



## 2020 Parking Rules & Regulations

This document contains details on the Parking Rules and Regulations for the Tuscany at Porter Ranch Community Association. The Association consists of homes built under the development names 'Tuscany' and 'Cortile'. **These Parking Rules and Regulations are effective Wednesday January 1, 2020.** (NOTE: Applications for Common Area Parking Decals for 2020 may be submitted via U.S. Mail only beginning December 1, 2019).

### PARKING PLAN

- All outside parking (streets and parking lots) are designated as Common Area parking between 12:00 A.M. (Midnight) and 6:00 A.M. (Overnight).
- To avoid citation and/or towing, all vehicles in the Common Area must be either:
  1. Displaying a Common Area Parking Decal;
  2. Or be Safelisted.

### CONTACTS

- Questions regarding the association's onsite parking enforcement, garage inspections, citations and towing shall be directed to the onsite patrol company. Questions regarding the association's Common Area Parking Decal program shall be directed to ARCHON PROTECTION at (800) 274-5717.

### COMMON AREA PARKING DECALS

Common Area Parking Decals are valid for each calendar year (i.e. January to December). Prior to the end of each year, the association will issue a reminder notice for all residents to resubmit their vehicle information required for a new decal for the upcoming year and each year thereafter.

**The annual fee to submit a Common Area Parking Decal application is fifty dollars (\$50).** This fee must be paid prior to any application being reviewed. The fee applies whether an application is approved or denied. No refunds. Cancelled checks, stop payments, non-sufficient funds and any returned checks will be charged an additional fee of thirty-five dollars (\$35). **Checks shall be made payable to 'Tuscany at Porter Ranch Community Association.'**

In cases where an application is approved for more than one-decal per residence, additional charges will apply at fifty dollars (\$50) per vehicle. This fee will be required, prior to any decal being issued/mailed out. Residents will be contacted by the association's decal administrator and payment will be requested.

Common Area Parking Decals may be issued by the association's decal administrator to resident vehicles when requested by the resident, if and only if the resident meets the following requirements:

1. Residents assessment account must be paid to date with no outstanding balance. If resident has had their assessment account in default at any time within the past year, resident must sign up for automatic monthly payments through the association's banking institution before their application for a Common Area Parking Decal will be reviewed;
2. Residents whose assessment account becomes delinquent, any time during the calendar year, and they have been issued a Common Area Parking Decal, such decal may be revoked;
3. Residents who are leasing or renting properties must provide, with their application, a letter from the owner authorizing the issuance of a Common Area Parking Decal to a qualified resident;
4. Residents must first use all available garage spaces as they were designed to be used. Specifically that means garages are to be used to house vehicles and not for storage, living space, or some other non-vehicular use;

5. Residents must maintain not more than a one-to-one relationship between licensed drivers and registered vehicles. In other words, if there are two licensed drivers and the household has three vehicles, the third vehicle will NOT be eligible for a Common Area Parking Decal;
6. No more than one (1) Common Area Parking Decal may be issued to any address. That means there may be two garaged vehicles and one vehicle with a decal. Requests for more than one decal per address must be reviewed and approved by the Board of Directors on a case-by-case basis and additional fees will apply;
7. Shelving or other garage modifications which interfere with the parking of vehicles do not support the issuance of a Common Area Parking Decal;
8. Commercial or Recreational vehicles may not be counted as a legitimately garaged vehicle, thus displacing a third vehicle into the Common Area and requiring a decal for that third vehicle;
9. Common Area Parking Decals are non-transferable. All decals are issued to a specific vehicle. If you change vehicles, you must contact the association's decal administrator to have a new decal issued. The old decal will be revoked;
10. Vehicles which are unlicensed or out of license will not be considered as legitimately garaged vehicles;
11. Vehicles that do NOT fit in the garage due to their size may be eligible for a Common Area Parking Decal on the condition that a garage inspection is conducted by the association's onsite patrol company to verify the subject vehicle is indeed oversize and cannot be safely parked in the garage (An additional fee of Thirty Dollars (\$30) applies, paid directly to the onsite patrol company via cash only).
12. Vehicles belonging to someone with a valid handicap placard that are requesting a variance to park on the street will be required to submit the following documentation showing that they are the registered driver of said vehicle with current placard. There will be no application fee charged to residents with a valid handicap placard.
  - a. DMV handicap placard registration
  - b. Drivers license of the handicap placard registrant
  - c. Copy of the actual handicap placard hanging in the car
  - d. Information on the car the handicap placard will be assigned to (i.e. Make, Model, Color, License Plate No.) as a decal must be assigned to one car only. And photots of all sides of said vehicle.

#### **OBTAINING A COMMON AREA PARKING DECAL**

Residents must provide proof (copy of vehicle registrations) that they have qualified vehicles in their garage(s) prior to being issued a Common Area Parking Decal, which would allow a vehicle to be parked in the Common Area on the street or in a parking lot within the community. In other words, those units with a single-car garage must provide copies of two qualified vehicle registrations and those with two car garages or two dual-garages must provide copies of three qualified registrations as well as a completed Common Area Parking Decal application.

Common Area Parking Decals will only be issued when the resident provides the following information:

1. A completed Common Area Parking Decal application (see last page of this document);
2. Proof the applicant lives on-site:
  - a. Current vehicle registration showing resident's name and address on-site;
  - b. A valid California driver license showing on-site address. Other items, such as a utility bill (i.e. The Gas Company or LADWP), may be allowed if resident is in the process of changing their address on their driver license.
3. Proof the vehicle(s) belong to the resident or they have care, custody and control of the vehicle. Registrations with off-site addresses will be accepted if supporting documents showing reason for off-site address is supplied. An example would be a company vehicle. Example of evidence of ownership are:
  - a. Current vehicle registration showing resident's name and address;
  - b. Letter on company letterhead showing resident's name and authority to have care, custody and control of vehicle;
  - c. A notarized letter from the registered owner of vehicle explaining why the resident has a vehicle not registered to the resident. For example: A letter from a grandparent authorizing a grandchild to use their car.
  - d. For recently purchased new or used vehicles, a copy of the top of the sales contract (yellow) showing:
    - i. Resident's name and on-site address;
    - ii. Vehicle license plate (preferred);
    - iii. Temporary paper license plate number
  - e. Active duty military with out-of-state registration (not Reservist);
  - f. Full time student with out-of-state registration;
  - g. Out-of-state registration does not constitute current registration unless 3e or 3f apply.
4. A unique number attached to the vehicle;
  - a. License plate number;
  - b. Temporary paper license plate number.
5. Designation of which vehicle will be issued a Common Area Parking Decal;

6. Photographs of all vehicles registered to the property. Photographs must show two vehicles parked in the garage. Photographs must show the front, rear and both sides of the vehicle. Photographs showing only the vehicle license plate will be rejected.
7. Parking decals will be issued only to unit owners who are current (as defined by the Board of Directors) in assessments, late fees, and all other financial obligations to the association. Only association members in good standing are eligible to receive a Common Area Parking Decal.
8. The Annual Fee of Fifty Dollars (\$50).

#### **VEHICLES WHICH DO NOT QUALIFY AS GARAGED VEHICLES**

In determining whether or not a decal may be issued, the following vehicle types are NOT acceptable as legitimately garaged vehicles:

- Motorcycles;
- Vehicles out of current registration;
- Vehicles which are registered but not street legal (off-road vehicles);
- Commercial vehicles (see definition in this document);
- Recreational vehicles (see definition in this document);
- Vehicles with current registration but registered as non-operating;
- Out-of-state registered vehicles except as noted in 3e and 3f above;
- Vehicles with off-site addresses.

#### **VEHICLES REGISTERED WITH OFF-SITE ADDRESSES**

The association's patrol company will accept registrations with off-site addresses if supporting documents show the reason for off-site address, for example:

1. Company vehicle;
2. Contract with other supporting documents for a caregiver, nurse, etc.;
3. Statement that the vehicle's owner is soon to be a permanent resident.

#### **OVERSIZE VEHICLES**

The association requires a garage inspection for all cases where the resident contends the subject vehicle does not fit safely into the garage. **The association's onsite patrol company will provide a garage inspection for \$30.00 (Thirty Dollars) per inspection. This fee is in addition to the application fee noted above.** If a garage inspection is required, the association's decal administrator will contact the resident. The resident will then need to make an appointment with the onsite patrol company for the garage inspection. Make sure the correct contact information is noted on the application. **The resident will pay the association's onsite patrol company the garage inspection fee, in cash, at the time of the inspection.** Please note the following conditions:

1. The fee for the appointment is due whether or not 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 decal.

#### **IMMEDIATE TOW**

Vehicles parked in the following areas will be towed immediately (without warning) at the owner's expense:

- Fire lanes / Red zones;
- Blocking a garage /Alleyways (all Alleyways are considered Fire lanes);
- Blocking any ingress or egress to or from the community;
- Vehicles presenting a safety hazard;
- Vehicles parked in a handicap stall without a DMV issued handicap placard;
- Vehicles with a Common Area Parking Decal, but have been modified after the original application was submitted.
- Vehicles displaying a voided/stolen/lost Common Area Parking Decal.
- Vehicles displaying a Common Area Parking Decal not assigned to said vehicle.
- Vehicles parked against the flow of traffic.

#### **SAFELISTING**

A safelist is a short-term parking variance, allowing guests vehicles to be parked in the common area (streets and parking lots) between certain time frames. This also limits the number of days that any guest can park in the community.

Guests vehicles must be safelisted, if parked in the Common Area, between the hours of 10:00 P.M. and 6:00 A.M. (Overnight). Safelisting can only be done by contacting the onsite patrol company BEFORE 10 P.M..

**If you have a guest staying past 12:00 A.M. (Midnight), you must place their vehicle on the safelist by calling the association's patrol dispatch BEFORE 10 P.M..**

**Vehicles that are found parked in the Common Area between 12:00 A.M. (Midnight) and 6:00 A.M. (Overnight) and do not have a Common Area Parking Decal or are not on the safelist will be cited two (2) times and then towed, at the vehicle owner's expense, on the third time found in violation.**

Guests are allowed a maximum of ten (10) overnights in a sixty (60) day rolling window. If your guest is staying longer than the maximum allowed days, you must request a variance through the Board of Directors by writing to the association's property management company. Please make sure to give yourself at least ten (10) days to get a response to your request. Last minute requests will not be granted.

**PARKING RULES & REGULATIONS:** All residents are responsible for their tenants and guests.  
Enforcement Procedures of Parking Rules:

1. Vehicles may NOT be parked in a Fire Lane. A Fire Lane is distinguished by:
  - Marked Red Zones
  - Within 15-feet of a fire hydrant
  - Alleyways
  - Fire Gate on Ghiberti Way at Cul-de-sac facing Porter Ranch Drive
  - Fire Gate on Amalfi Way at Livorno Way facing Mason Avenue

***Vehicles parked in a Fire Lane will be towed IMMEDIATELY without prior notification. This violation may be enforced 24-hours per day.***

2. Vehicles may NOT be parked in the Common Area (streets and parking lots) without a Common Area Parking Decal or without being Safelisted during the hours of 12:00 A.M. (Midnight) and 6:00 A.M. (Overnight).
  - A Safelist may be obtained by contacting the association's patrol company before 10 P.M..
  - Common Area Parking Decals are issued by Archon Protection. Decals must be displayed visibly on the outside, back windshield, lower driver's side corner of the vehicle. Decals must be affixed permanently to the window. Decals placed on a hanger, postcard, etc. will be deemed fraudulent and the vehicle will be subject to tow.
  - Resident vehicles are eligible for four (4) safe lists without the prior variance approval of the Board of Directors in a 30-day period. If you require more than the maximum allowed days, you must request a variance through the Board of Directors by writing to the association's property management company. Please make sure to give yourself at least ten (10) days to get a response to your request. Last minute requests will not be granted.

***Vehicles parked in the Common Area (streets and parking lots) without a decal or without being safelisted will be towed on the third time found in violation after two (2) citations have been issued.***

3. Recreational vehicles may NOT be parked anywhere on-site between 10 P.M. and 6 A.M.. A recreational vehicle is described, but not limited to:
  - Motor homes
  - Personal watercraft
  - Trailers of any type
  - Unlicensed vehicles
  - Boats
  - Aircrafts
  - Cab-over campers
  - Camper vans
  - Vehicles licensed for off-road use only

***Recreational vehicles parked on-site will be towed on the second time found in violation after one (1) citation has been issued.***

4. Commercial vehicles may NOT be parked anywhere on-site between 10 P.M. and 6 A.M. A commercial vehicle is distinguished by any of the following attributes:
  - Logos
  - Company Names
  - Telephone Numbers

- Racks
- Ladders
- Tool Boxes
- More than two axles
- Vans or buses designed to carry more than 10 persons
- Website addresses
- External tool boxes
- Truck beds containing tools and/or work materials
- Stake-bed trucks
- Tank trucks
- Dump trucks
- Step vans
- Cargo vans
- Pick-up trucks with camper shells
- Concrete trucks
- Limousines
- Trailers of any type
- Vehicles not intended for the transportation of persons

***Commercial vehicles parked on-site will be towed on the second time found in violation after one (1) citation has been issued.***

5. Vehicles may NOT be parked in the same location continuously, WITHOUT MOVING, for more than 72-hours.
  - If you know your vehicle will be parked in the Common Area for longer than 72-hours, you should safelist your vehicle so it will not be in violation and subject to tow. For example, if you will be out of town and your vehicle will be left parked in the Common Area (streets or parking lots); you should safelist your vehicle for the duration of your vacation with the onsite patrol team. Proof of your vacation, such as an airline ticket showing the travel dates, will be required.
  - If you need a safelist for longer than 14-days within a 60-day window, you must request an extension or variance through the association's property management company. Make sure to allow a minimum of ten (10) days to get a response.

***Vehicles parked in the same location continuously, WITHOUT MOVING, for more than 72-hours may be towed 72-hours after initially found in violation. This violation can be enforced 24-hours per day.***

6. Residents OR Guests may NOT conduct repairs or maintenance on vehicles in the Common Area.

***Vehicles under repair or maintenance will be towed on the second time found in violation after one (1) citation has been issued. This violation can be enforced 24-hours per day. THIS RULE APPLIES TO COMMERCIAL VEHICLE CLEANING COMPANIES FOUND WORKING WITHIN THE COMMUNITY.***

7. Vehicles may be covered with temporary car covers provided the cover is in good condition. Vehicles using car covers may be treated as Stored Vehicles and subject to the same 72-hours rules as noted in item 5 above. The vehicles license plate must be clearly marked on the car cover to properly identify the vehicle being covered.

***Vehicles parked using a car cover for more than 72-hours may be towed 72-hours after initially found in violation. This violation can be enforced 24-hours per day.***

8. Fraudulent or Unauthorized use of a Common Area Parking Decal may result in the immediate tow of a vehicle, at the owner's expense. Vehicles found to be displaying a fraudulent decal will be towed on the second time found in violation after one (1) citation has been issued. This violation can be enforced 24-hours per day.

Fraudulent decals are defined as follows:

- Decal being displayed on vehicle it is not assigned to;
- Decal being displayed on vehicle it is not properly affixed to;
- Decal being displayed on vehicle that has been revoked;
- Decal being displayed on vehicle after it has been reported stolen or lost.

9. Altering/Modifying A Vehicle

- Any vehicle found to have been altered or modified after submitting an application for a Common Area Parking Decal may be towed, at the owner's expense. If the association's onsite patrol company finds a vehicle with a valid Common Area

Parking Decal, but the vehicle has been altered and is now considered a Commercial or Recreational vehicle, the officer will review the photographs submitted with the original application. If the photographs confirm a vehicle has been altered, modified, etc., that vehicle will be towed on the second time found in violation after one (1) citation has been issued. This violation can be enforced 24-hours per day.

#### 10. Proper Street Parking

- Any vehicle found parked more than 18-inches away from the curb will be found in violation after one (1) citation has been issued. This violation can be enforced 24-hours per day. California vehicle code 22502 (a) says “...a vehicle stopped or parked upon a roadway where there are adjacent curbs shall be stopped or parked with the right-hand wheels of the vehicle parallel with and within 18-inches of the right-hand curb, except that a motorcycle shall be parked with at least one wheel or fender touching the right-hand curb.”
- Vehicles must be parked facing the direction of the flow of traffic.

#### 11. Assessment Accounts

- Residents assessment account must be paid to date with no outstanding balance. In the event a residents assessment account becomes delinquent, at any time throughout the year, the resident will be called to a hearing before the Board of Directors. After such hearing, any decal assigned to resident’s address may be immediately revoked.

#### 12. Variances

- The Board of Directors reserves the right to review any application on a case-by-case basis. **THE BOARD OF DIRECTORS RESERVES THE RIGHT TO MAKE THE FINAL DECISION ON ANY PARKING RELATED MATTER.**

#### 13. Disputes or Discrepancies

- If you feel that your vehicle has been cited in error, you must contact the association’s onsite patrol company immediately. Failure to do so may result in your vehicle being towed, at your expense. The association does not reimburse vehicle owners for any towing charges and fees.

#### 14. Storage and Trash Bins

- Storage and Trash Bins are not permitted in the Common Area throughout the community without prior approval by the Board of Directors. If you require the use of a storage or trash bin, you must request permission, in writing to the Board, by contacting the association’s property management company. If your request is approved, you will receive confirmation. Failure to receive prior approval will result in the storage or trash bin being removed from the community, at the owner’s expense. **STORAGE AND TRASH BINS MAY NEVER BE PLACED IN ANY ALLEYWAY, STORAGE AND TRASH BINS PLACED IN ANY ALLEYWAY WILL BE REMOVED IMMEDIATELY, WITHOUT PRIOR NOTICE, AT THE OWNER’S EXPENSE.**

Request shall include the following information:

- a. Type of bin being placed in the Common Area (i.e. Storage or Trash);
- b. Reason for bin being placed in the Common Area (i.e. Moving, Remodeling, etc.);
- c. Dates for which bin will be placed in the Common Area (i.e. 01/01/2000 – 01/05/2000);
- d. Location for which bin will be placed in the Common Area (i.e. In Front of 20080 Livorno Way);
- e. Contact Information (i.e. Sally Smith, (818) 555-8888).

#### 15. Entry Gate Systems

- Both entrances to the community have a high-tech signal light entry system with barrier arms and spikes. All owners have previously been advised on the proper instructions on entering the community. In the event a resident, guest or tenant has damage to their vehicle due to a malfunction of the gate system, a claim form must be submitted to the association’s property management company within three (3) days of said incident. Any claim submitted after three (3) days will be automatically denied. Once a claim has been submitted, the association will review video camera footage of the incident. If it is determined that a resident, guest or tenant has filed a false claim and was at fault, the owner of the property will be called to a hearing before the Board of Directors and may be fined (minimum \$250) and responsible for any damages to the gate entry system. Please make sure you know exactly how to use the entry gate system and remember only one vehicle per solid green light.

#### 16. Speed Limit

- The speed limit on all Tuscany at Porter Ranch streets is 25 MPH. Residents found to be exceeding the speed limit inside the community are subject to a call to hearing and fine in accordance with the Association’s enforcement policy for each violation recorded.



## 2020 COMMON AREA PARKING DECAL APPLICATION

All items on this application must be completed in full. Failure to complete every line of this form will result in denial of the application. Any untruthful statements will result in the forfeiture of parking privileges. Applications will be matched with the association's property management company's current listing of residents records. If the name(s) on this application does not match, you will be required to show documentation of ownership. The application fee of \$50 and required photographs must also be submitted with this application before it can be reviewed. **Residents that submit incomplete applications will have 10 calendar days to complete their submission upon request of additional documentation by Archon Protection. Safelists of the vehicles pending a parking decal will only be extended for 10 days to complete your submission. Additional days will not be granted. Failure to do so will result in forfeiture of your \$50 fee and your application will be denied.**

Resident Name: \_\_\_\_\_

Check One Box:

Owner

☐

Tenant

☐

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

I/we have (circle one) a (2) two-car garage

(1) one-car garage

(2) two-one car garages

Home Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Cell Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

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

### 1. The following vehicles will be parked in my garage(s):

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

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

### 2. The following are licensed drivers in my household:

Name: \_\_\_\_\_ CDL: \_\_\_\_\_

Name: \_\_\_\_\_ CDL: \_\_\_\_\_

Name: \_\_\_\_\_ CDL: \_\_\_\_\_

### 3. I am requesting a Common Area Parking Decal for the following vehicle:

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 the terms and provisions set forth on this application and the attached Parking Rules and Regulations agreements document. The undersigned owner further acknowledges that they have read and understood 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. I have included the annual fee and photographs, as required to this application. **IF THIS APPLICATION IS BEING COMPLETED BY A TENANT, THE OWNER ON TITLE OF THE PROPERTY MUST PROVIDE A LETTER TO THE BOARD STATING THEY HAVE RECEIVED A COPY OF THE APPLICATION AND AGREED TO ADHERE TO THE ASSOCIATION'S PARKING RULES AND REGULATIONS. THIS LETTER IS MANDATORY. Submitting false information may result in a fine of \$250.00.***

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

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

**COMMON AREA PARKING DECAL APPLICATIONS MAY BE SUBMITTED TO ARCHON PROTECTION VIA U.S. MAIL ONLY**

**ARCHON PROTECTION** – 1500 Palma Drive, Suite 130, Ventura CA 93003 – ATTN: Jennifer Liwanag  
[www.TuscanyPorterRanch.org](http://www.TuscanyPorterRanch.org) – Twitter @tuscanyhoa



## APPLICATION CHECKLIST

- ☐ You have read and understand all of the Parking Rules and Regulations.
- ☐ You have fully completed the Common Area Parking Decal application.
- ☐ You have submitted proof that you live on-site (see the Parking Rules and Regulations for required documentation) – along with the following:
  - a. Copies of all drivers licenses of licensed drivers living in the household;
  - b. Copies of all vehicle registrations for vehicles listed on the application.
    - i. If any vehicle is not registered to the property address where it will be parked, you must provide documentation as to why the vehicle is not registered to that address (see the Parking Rules and Regulations for more information);
    - ii. If the vehicle is not registered to any of the licensed drivers living at the property address, you must provide documentation as to why the vehicle is not registered to a licensed driver living at the property address (see the Parking Rules and Regulations for more information);
    - iii. TENANTS ONLY: If you are not the owner of the property, you must provide a signed letter from the homeowner authorizing you to receive a Common Area Parking Decal.
- ☐ Photographs of the front, rear and both sides of all vehicles on the application are required as well as photos of the vehicles that will be parked in the garage, in the garage.
- ☐ A check for the application fee made payable to Tuscany at Porter Ranch Community Association (see the Parking Rules and Regulations for fee amounts).
- ☐ If this application is for an overside vehicle that does not fit in your garage, check this box. An employee from the Association's patrol company will contact you to schedule a garage inspection appointment. The garage inspection is required and costs an additional fee (see the Parking Rules and Regulations for free amounts and more information).

**PLEASE MAIL THIS COMPLETED 2-PAGE APPLICATION, ALONG WITH ALL REQUIRED DOCUMENTS, AND FEES TO:**



**Archon Protection**  
 1500 Palma Drive, Suite 130, Ventura, CA 93003