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# AUBURN COMMUNITY ASSOCIATION

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Date: July 2014  
To: Auburn Homeowners and Residents  
From: Scott Adam, Community Manager  
Re: Parking Permit Program

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Dear Auburn Homeowner/Resident:

Attached is very important information regarding the new Parking Permit Program and an introduction to OC Patrol, Auburn's new patrol service.

Per the CC&R's and the Auburn Parking Rules & Vehicle Use Restrictions approved on Wednesday, June 18, 2014, residents must park vehicles within the confines of their respective garages.

Effective August 2, 2014, guests and vendors will be required to safe list their vehicles when parking in the Auburn's outside parking spaces. Resident vehicles will be required to display a parking permit authorized by the Auburn BOD, and distributed by OC Patrol.

Enclosed is a letter introducing the Auburn's new patrol service, OC Patrol. OC Patrol will administer and manage the Parking Permit Program, implement the annual parking permit programs, and monitor compliance with the Parking Rules in the Auburn Community. The required information for an annual parking permit application is enclosed. The parking permit applications should be submitted to OC Patrol as per their attached instructions.

You may also find the enclosed information by going to [www.auburnhoa.com](http://www.auburnhoa.com) and clicking on 'Documents' and 'General Documents.' You may also access this information by going to [www.vivportal.com](http://www.vivportal.com). You will need to create an account on VIVO, if you have not done so already. Once you have logged on, you can access this information by clicking on 'Forms.'

If you have any questions or concerns, please contact Action Property Management at 949-450-0202 or email me directly at [sadam@actionlife.com](mailto:sadam@actionlife.com).

Thank you in advance for your cooperation!

Phone: 800-525-1626 Fax: 714-279-9800 Email: [OCP@OC-Patrol.com](mailto:OCP@OC-Patrol.com)

**OC Patrol**



July 1, 2014

Dear Auburn Community Association residents:

We are proud to announce that effective immediately, OC Patrol has been chosen by your Board of Directors to serve you by providing vehicle parking and patrol services within the community. The Board has asked us to administer and maintain the Parking Permit program.

OC Patrol will be charging a \$35 processing and distribution fee in addition to the association's permit fee for each household. OC Patrol will be on property at the Pool area on the following days. **If the Annual Resident Parking Permit application is submitted, approved, and permit placed on the vehicle on one of the following days, the \$35 processing fee will be waived.**

**Wednesday, July 16<sup>th</sup> 6:00 p.m. to 10:00 p.m.**

**or**

**Saturday, August 2<sup>nd</sup> 10:00 a.m. to 2:00 p.m.**

We have been working with your Property Management Company and Board of Directors to help to make this transition as smooth as possible.

Please make note of our contact information for your reference.

## OC Patrol

24 Hour Dispatch

Call: 800-525-1626

Apply for Parking Permit and/or  
parking issues

Email: [parking@oc-patrol.com](mailto:parking@oc-patrol.com)

For all other issues

Email: [ocp@oc-patrol.com](mailto:ocp@oc-patrol.com)

Thank you. We look forward to servicing your community.

Sincerely,  
O.C. Patrol

## **PARKING PERMIT APPLICATION**

### **Required Information**

**The following information must be included with the completed Parking Permit Application:**

1. A copy of all DMV vehicle registrations, including the vehicles that will be parked in the garage/driveway, showing an Auburn Community Association address.
2. Proof of residence in the Auburn Community Association for all licensed drivers in the household. One or more of the following may be required:
  - a. Current vehicle registrations showing resident name and address
  - b. Valid California Driver's License showing on site address
  - c. Lease agreement showing the name of resident and on site address
  - d. Current vehicle insurance information showing on site address
3. Proof of vehicle ownership (using one item below):
  - a. Current vehicle registration showing resident name and address
  - b. Letter on company letterhead showing resident's name and authority to have care, custody and control of company-owned vehicle
  - c. For recently purchased vehicles, a copy of the top (yellow) sheet of the Sales Contract showing the following:
    - (1) Resident's name and on site address
    - (2) Vehicle VIN number
    - (3) Vehicle license plate number, if available
4. A unique number attached to the vehicle:
  - a. License plate number
  - b. VIN number.
5. Designation of which vehicle(s) will be issued the Parking Permit (indicated on Parking Permit Application).

**In determining whether or not a permit may be issued, the following vehicle types are not acceptable as legitimately garaged vehicles and may not be parked in open spaces. In addition, no permits will be issued to the following vehicles:**

- Vehicles without 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 the Parking Rules and Regulations document)
- Recreational vehicles (See definitions in the Parking Rules and Regulations document)
- Motorcycles

## **PARKING PERMIT FEES**

Each Parking Permit application requires a processing fee of \$100.00 for the permit and \$35.00 for the garage inspection. The permit fee is non-refundable and will not be prorated. The garage inspection fee will be waived if the Parking Permit application is submitted, approved, and the permit is placed on the vehicle on either Wednesday, July 16<sup>th</sup>, 2014 (6:00 P.M. to 10:00 P.M.) or Saturday, August 2<sup>nd</sup>, 2014 (10:00 A.M. to 2:00 P.M.). Checks for both fees must be provided to OC Patrol at the time of the garage inspection.

<b>Fee</b>	<b>Conditions</b>	<b>Cost</b>	<b>Write Check Payable To</b>
Distributing Guest and Vendor Permits and Annual Permit Processing Fee (includes Garage Inspection Fee)	Whether or not application qualifies for a permit	\$35 per application	"OC Patrol"
Permit Fee	If Permit is issued	\$100.00	"Auburn Community Association"

**PARKING PERMIT APPLICATION – Auburn Community Association**

All items in this application must be completed in full. Failure to completely fill in every line of this form will result in denial of the application. Any untruthful statements made on this application will result in forfeiture of parking privileges. **All vehicles must be parked in available garage and driveway spaces. Thus, permits are only available for cars beyond what your garage and driveway hold.** Please submit all requested documentation (scan or legible photo) along with this application to: [parking@oc-patrol.com](mailto:parking@oc-patrol.com)

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

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

Tenant's Name: \_\_\_\_\_

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

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

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

**1) I REPRESENT THAT THE FOLLOWING VEHICLES WILL BE PARKED IN MY GARAGE/DRIVEWAY:**

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Color: \_\_\_\_\_ State/License#: \_\_\_\_\_

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Color: \_\_\_\_\_ State/License#: \_\_\_\_\_

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Color: \_\_\_\_\_ State/License#: \_\_\_\_\_

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Color: \_\_\_\_\_ State/License#: \_\_\_\_\_

**2) I HEREBY REQUEST A PARKING PERMIT FOR THE FOLLOWING VEHICLE:**

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Color: \_\_\_\_\_ State/License#: \_\_\_\_\_

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Color: \_\_\_\_\_ State/License#: \_\_\_\_\_

**The undersigned does hereby attest that the statements made on this application are true and accurate, and agrees to be bound by all terms and provisions set forth on this application. Further, the undersigned acknowledges that they have read and understand all of the Association's parking rules and regulations and agrees to follow them, and that any unlawfully parked vehicle may be towed as provided by law.**

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

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

Print Name: \_\_\_\_\_

## **PARKING PERMIT AGREEMENT**

Resident hereby agrees that as consideration for the issuance of a Parking Permit for the parking of a Resident's vehicle in a Common Area parking space, said Resident shall be responsible to insure that said 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.

Resident further agrees to release and indemnify, defend, and hold harmless the Auburn Community Association (the "Association"), its directors, attorneys, officers and managing agents, contractors, 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 or Common Area 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, Resident 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.”**

The signature of any one Resident 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.

Parking Permits are non-transferable and are specific to the vehicles to which they are issued. Any vehicle found displaying a permit issued to a different vehicle will be towed immediately.

Receiving a Parking Permit does not guarantee or reserve parking space for an individual.

A garage inspection performed by OC Patrol is required for each Parking Permit application.

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

Date: \_\_\_\_\_

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