

November 15, 2025

**Re: Sundance Homeowners Association: 2026 Parking Permit Renewal**

Dear Homeowner:

New 2026 parking permits become effective **January 15, 2026**. All vehicles that will require a permit for parking in the community **must re-register with Patrol One**, the service that has been contracted by the Association to manage the parking program in the community. As a reminder, parking permits are required, for those who are eligible to park a vehicle outside of the garage. The Association renews parking permits yearly.

This process requires those residents with existing permits to **re-apply**. Permit parking has an annual fee of \$25 per month for the first approved permit; \$40 for the second permit; and \$60 for a third. Requests for more than one parking permit per address will require Board approval; visual garage inspections relating to any permit application may be required. Patrol One oversees the program and will be able to assist you in the renewal process. Therefore, please contact **Patrol One at 714-541-0999, or [permits@patrol-one.com](mailto:permits@patrol-one.com)**.

Be advised that **after January 15, 2026**, the previously issued parking permits will be null and void. *Use of the previous permit can result in ticketing and tow of your vehicle from the community at the vehicle owner's expense.* All vehicles parked in the common area overnight must show a current parking permit or a safe-list confirmation number from Patrol One.

*Resident vehicles with permits are NOT eligible for safe listing. Safe listing is for GUEST vehicles only. Certain circumstances, such as renovations to the unit affecting garage parking, need to be presented to the Board of Directors for special requests for parking. Violators are subject to ticket and tow at the owner's expense.*

Enclosed is a letter from Patrol One that explains the program and their safe-listing program. You may recall that you previously received a code unique to your address. This code will remain in effect and should be used whenever creating a safe-list for your guest. If you have any questions, please contact me or you may contact Patrol One at 714-541-0999.

*Please do not mail your parking permit application to the Management office. Doing so will delay processing your request. Your anticipated cooperation in this matter is greatly appreciated.*

Sincerely,

The Board of Directors  
**Sundance Homeowners Association**

Enclosure

Dear Sundance Townhomes resident,



It is time for the Association to renew its resident parking permit program, which will begin **January 15, 2026**. Please be advised, residents will be required to send the annual permit application, supporting documentation and fee to Patrol One **prior to this date to avoid towing**. Failure to do so will result in the existing plate permit being invalidated and the vehicle subject to towing. Rules and enforcement parameters are subject to change over time, please confirm with the Board or Management.

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**Resident Vehicles**      1      Resident vehicles must have approved Plate Permits on-file with Patrol One prior to parking in common area parking. Use the attached **Resident Plate Permit Application** to apply for resident Plate Permits.

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2      Garaged and driveway vehicles do not need to be permitted. Any circumstances such as ongoing construction which require a resident vehicle to be parked in guest parking, should be brought to the Board for consideration.

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3      Permitted resident vehicles will be authorized to park in common area parking nightly. The vehicle's license plate number will act as the "permit". **No additional physical permits/decals will be required.**

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**Oversized Vehicles**      4      Upon receipt of a completed application, required vehicle registrations, and permit fee(s), Patrol One will forward your request to the Association for a member of the Board of Directors to conduct the garage inspection.

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5      All vehicles must be present at the time of the inspection.

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**Guest Vehicles**      6      Guest vehicles must have approved Safelists for each night while parked in common area parking. Any circumstances such as ongoing construction which require a resident vehicle to be parked in guest parking, should be brought to the Board for consideration.

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7      See the attached Guest Safelist Instructions for additional details.

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**Enforcement Start Date**      January 15, 2026

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**Enforcement Period**      12:00am - 6:00am daily

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All non-permit/Safelist parking rules will be enforced per the community's parking rules. These rules may change over time, so please refer to your community's **current** parking rules for current definitions.

# Resident (Long Term) Plate Permit Application for Sundance Townhomes

Complete and return this application with **copies of current DMV vehicle registrations showing resident's onsite address**, and applicable permit fee(s) to Patrol One. Approvals/rejections/questions will be emailed to your address below, within 3 business days of our receipt of completed applications/documentation. **Patrol One is allowed to permit one vehicle per household. Additional permit requests must be submitted to the Association directly.**

<b>Number of permits required</b>	<b>1</b>	Number of permanent/resident vehicles	_____
		Number of garage and driveway (if applicable) parking spaces.	_____
	<b>2</b>	<b>Patrol One will have a list of units with driveways.</b>	-
	<b>3</b>	Subtract line 2 from line 1. This is the number of Plate Permits you must apply for (max: 1).	=

If **Line 3** above is greater than zero, you must complete and submit the below form, and receive approval **prior** to parking vehicles in common area parking. A maximum of **ONE (1)** Plate Permit may be issued to each unit. **Requests for more than one permit will need Board approval. Residents must contact the Association directly to request approval. If approved, registration copies and payment are required.**

<b>Garage / Driveway Vehicles</b>	<b>4</b>	Make _____ Model _____ Color _____ Lic. Plate _____
	<b>4a</b>	<input type="checkbox"/> Copy of onsite DMV vehicle registration <input type="checkbox"/> Proof of Insurance all resident vehicles
	<b>5</b>	Make _____ Model _____ Color _____ Lic. Plate _____
	<b>5a</b>	<input type="checkbox"/> Copy of onsite DMV vehicle registration <input type="checkbox"/> Proof of Insurance all resident vehicles
Must equal the number on line 2 above	<b>6</b>	Make _____ Model _____ Color _____ Lic. Plate _____
	<b>6a</b>	<input type="checkbox"/> Copy of onsite DMV vehicle registration <input type="checkbox"/> Proof of Insurance all resident vehicles
	<b>7</b>	Make _____ Model _____ Color _____ Lic. Plate _____
	<b>7a</b>	<input type="checkbox"/> Copy of onsite DMV vehicle registration <input type="checkbox"/> Proof of Insurance all resident vehicles

<b>Plate Permit Requests</b>	<b>8</b>	Make _____ Model _____ Color _____ Lic. Plate _____
	<b>8a</b>	<input type="checkbox"/> Copy of on-site DMV vehicle registration <input type="checkbox"/> \$300 (fee prorated at \$25 monthly) <input type="checkbox"/> Oversized? (G.I will be done by HOA)
	<b>9</b>	Make _____ Model _____ Color _____ Lic. Plate _____
Must not exceed the number on line 3 above	<b>9a</b>	<input type="checkbox"/> \$480 (fee prorated at \$40 monthly) need HOA approval <input type="checkbox"/> Oversized? (G.I will be done by HOA)
	<b>10</b>	Make _____ Model _____ Color _____ Lic. Plate _____
	<b>10a</b>	<input type="checkbox"/> \$720 (fee prorated at \$60 monthly) need HOA approval <input type="checkbox"/> Oversized? (G.I will be done by HOA)

<b>Resident Info</b>	<b>11</b>	Unit Owner name	_____
	<b>12</b>	Resident name (if different from owner)	_____
	<b>13</b>	Resident e-mail address	_____
	<b>14</b>	On-site address	_____
	<b>15</b>	Day phone number	_____
	<b>16</b>	Evening phone number	_____

<b>Return</b>	<b>Mail</b>	Patrol One 3090 Bristol Street, Suite 270 Costa Mesa, CA 92626	<b>Email</b>	permits@patrol-one.com

## Temporary Guest (Short Term) Safelist Instructions

Guest vehicles must have approved Safelists for each, and every night parked in common area parking. Follow **one** of the methods below to Safelist a guest vehicle.

Each on-site address is allocated **20 Safelists**. A Safelist represents a single approved overnight stay for a single vehicle on a single date. Safelist may be used for a single vehicle over multiple nights, or for multiple vehicles on a single night. Each time a Safelist is used, that specific becomes **Locked** for a period of **90 days** (Lock Duration), before becoming unlocked and eligible for an additional use.

If you have never set up your safelisting profile before, contact Management to get your safelisting activation code. Management may need to “recycle” the address’ profile if there was a prior resident using the profile. Once you have your activation code you can use it on our website, or call into our 24/7 customer service at 714.541.0999, then push “1” to speak to our live operator.

<b>Safelist Profile Setup</b>  First time set up only! You may have previously completed this	<b>1</b>	Obtain your <b>Safelist Profile Activation Code</b> from your manager (you may have already previously set up your safelisting profile). This step is only required once.
	<b>2</b>	Visit <a href="http://www.patrol-one.com">www.patrol-one.com</a>
	<b>3</b>	Click the blue <b>Safelisting</b> button on the home page
	<b>4</b>	Click the <b>Create/Activate</b> button in the blue bar at the top right
	<b>5</b>	Enter your <b>Profile Activation Code</b> , then click the <b>Activate</b> button
	<b>6</b>	Complete the <b>Resident Profile Information</b> section, then click the <b>Create</b> button

<b>Logging in to a previously configured Profile</b>	<b>7</b>	Visit <a href="http://www.patrol-one.com">www.patrol-one.com</a>
	<b>8</b>	Click on the blue <b>Safelisting</b> button on the home page
	<b>9</b>	Click the <b>Login</b> button in the blue bar at the top right
	<b>10</b>	Enter the <b>Email address</b> and <b>password</b> used to configure the Profile

<b>Adding guest vehicles to a Profile</b>	<b>11</b>	Enter the desired <b>Vehicle Plate</b> into the <b>Vehicle Information</b> box on the left
	<b>12</b>	Click the <b>Check</b> button
	<b>13</b>	If the vehicle already exists in our system, the vehicle details will appear
	<b>14</b>	If the vehicle is new to our system, enter the <b>Make, Model, and Color</b>
	*	Once entered, vehicles are saved to your Profile, for easy future access

<b>Selecting Safelist Dates</b>	<b>15</b>	Be sure the <b>Property Information, Vehicle Information, and Contact Information</b> sections are complete
	<b>16</b>	Enter a desired Safelist Date (or use the calendar selector) into one of your available/unlocked Safelist Token slots
	<b>17</b>	Continue <b>Step 2</b> above, until you have selected all your desired Safelist overnight dates
	<b>18</b>	Click the <b>Submit</b> button
	<b>19</b>	Confirm the Safelist request information
	<b>20</b>	Print the <b>Safelist Confirmation Number</b> page (optional)

Please take note of any parking violations listed on your **Safelist Activation Document** that are not covered by Safelisting. Those violations **will** be enforced per the parking rules, **even if the vehicle has a valid Safelist**.

Resident vehicles that are part of the permit process are not to be considered for safelisting. Safelisting is to be used only for “guest vehicles”. Any circumstance outside of these guidelines should be directed to the Sundance Board of Directors.

## Resident Plate Permits – Additional Information

Complete and return this application with your vehicle's **current DMV vehicle registration(s) and proof of insurance showing the resident's name and onsite address** to Patrol One. Approvals/rejections/questions will be emailed to the address below, within 3 business days of our receipt of completed applications/documentation.

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### Fees

Your community imposes fees for each plate permit issued. Here are the associated fees for each permit issued:

- First permit: \$300 (fee is prorated at \$25 monthly for the remainder of the year)
- Upon approval from the Association- Second permit: \$480 (fee is prorated at \$40 monthly for the remainder of the year)
- Upon approval from the Association- Third permit: \$720 (fee is prorated at \$60 monthly for the remainder of the year)

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### Vehicle Information Changes

Any changes to permitted vehicle information must be immediately emailed to [permits@patrol-one.com](mailto:permits@patrol-one.com) to prevent the citing or towing of the new or updated vehicle.

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### Oversized Vehicles

Oversized vehicle Plate Permit applications will **only** be considered if the vehicle does not **safely** (not comfortably) fit into the garage or on the driveway.

Upon receipt of a completed permit application, required vehicle registrations, and permit fee(s), Patrol One will forward your request to the Association for **a member of the Board of Directors to conduct the garage inspection**. All vehicles must be present at the time of the inspection.

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### Company Owned Vehicles

All applications, including company owned vehicles, **MUST be approved by the Board**. Please submit your application to Mgmt.

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### Two-Wheeled Vehicles

Applications that include two-wheeled vehicles must be submitted directly to the Board of Directors for approval.

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### One-Car/Two-Car Garages and Driveways

Patrol One will have a list of all units with two-car garages and driveways.