

# WESTPARK LAS PALMAS HOMEOWNERS ASSOCIATION

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## 2025 Parking Permit Application

### **DEAR WESTPARK LAS PALMAS RESIDENTS:**

Westpark Las Palmas HOA will begin issuing 2025 Parking Permits to help enforce our parking regulations. We have continued our contract with Courtesy Patrol Specialists (CPS) as our Patrol Company. They will be responsible for enforcing parking rules and regulations, tracking, and issuing parking permits, issuing citations, and initiating towing of vehicles.

As of January 1, 2025, all previously issued permits will expire and become invalid and any vehicle who does not renew their permit will be subject to citing and/or towing at the vehicle owner's expense. CPS will be issuing decals that will need to be affixed to the vehicle. The renewal process will occur on an annual basis at the beginning of December, to ensure everyone has their new permits by the following year. Permits will be valid from January 1<sup>st</sup> – December 31<sup>st</sup>. All permits must be renewed annually, no exceptions.

### **How Does This Program Work?**

All open parking is considered Common Area Parking. Residents MAY NOT park in Common Area Parking unless PROPERLY displaying a valid permit. All residents have a two-vehicle garage and some also have a driveway. Those with only a two-vehicle garage shall ensure the garage is being utilized to its maximum designed capacity for the parking of vehicles, before a parking permit can be issued. A parking permit may be issued to a properly registered and authorized vehicle.

- Any resident/guest vehicle parked in the common area parking without a proper parking permit/safelist will be cited and/or towed at the vehicle owner's expense.
- Any vehicle parked in a common area for 72 hours is considered STORED and subject to cite and tow at the vehicle owner's expense. Vehicles displaying a permit or safelisted are NOT exempt.
- The Association makes no guarantee of the availability of parking in the Westpark Las Palmas community. Common Area parking is first come, first serve.

### **Which Vehicle Needs A Permit?**

All resident vehicles parked in common area parking need to display a valid permit decal. Garage vehicles, although registered, do not require a permit to be affixed to them. Unpermitted resident vehicles will be subject to fines, citations, and/or tow, at the vehicle owner's expense. The procedures for obtaining a permit are described later in this document.

### **What Is The Cost For The Permit?**

Permits are issued at the cost of \$197.00, check or money order only, and need to be payable to **Westpark Las Palmas HOA**. Maximum of 1 permit per household without a driveway, if qualified.

Permits need to be renewed annually. Valid from January 1<sup>st</sup> – December 31<sup>st</sup>.  
Replacement decals will be issued at a fee of \$25.00 payable to Courtesy Patrol Specialists.

**The following information is an overview of the Parking Program:**

- Vehicles will be cited and towed at the vehicle owners expense depending on the infraction, some vehicles can and will be towed immediately without prior notification.
- Immediate towing will result from the following parking infractions:
  - Parking in any marked red zones
  - Any place not designated as a parking space.
  - Blocking fire hydrant
- Common area parking consists of all marked parking spaces in any area of the community, as well as all street and curbside parking. For overnight guests who will be parked in the community, residents may safelist their vehicle. Each household may safe list up to ten (10) times in a 90-day rolling window. Safelisting is done by contacting Courtesy Patrol Specialists by calling (714) 669-2736 or visiting the website [www.courtesypatrolspecialists.com](http://www.courtesypatrolspecialists.com). Confirmation of the safelisted vehicle will be given.
- The parking Rules & Regulations are enforced at all times of the day and night, and at no time are residents allowed to park in the common area without a valid permit.
- For detailed parking enforcement, please refer to your Rules & Regulations or contact our Property Management Company for a copy of the rules.

**NOTES AND PROCEDURES:**

1. Parking Permits will only be issued when the resident has provided information (found on Parking Permit Application) indicating which vehicles will be parked within the community, including those parked in their garage.
2. Parking spaces and parking on all streets always require a parking permit on ALL vehicles.
3. Residents may obtain up to **ONE** parking decal based on the following criteria:  
(A copy of all current vehicle registrations, including garaged vehicles must be submitted.)
  - I. Completed application.
  - II. Copies of current vehicle registrations showing resident name and onsite address for **ALL** vehicles, including those parked in a garage.
    - a. If company owned: Letter on company letterhead showing resident's name and authority to have care, custody, and control of vehicle along with copy of the current registration.
    - b. If the vehicle is brand new and no license plate has been received from DMV: provide a copy of temporary registration or copy of the top portion of the sales contract. Approved vehicles without a license plate will be issued a temporary variance (max 3 months) until they obtain plates.
  - III. Copies of **ALL** permanent driver licenses registered to the onsite address in Westpark Las Palmas. There must be a one-to-one ratio between licensed drivers in a household and vehicles registered to the household. Temporary (paper) license will not be accepted.

**\* CHANGE OF ADDRESS PRINT OUTS WILL NOT BE ACCEPTED FOR EITHER, VEHICLE REGISTRATIONS OR DRIVER LICENSES \***

IV. A check/money order (NO CASH) made payable to Westpark Las Palmas in the amount of \$197.00. This is the fee for the annual decal permit.

**Note:** All fees for first-time permit requests, issued after the initial renewal period for each year, will be pro-rated at an amount of \$16.50 per month.

V. All residents requesting a parking permit must adhere to a garage inspection. Garage inspections are performed at the cost of \$50 payable to Courtesy Patrol Specialists, due at the time of the inspection. (Check or money order only)

**\*\*Please note the following criteria for garage inspections\*\***

- a. The fee for the appointment is due whether the vehicle passes or not.
- b. The HOA requires the vehicle fit safely in the garage, not necessarily comfortably.
- c. Garages which have been modified to preclude the safe parking of the vehicle will be denied a parking permit. i.e., built in cabinets, shelves, &/or storage, etc.
- d. All vehicles must be present during the inspection.
- e. Garage inspection cancellations must be given within 24 hours' notice from the scheduled date or an additional cancellation fee of \$25.00 will be applied.

VI. Units with a driveway must park their vehicles in their garage or driveway. No permit will be issued for vehicles, oversized or regular, to those with a driveway.

VII. Two (2) motorcycles, regardless of size, are considered as 1 garage vehicle.

**Landlords are responsible for notifying their tenants of the parking rules and permit program.**

**In determining whether a permit may be issued, the following vehicle types are NOT acceptable as garage vehicles:**

- Vehicles out of current registration
- Vehicles with current registration but registered to an off-site address.
- Vehicles with current registration but registered as non-operating.
- Vehicles with temporary or out of state registrations
- 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.)

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

Commercial vehicles include, but are not limited to vehicles having any of the following attributes:

1. Racks
2. Ladders
3. Toolboxes
4. Over ¾ ton
5. More than two axles
6. Vans or buses designed to carry more than 10 persons & Limousines.
7. Logos, Company Names, Contact Info

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

Recreational vehicles include, but are not limited to vehicles having any of the following attributes:

1. Motor homes
2. Trailers of all types
3. Cab-over campers and camper shells
4. Boats and personal watercraft
5. Unlicensed or off-road vehicles
6. Aircraft

**In Conclusion**, please trust that your Board of Directors, the Property Manager, and COURTESY PATROL SPECIALISTS have worked diligently to make it as simple and effective a program as possible. The Board of Directors' authority and obligation of enforcement of this procedure and all the rules are derived from the Covenants, Conditions and Restrictions (CC&R's). To this end, the Board of Directors has approved the parking amendments as written above.

**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. Westpark Las Palmas Homeowners Association or COURTESY PATROL SPECIALISTS will not be responsible should any vehicle be towed for violation of this Policy, whether a notice or citation was received on the vehicle.

**In order to apply for an open parking permit, please complete the attached permit application and submit to:**

Postal Mail: Courtesy Patrol Specialists, Inc.  
Attn: Permit Dept. – Westpark Las Palmas  
17731 Irvine Blvd Ste. 116  
Tustin, CA 92780

Email: [admin@courtesypatrols.com](mailto:admin@courtesypatrols.com) (recommended for faster processing – please include your address on the subject line)

# WESTPARK LAS PALMAS HOMEOWNERS ASSOCIATION

## 2025 PARKING PERMIT APPLICATION

All items in this application must be completed in full (if applicable). Any untruthful statements made on this application will result in forfeiture of parking privileges. **Copies of DMV registrations and driver licenses for each vehicle reflecting an onsite address are required** to be submitted with all Parking Permit Applications. Submit all documents to [Admin@CourtesyPatrols.com](mailto:Admin@CourtesyPatrols.com)

Name: \_\_\_\_\_ Check One: [ ] Owner [ ] Tenant  
Address: \_\_\_\_\_ Irvine, CA 92614  
Phone Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_

I attest that the following vehicle(s) will be parked in my garage at all times.

Lic. Plate \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_ Color \_\_\_\_\_ Yr. \_\_\_\_\_

Lic. Plate \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_ Color \_\_\_\_\_ Yr. \_\_\_\_\_

I hereby request a parking permit for the following vehicle:

Lic. Plate \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_ Color \_\_\_\_\_ Yr. \_\_\_\_\_

The undersigned Residents do hereby attest that the statements made on this application are true and accurate and agree to be bound by all the terms and provisions set forth on this Application. The undersigned Owner further acknowledges that they have read and understand all 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.

**I represent that I reside at the Westpark Las Palmas address listed above: (names and signatures of the three registered drivers living in the unit)**

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

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

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

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