

## **RANCHO DOMINGUEZ TOWNHOMES ASSOCIATION INC.**

### **Parking Procedures and Fees – Revised November 15, 2017**

#### **This document details the implementation of the RDTA Parking Rules and Regulations**

Special permits and variances are available to accommodate special circumstances. To qualify for a permit or variance vehicles must NOT be RV's, boats, trailers of any kind, vehicles that may be used for commercial purposes, vehicles displaying the name of a business, modified vehicles, or off road vehicles. The privilege of having a permit or variance may be revoked by the Board of Directors at any time in the event of a parking violation.

#### **Overnight parking for guest vehicles:**

Guest vehicles may park in RDTA marked parking stalls if they are registered with the parking patrol service, currently OC Patrol. This authorization is called safelisting. Registration can be done online at [www.permitmycar.com](http://www.permitmycar.com) or by calling OC Patrol at (800) 525-1626. Each guest vehicle is permitted seven (7) nights parking within a 30-day period. For special circumstances requiring more than seven nights, contact the RDTA parking committee at [rdtaparking@yahoo.com](mailto:rdtaparking@yahoo.com).

#### **Resident Parking Permit:**

There is a special program for RDTA residents with special parking needs. This program offers an opportunity to get permission to park a vehicle in RDTA marked parking stalls, which may include the marked parking stalls in front of the pool area.

##### *Qualifying criteria for a RDTA Resident Parking Permit:*

1. Three vehicles registered to address of the unit.
2. Three licensed drivers registered to the address of the unit.
3. Two vehicles parked in the unit garage.
4. One of the vehicles selected for the parking permit.
5. Selected vehicle must not be a RV, boat, trailer of any kind, vehicle that may be used for commercial purposes, vehicles displaying the name of a business, modified vehicle, off road vehicle, or vehicle with bottom of frame over 20 inches off the ground.
6. Limit of one permit issued per unit.
7. Awarded parking permit only allows for vehicle to park in marked parking stalls nearest to unit of resident holding the permit. Stalls are reviewed with resident at time of inspection and application marked to indicate which area of marked parking stalls they can utilize. A copy of the marked-up application will be emailed to the resident upon awarding of the permit.
8. There are special considerations for oversized vehicles (too high or too long to fit into garage).
9. RDTA Board and RDTA Parking Committee reserve the right to operate on first come, first served basis for awarding parking permits, particularly for areas with limited marked parking stalls available.

##### *Program implementation:*

1. Owner downloads a Parking Permit Application form from website at <http://rdta.org/ParkingPermitApplication2017.pdf>.

2. If owner does not have Internet access, contact Golden West Property Management at (714) 220-5920 and request a RDTA Parking Committee member to meet with the unit resident to provide Parking Permit Application and list of process procedures, and to ~~and~~ facilitate processing the application.
3. Owner emails RDTA Parking Committee at rdtaparking@yahoo.com the following for review: Completed and signed application, copies of vehicle registrations and driver's licenses, and copy of check to pay fees. Submittal does not guarantee permit will be awarded.
4. Legal owner must complete and sign the Parking Permit Application. If a tenant is living in the unit, the tenant must ALSO sign the application.
5. On receipt of paperwork from owner, RDTA Parking Committee prints out and reviews for completeness and if qualifying criteria appear to have been met.
6. When the paperwork passes review, the Parking Committee will schedule appointment for the garage and vehicle inspections at the unit.
7. At the inspection appointment, a Parking Committee member conducts the vehicle inspection to be sure it is within qualifying criteria and the garage inspection viewing the two vehicles parked in the garage – and signs off the inspection on page 2 of the application.
8. Area of marked parking stalls nearest to resident's unit are reviewed on the map with resident at inspection appointment, and page 2 of the ~~and~~ application filled-in to indicate which marked parking stalls can be utilized.
9. Once 5., 7., and 8. above have been successfully passed, the documents are forwarded to the **Parking Committee Board liaison member** for review and approval – and adding approval sign off on page 2 of the application.
10. Then, a Parking Committee member meets with resident and the vehicle to be permitted. The committee member receives the actual check for permit fee and records on page 2 of application, provides the resident the permit sticker, and watches the resident apply the permit sticker to the outside lower left corner of rear window of the vehicle
11. The Parking Committee emails a copy of the marked-up application to the owner (and the tenant if there is one).
12. If qualifying for permit is in question, the application will need to go to the full RDTA Board for review and final decision.
13. Annual permit fee must be paid when application approved. Annual permit fee is one hundred twenty dollars (\$120) for November 1 through October 31. After December 1<sup>st</sup>, fees will be prorated for remaining months through October 31.
14. Check for permit fee must be made payable to RDTA, must be from legal owner of the unit (not a tenant), and presented to RDTA Parking Committee member after permit approved and before permit issued.
15. Permit is valid only in area of marked parking stalls designated nearest to the resident's unit. Area is noted on the Parking Permit Application.
16. No matter what date the permit is issued, all permits expire on October 31<sup>th</sup> of each calendar year and must then be removed.
17. If still needed, a new Parking Permit Application must be submitted each year upon permit expiration and a new annual fee paid.

18. RDTA Board and RDTA Parking Committee reserve the right to operate on first come, first served basis for awarding parking permits, particularly for areas with limited marked parking stalls available.
19. Special circumstances that may not fit into the standard criteria may be submitted to RDTA Parking Committee for consideration, and may need RDTA Board approval.
20. There are accommodations for situations where a permitted vehicle is sold or becomes inoperable. Remove old permit and submit to Parking Committee along with application for the replacement vehicle. If approved, new permit for balance of permit year (thru October 31) will be provided for a processing fee of \$10.
21. Application processing steps are detailed at <http://rdta.org/ParkingPermitApplicationProcessingSteps.pdf>

### **Parking Variances:**

Safelisting arranged through the RDTA Parking Committee may be requested for qualified vehicles under the following circumstances:

1. Residents with short-term special needs.
2. Residents moving in or out. Limited to ten (10) days per vehicle.
3. Guests remaining longer than seven (7) days within a 30-day period covered.

### **Parking Enforcement**

1. A valid parking permit issued by the RDTA Parking Committee or a temporary safelisting thru the current parking patrol company, OC Patrol, is required to park in the marked parking stalls of the community, which includes the marked spaces in front of the pool area.
2. Violations enforced by **immediate towing at owner's expense with no prior warning are:**
  - a. Vehicle parking in a red zone or fire lane.
  - b. Unattended vehicle parked in front of a garage door.
  - c. Vehicle parked on the greenbelt (lawn area), sidewalk or Common Area walkway.
  - d. RV, boat, or trailer of any type parking on Association property in excess of a twelve (12) hour grace period of 7:00am to 7:00pm allowed for loading and unloading.
  - e. RV hooked up electrically to any unit in the complex, except briefly to verify function.
  - f. Abandoned vehicles, inoperable vehicles, or vehicles with expired license tags will be towed away after seventy-two (72) hours. Moving a vehicle from one spot in the Common Area to another will not restart the seventy-two (72) hour time period.
3. Violations enforced **citations and towing at owner's expense.**
  - a. Vehicles parked in marked parking stalls without the proper parking authorization (safelist thru the current parking patrol company, OC Patrol, or valid parking permit issued by the RDTA Parking Committee).
  - b. Vehicles parked improperly in marked parking stalls. See R&R III.A.
  - c. Resident's vehicle misrepresented as guest vehicle.
  - d. First, Second and Third Offenses. Violating vehicle will receive a citation or "ticket" citing the violation(s) of the parking rules.
  - e. Fourth Offense. Upon a fourth violation within a one hundred twenty (120) day period, the violating vehicle will receive a citation **AND will be towed at the vehicle owner's expense.**

4. Residents and visitors with appropriately visible government-issued handicapped hang tags or plates may park in marked parking stalls without a special RDTA permit.

Should the owner or tenant have any questions with regards to RDTA Parking Rules and Regulations, they can contact the RDTA Parking Committee at [rdtaparking@yahoo.com](mailto:rdtaparking@yahoo.com) or Golden West Property Management at (714) 220-5920. If questions are related to Parking Permit Applications and requests, please contact the RDTA Parking Committee at [rdtaparking@yahoo.com](mailto:rdtaparking@yahoo.com).