PERMIT – PROVENCE D’ALISO**

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. Copies of DMV registrations for each vehicle reflecting Provence D’Aliso’s address are required to be submitted with all Parking Permit applications.

Number of Permits Requested: \_\_\_\_\_

Unit Owner's Name: \_\_\_\_\_

Address: \_\_\_\_\_, Aliso Viejo, CA 92 \_\_\_\_\_

Day Phone : (\_\_\_\_) \_\_\_\_\_ Evening Phone : (\_\_\_\_) \_\_\_\_\_

**DOES YOUR UNIT HAVE A RECOGNIZED DRIVEWAY?**  Yes –  No. *If yes, please complete sections 1, 2 & 3 (if applicable, applies to 1-car driveways only). If no, please complete sections 1 & 4 ONLY.*

**DOES YOUR UNIT HAVE AN ASSIGNED PARKING SPACE?**  Yes –  No. *If yes, please complete sections 1 & 3 ONLY. If no, please complete sections 1 & 4 ONLY.*

- a. Homes with a 2 car garage and no driveway **MUST** - park one car in the garage without a permit and (1) parking decal will be issued for any other vehicles driven by additional, licensed drivers residing in that household.
- b. Homes with a 2-car garage and a full size driveway **MUST** - park one car in the garage without a permit, two cars in the driveway without a permit. Parking decals for these homes will be issued only when there is a fourth licensed driver living in the residence with a car.
- c. Homes with a 1-car garage and an assigned parking space **MUST** - park their vehicle in the assigned parking, no permit will be issued for assigned parking spaces. A common area permit will be issued for each additional licensed driver with a registered vehicle residing in the unit.
- d. Homes with a 1-car garage, a 1-car driveway and an assigned parking space **MUST** – park one car in the driveway without a permit and one car in the assigned parking, no permit will be issued for assigned parking spaces. A common area permit will be issued for each additional licensed driver with a registered vehicle residing in the unit.

PLEASE NOTE: Owners shall not store any goods or materials nor convert the garage to any other use that would preclude the parking of one vehicle therein.

1) I REPRESENT THAT THE FOLLOWING VEHICLE WILL BE PARKED IN MY GARAGE:

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Color: \_\_\_\_\_ State/Lic.: \_\_\_\_\_

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Color: \_\_\_\_\_ State/Lic.: \_\_\_\_\_

2) I REPRESENT THAT THE FOLLOWING VEHICLE WILL BE PARKED IN MY DRIVEWAY:

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Color: \_\_\_\_\_ State/Lic.: \_\_\_\_\_

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Color: \_\_\_\_\_ State/Lic.: \_\_\_\_\_

3) I REPRESENT THAT THE FOLLOWING VEHICLE WILL BE PARKED IN MY RESERVED PARKING SPACE:

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Color: \_\_\_\_\_ State/Lic.: \_\_\_\_\_

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

Vehicle Owner's Name: \_\_\_\_\_

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Color: \_\_\_\_\_ State/Lic.: \_\_\_\_\_

Vehicle Owner's Name: \_\_\_\_\_

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Color: \_\_\_\_\_ State/Lic.: \_\_\_\_\_

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 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 agree to follow them, and that any illegally parked vehicle may be towed as provided by law.

Dated: \_\_\_\_\_ Signed: \_\_\_\_\_

Printed Name: \_\_\_\_\_

**PARKING PERMIT AGREEMENT**

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.

Owner further agrees to release and indemnify, defend, and hold harmless the Provence D'Aliso Homeowners Association (the "Association"), its directors, attorneys, officers and managing agents, and each of their insurers, from any and all claims, rights, actions, debts, demands, damages, losses, liabilities, costs and expenses (including, without limitation, attorney's fees and costs) of any nature whatsoever, known or unknown, material or immaterial, suspected or claimed, hereafter becoming known, or accrued or accruing as a result of the parking and/or operation of any vehicle upon Association property, except such damages or injury resulting from the sole negligence or willful misconduct of the Association.

With regard to all matters herein released by this Agreement, Owner hereby voluntarily and expressly waives any and all rights under Section 1542 of the California Civil Code, which provides as follows:

**“A general release does not extend to claims which the creditor does not know or suspect to exist in his favor at the time of executing the Release, which if known by him must have materially affected his settlement with the debtor.”**

Any claim for property damage or bodily injury resulting from use of a vehicle granted a Parking Permit herein which is alleged to have resulted from the sole negligence or willful misconduct of the Association must be accompanied by a police report. Owner agrees to have all such disputes involving this Agreement, or the parking of a permitted vehicle upon the Association's Common Area, determined by binding arbitration, according to the rules established by the Judicial Arbitration and Mediation Service (JAMS), and expressly waives the right to a jury or court trial.

The signature of any one Owner on the Parking Permit Application binds all owners, residents and guests of the subject unit. In the event that arbitration is pursued, then all costs incurred by the prevailing party in preparation for, or attendance at, the arbitration must be paid by the non-prevailing party.

\_\_\_\_\_  
Signature:

\_\_\_\_\_  
Dated:

Printed Name: \_\_\_\_\_

Address: \_\_\_\_\_

