



**LIDO SANDS COMMUNITY ASSOCIATION**

**PARKING REGULATIONS**

**Version 4.0a**  
Revised 11/16/2011

# Lido Sands Community Association Parking Regulations

(Revised 11/16/2011)

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## **Introduction**

*Lido Sands Community Association residents enjoy the privilege of being able to park on the private streets of Lido Sands, 24 hours a day, year round. As a result of having private streets, not governed by the City of Newport Beach, LSCA must have parking regulations to properly govern its streets.*

*Parking in West Newport is limited because of the highly concentrated multi-unit housing and the proximity to the beach, which has resulted in unauthorized parking on our private streets. Over the years LSCA has implemented a series of measures to mitigate unauthorized parking, which include establishing parking regulations, implementing a vehicle identification process using resident permits and visitor passes, restricting street access, utilizing parking guards and administering a towing policy for unauthorized parked vehicles. Despite these efforts, unauthorized parking occurs and in some cases vehicles of residents and guests have been towed because regulations have not been followed and/or permits and passes have not been properly utilized.*

*The LSCA Board of Directors has revised these LSCA Parking Regulations. The intent of the revised Parking Regulations is to better clarify for the LSCA residents the rules, so that we can maintain our parking enforcement policies. The desired outcome is to enable LSCA residents the privileges of parking on our private community streets, without the congestion of unauthorized vehicles.*

*In an effort to better communicate the rules for parking, we have organized the LSCA Parking Regulations into three parts: (1) a summary of the regulations which sets forth the basic rules in clearly understandable terms with references to the appropriate sections in the regulations; (2) the parking regulations which consist of ten sections; and, (3) the appendices which contain official forms. If there are conflicts between the summary and the parking regulations, the parking regulations will dictate. In reading these regulations, please note that bolded words may denote a reference to a term or concept that is defined in the Definitions section. If, after reading these regulations, you are not clear on any concepts contained within, you are urged to contact the Parking Chairman or any member of the Board for clarification.*

*It is important to remember that it is the LSCA residents make our private parking system work! Parking enforcement and protecting residents from having their vehicles towed is not just the responsibility of the Parking Chairman and the Board. Every resident should contribute to ensure parking is always available and unauthorized parking is eliminated by understanding and complying with these regulations.*

*The Board of Directors*

*November 2011*

### **Summary Description**

This summary sets forth the basic rules in clearly understandable terms, with references to the appropriate sections in the parking regulations, which follow. Please refer to the Definitions (see Section X) for definitions of terms within this text, denoted by bolded words or phrases. If there is a conflict between this summary and the parking regulations, the parking regulations will dictate.

- **Parking regulations are enforceable 24 hours per day 365 days per year;**
- **Passenger vehicles are allowed to park on the private streets within Lido Sands provided they have a current, valid and properly displayed permit or visitor pass, and are not parked in prohibited areas;**  
(see Section I – “Authorized Vehicles” & Section VIII – “Prohibited Parking”)
- **Parking permits are required at all times;**  
(see Section II – “Obtaining Permits and Visitor Passes”)
- **Proper use of the visitor passes is mandatory - it is the Homeowner’s/Resident’s responsibility to know the parking regulations;**  
(see Section II – “Obtaining Permits and Visitor Passes”)
- **Visitor passes must be completed in a permanent manner so as not to be altered in any way by the Homeowner or Authorized Resident and be placed un-obscured on the dashboard;**  
(see Section VII – “Proper Use of Permits and Visitor Passes”)
- **Visitor passes are only valid for three days and expire at midnight of the third day - this means any part of the first day is counted as a full day (see "Three Day Rule" in Definitions, Section X);**  
(see Section VII – “Proper Use of Permits and Visitor Passes”)
- **Recreational vehicles, trailers, large vehicles and commercial vehicles will not be issued decals, and can only park in Lido Sands on a short-term basis - short-term passes are required for these vehicles;**  
(see Section V – “Special Passes”)
- **Painted street curbs follow the same regulations as the City of Newport Beach - painting of street curbs is prohibited;**  
(see Section VI – “Street Curbs”)
- **Towing is an option for unauthorized vehicles - specific procedures must be followed before towing;**  
(see Section III – “Removal of Vehicles”)
- **Storage of vehicles and other objects on the private streets of Lido Sands is prohibited;**  
(see Section IV – “Prohibited Storage of Vehicles and Other Objects”)
- **All vehicles must be moved every three days, even those with valid permits or visitor passes (see "72 Hour Rule" in Definitions, Section X);**  
(see Section IV – “Prohibited Storage of Vehicles and Other Objects”)
- **Parking is prohibited on the Estrada, red painted curbs, or within 15 feet of a fire hydrant;**  
(see Section VIII – “Prohibited Parking”)
- **If your vehicle is towed and you have cause to contest the towing, you may request a post towing hearing with the Board of Directors - burden of proof rests with the vehicle Owner;**  
(see Section IX – “Post Towing Hearing”)
- **In an effort to be as clear as possible, the Parking Regulations have definitions for your reference.**  
(See Section X – “Definitions”)

### **Section I - Authorized Vehicles**

- A. Vehicles, other than those excluded in *Section IV* and *Section V*, are authorized to park on the **Private Streets** in areas otherwise not designated as **Prohibited Parking** in *Section VIII*, as follows:
1. Vehicle owned by an **Authorized Resident** that displays a **Valid Permit**. An **Authorized Resident** is either:
    - a **Homeowner Resident in Good Standing** with LSCA, or
    - a non-**Homeowner Resident in Good Standing** with LSCA who has been pre-authorized by the **Homeowner** landlord (or authorized agent) via the tenant registration process (a “Tenant”) as described in *Section II B*;
  2. Vehicle owned by an **Authorized Resident** that displays a **Valid Visitor Pass**;
  3. Vehicle owned by a guest of an **Authorized Resident** that displays a **Valid Visitor Pass**;
- B. In order for a **Homeowner Permit** or **Tenant Permit** to be considered valid (“**Valid Permit**”) it must:
1. be an official **LSCA** decal issued by the **Parking Chairman** or duly authorized agent of **LSCA**;
  2. be permanently affixed to the inside of the windshield on the lower corner of the driver’s side;
  3. not be expired;
- C. In order for a **Visitor Pass** to be considered a valid (“**Valid Visitor Pass**”) it must:
1. be an official **LSCA** parking pass issued by the **Parking Chairman** or duly authorized agent of **LSCA**;
  2. be completed in its entirety and signed by an **Adult Authorized Resident**;
  3. be completed in its entirety in a permanent manner so as not to be altered or damaged;
  4. be displayed on the driver’s side of the dashboard so that the all the information is clearly visible and readable from a person’s vantage point when standing on the street;
  5. be the only **Visitor Pass** on the dashboard;
  6. not be expired.
- D. Any vehicle not authorized to park on the **Private Streets** pursuant to this section is in violation of these regulations and is subject to removal at the **Owner’s** expense.
- E. See *Section VII - “Proper Use of Permits and Visitor Passes”* for examples of errors, which invalidate **Permits** and/or **Visitor Passes**, subjecting the vehicle to removal at the **Owner’s** expense.

### **Section II - Obtaining Permits and Visitor Passes**

**IT IS THE RESPONSIBILITY OF THE HOMEOWNER AND/OR TENANT TO OBTAIN PARKING PERMITS & VISITOR PASSES IN A TIMELY MANNER AND TO PROPERLY DISPLAY THE PERMIT OR VISITOR PASS ON THEIR VEHICLE PURSUANT TO THESE REGULATIONS.**

A. Homeowner Permits

1. A **Homeowner Resident** may purchase a **Homeowner Permit** by mailing a properly completed “Homeowner Permit Application” form (see *Appendix DI*), with required proof of vehicle ownership & residence information (see #2 below), along with a check for the Permit fees, payable to “LSCA”, to P.O. Box 1373 Newport Beach, CA 92659. A **Homeowner Permit** costs \$10.00 per year, discounted to \$5.00 if purchased after June 30<sup>th</sup>. Allow 2 weeks for processing.

2. In order to properly identify the vehicle, the vehicle's license plate number must be included on the application and copy of the vehicle's registration or title must be submitted with the application. The registration or title must match the **Homeowner's** name and **LSCA** address in order for the **Homeowner Permit** to be issued.
  - a. If the vehicle has been recently purchased, and the registration has not been issued yet, a copy of the sales contract showing **Homeowner** name, **LSCA** address, and VIN (if no license plate has been issued yet) will be acceptable.
  - b. For corporately-owned vehicles assigned to an **Authorized Resident** (e.g., a "company car"), a **Homeowner Permit** can be issued only if an authorization letter is received from the company. The authorization letter must be on company letterhead, be signed by an officer of the company, and state the **Authorized Resident's** name and authority for custody/control of the vehicle.
  - c. Any other exceptions to these documentation requirements must be approved by the Board of Directors ("Board"). To apply for an exception, the **Homeowner** must submit a written request to the **Board** indicating the reasons for allowing the exceptions and the **Board** will review and respond to the request at the next official meeting.
3. A maximum of four **Homeowner Permits** shall be issued per household. Any additional **Homeowner Permits** must be pre-approved by the **Board**. To apply for an additional **Homeowner Permit**, the **Homeowner** can submit a written request to the **Board** indicating the reason for needing additional **Homeowner Permits**. The **Board** will review and respond to the request at the next official meeting. The request must be based on more than convenience, and the determination by the **Board** as to the request is final.
4. In any household where there are **Homeowner Permits** and **Tenant Permits** issued, there can be no more than four permits, combined, outstanding at any time.

#### B. Tenant Permits

1. A non-**Homeowner Resident** must be pre-authorized by the **Homeowner** (or authorized agent) via a "Tenant Parking Registration" form (see Appendix A), in order to obtain a **Tenant Permit**. Once pre-authorized, the **Tenant** may obtain a **Tenant Permit** by mailing a properly completed "Tenant Permit Application" form (see Appendix D2), along with a check for the cost shown on the form, payable to "LSCA", to P.O. Box 1373 Newport Beach, CA 92659. A **Tenant Permit** costs \$10.00 per year, discounted to \$5.00 if purchased after June 30<sup>th</sup>. Allow 2 weeks for processing.
2. Additionally the **Tenant** must submit a copy of the vehicle's registration or title in order to verify that the vehicle belongs to the **Tenant**.
3. A maximum of four **Tenant Permits** shall be issued per **LSCA** home, at any given time. In any household where there are **Homeowner Permits** and **Tenant Permits** issued, there can be no more than four permits, combined, outstanding at any time.
4. An individual ceases to be a **Tenant** upon moving from Lido Sands, and any **Tenant Permits** previously issued to such an individual will immediately be deemed expired, subjecting the vehicle to removal from the **Private Streets** at the **Owner's** expense. The LSCA Patrol Service continuously monitors changes in tenancy status throughout the course of a **Permit** year, subjecting a vehicle displaying and expired **Permit** to removal at the **Owner's** expense, unless otherwise authorized.

#### C. Visitor Passes

**Visitor Passes** are temporary three-day parking passes (see "**Three Day Rule**" in Definitions, Section X) and can be obtained by mailing a "Request for Visitor Passes" form (see Appendix E) to P.O. Box. 1373 Newport Beach, CA 92659. Non-**Homeowner Residents** who have not been pre-authorized by the **Homeowner** (or authorized agent) are not authorized to obtain or sign **Visitor Passes**.

### **Section III - Removal of Vehicles**

- A. **Background.** It is the **Homeowners** that make our parking control system work as they are familiar with the vehicles that are normally parked in their area.

#### **Homeowners are encouraged to exercise care before initiating the removal of a vehicle.**

For example, checking with your neighbors to see if they have guests and have forgotten to display a **Visitor Pass** on the vehicle or have not properly displayed the **Visitor Pass**, subjecting the vehicle to removal. See *Section VII* for a list of errors that can cause a **Visitor Pass** to be invalid, and thus subject the vehicle to removal at the owner's expense.

- B. **Circumstances Permitting Removal.** Vehicles found in violation of these regulations are subject to removal at the Owner's expense.
- C. **Individuals Authorized to Initiate Vehicle Removal.** Only **Adult Authorized Residents** and authorized agents of the **Board of LSCA** may initiate the removal of vehicles.
- D. **Vehicle Removal Process.** The procedure for initiating vehicle removal, which can only be performed by individuals defined in C above, are contained in *Appendix B*.

### **Section IV - Prohibited Storage of Vehicles and Other Objects**

- A. **Vehicle Storage Prohibited.** "Storage" is defined as a vehicle, with or without a **Valid Permit** or **Valid Visitor Pass**, that has not been moved at least 100 feet (2½ house widths) for more than 72 hours (see "**72 Hour Rule**" in Definitions, *Section X*).
1. **Storage** of operative or inoperative vehicles are prohibited on the **Private Streets**, and will subject the vehicle to removal at the **Owner's** expense.
  2. After a vehicle is parked for 72 hours a "Warning Notice" must be attached for at least 48 hours to the vehicle's windshield stating the infraction (see "Warning Notice Form" in *Appendix C*), prior to removal.
  3. Under limited circumstances, the **Parking Chairman** may issue an "Extended Use Pass" which would allow a vehicle with a **Valid Permit** to be parked on the **Private Streets** for a time period that exceeds 72 hours. The **Parking Chairman** will determine if circumstances, as presented by the **Authorized Resident**, warrant the issuance of an "Extended Use Pass", with the option of deferring the decision to the **Board**.
- B. **Rented Trash Bins, Dumpsters, & Storage Boxes.** Rented trash bins, dumpsters, enclosed storage boxes, and the like ("Storage Containers") may be placed on the **Private Streets** adjacent to the house for which it is intended, for a limited time, provided it causes no traffic danger. **Storage Containers** must be made visible during evening hours by use of reflective tape, lights or other means. **Homeowners** renting these **Storage Containers** are responsible for any resultant damage to the **Private Streets**.
- C. **Objects.** Objects other than those defined as **Vehicles** or **Storage Containers** ("Objects") are prohibited on the **Private Streets**, and will be removed at the **Owner's** expense. Examples of **Objects** include, but are not limited to, boats (placed directly on the street), skateboard ramps, and non-wheeled objects.

### **Section V - Special Passes**

- A. **Recreational Vehicles.** **Permits** will not be issued for use on vehicles designed or being used for human habitation ("Recreational Vehicles" or "RV"). However, upon approval of the **Parking Chairman** or **Board**, a special use pass ("**Special Pass**") can be issued, which must be properly displayed (as described in

Section I. A **Special Pass** is intended for exceptional circumstances and to be temporary, and may be revoked at any time. A **Visitor Pass** is not valid for use with **RVs**. Unauthorized parking of **RVs** on the **Private Streets** may result in removal of the **RV** at the **Owner's** expense. **Owners** of **RVs** are responsible for any resultant damage to the **Private Streets**.

- B. Trailers. **Permits** will not be issued for **Trailers** of any kind, either empty or with a load, including boat trailers. However, upon approval of the **Parking Chairman** or **Board**, a **Special Pass** can be issued, which must be properly displayed (as described in Section I.). A **Special Pass** is intended for exceptional circumstances and to be temporary, and may be revoked at any time. A **Visitor Pass** is not valid for use with **Trailers**. Unauthorized parking of **Trailers** on the **Private Streets** may result in removal of the **Trailer** at the **Owner's** expense. **Owners** of **Trailers** are responsible for any resultant damage to the **Private Streets**.
- C. Large Vehicles. **Permits** will not be issued for commercial or non-commercial vehicles rated greater than one ton or in excess of twenty feet in length ("**Large Vehicles**"), which includes but is not limited to cars, sports utility vehicles, trucks or limousines. However, upon approval of the **Parking Chairman** or **Board**, a **Special Pass** can be issued, which must be properly displayed (as described in Section I.). A **Special Pass** is intended for exceptional circumstances and to be temporary, and may be revoked at any time. A **Visitor Pass** is not valid for use with **Large Vehicles**. Unauthorized parking of **Large Vehicles** on the **Private Streets** may result in removal of the **Large Vehicle** at the **Owner's** expense. **Owners** of **Large Vehicles** are responsible for any resultant damage to the **Private Streets**.
- D. Commercial Vehicles. Non-**Resident** owned vehicles of service providers including, but not limited to, those vehicles involved in the delivery of goods, maintenance, household repair, construction, or other normal commerce ("**Commercial Vehicles**"), may be issued a **Visitor Pass**, subject to the provisions in Section I.

## Section VI - Street Curbs

- A. Permission to Change Curb Colors Within LSCA. All authority to paint curbs rests with the **Board**. No **Homeowner** or **Resident** shall modify any curb marking without permission of the **Board**.
- B. Red Curb Violations. Red curbs within **LSCA** comply with applicable city standards, and violations shall result in removal of the vehicle at the **Owner's** expense, plus any civil penalties that might result from violations (see Section VIII - "Prohibited Parking").
- C. White Curbs. The white paint found on some **LSCA** curbs is the result of hiding red curb sections to make the red curbs comply with applicable standards. Consider the white sections as "concrete" colored and therefore legal for parking. White Curbs are not temporary loading zones (denoted by yellow curbs).
- D. Yellow Curbs. Yellow curbs within **LSCA** are designated as "loading zone only" and are for the immediate loading and unloading of passengers and materials only (e.g. party supplies at the **LSCA** Recreation Center).

## Section VII - Proper Use of Permits and Visitor Passes

PARKING REGULATIONS ARE IN FORCE 24 HOURS PER DAY, 365 DAYS PER YEAR.

- A. Proper Completion of Visitor Pass. **Visitor Passes** require the printed **Authorized Resident's** name, address, date and signature of the **Authorized Resident**. An **Authorized Resident** is somebody who has their name on file with the **Parking Chairman** as a **Homeowner** or as a **Tenant** via the tenant registration process (see Section X for definition of **Authorized Resident** and see Appendix A for "Tenant Parking

Registration” form). Only **Adult Residents** can be **Authorized Residents** for the purposes of authorizing and issuing **Visitor Passes**.

1. **Visitor Passes** must be completed in a permanent manner so as not to be altered in any way; otherwise the vehicle can be removed at the **Owner’s** expense;
  2. Non-**Adult** children of **Authorized Residents** are not authorized to sign **Visitor Passes**;
  3. Non-**Homeowner Residents** must be on file with the **Parking Chairman** via the “Tenant Parking Registration” form (see Appendix A) otherwise they are not authorized to sign **Visitor Passes**;
  4. Non-**Homeowner Residents** have the responsibility to determine whether or not the **Homeowner** (or authorized agent) has submitted the **Resident’s** name to **LSCA** by using the “Tenant Parking Registration” form (see Appendix A).
  5. An improperly completed **Visitor Pass** subjects the vehicle to removal at the **Owner’s** expense. If a mistake is made in completing a **Visitor Pass**, discard it and complete another one properly.
- B. Understanding the “Three Day Rule” for Visitor Passes. The “**Three Day Rule**” is not a “**72 Hour Rule**,” because any part of a day counts for a full day (see “Three Day Rule” and “72 Hour Rule” in Definitions, Section X).
- C. Visitor Pass Placement. A **Visitor Pass** must be displayed on the dashboard to the left of the steering wheel so that it is readily visible to anyone standing by the driver’s side of the vehicle’s windshield. If any part of the **Visitor Pass** is obscured in any manner it is invalid, subjecting the vehicle to removal at the **Owner’s** expense.
- D. Examples of invalidated Visitor Passes. Below are examples of how **Visitor Passes** can be invalidated subjecting the vehicle to removal at the **Owner’s** expense:
1. Placing the **Visitor Pass** on the dashboard, but concealing the date, or other information;
  2. Displaying the **Visitor Pass** on the floor or seat of the vehicle, partially obscuring information, or displaying it on the dash upside down;
  3. Pushing the **Visitor Pass** to the extreme bottom of the windshield where some of the information is obscured;
  4. Completing the **Visitor Pass** in a non-permanent manner so that it could later be altered;
  5. Overwriting a previous date on the **Visitor Pass**. If a mistake is made in completing a **Visitor Pass**, discard it and complete another one properly;
  6. **Visitor Pass** is signed by somebody who is not authorized. For example, a non-**Adult** child of the **Authorized Homeowner** or **Authorized Resident**, or an non-**Authorized Resident** (Remember: all **Authorized Homeowners** and **Authorized Residents** are on file with **Parking Chairman**);
  7. **Visitor Pass** is signed by a person who is not a legitimate **Tenant**, or is signed by a guest (authorized signers must be on file with the **Parking Chairman**);
  8. Placing more than one **Visitor Pass** on the dash with the first three days on one pass, then another **Visitor Pass** with the next three consecutive dates, etc ..., extending over weeks. Only one **Visitor Pass** can be displayed at a time.
  9. Placing a **Visitor Pass** with “explanations” on them (without first contacting the **Parking Chairman**).
  10. Placing a **Visitor Pass** on the exterior of the vehicle under the windshield wiper or taped to the windshield.
- E. Parking Permit Violations. Affixing the **Permit** to a backing material for the purpose of using it on multiple vehicles invalidates the **Permit**, subjecting the vehicle to removal at the **Owner’s** expense. Note

that the **Permit's** number must correspond to the license plate number (and other information originally submitted on the "Parking Permit Request" form – see Appendix D1 & Appendix D2). In order to be a **Valid Permit**, one of the requirements (as stated in Section I) is that the **Permit** be permanently affixed on the inside of the windshield at the bottom on the driver's side. Placement in any other manner (e.g. taping) will invalidate the **Permit**, subjecting the vehicle to removal at the **Owner's** expense.

- F. Use of Car Covers. Vehicles parked on the **Private Streets** that have covers placed over them must have provisions for **LSCA** identification. Two methods are allowed: (1) a hole in the cover, with approximate dimensions of 6 inches by 6 inches, can be made so that the **Permit** is clearly visible from a person's vantage point when standing on the street; or (2) the **Permit** number and the vehicle license plate number may be stenciled, in characters at least three inches tall, adjacent to the driver's window.

### **Section VIII - Prohibited Parking**

A vehicle, with or without a **Valid Permit** or **Valid Visitor Pass**, is subject to removal at the **Owner's** expense for the following circumstances:

- A. The **Estrada** - driving, parking, or stopping any vehicle on the **Estrada** for any length of time;
- B. The **Private Streets** – parking on any of the following areas of the **Private Streets**:
1. Red Zones - parking in any red zone, designated by red painted curbs, for any length of time;
  2. Portion of Lido Sands Drive West of Jo Anne Way, next to the highway wall;
  3. Fire Hydrants – parking within 15 feet of a fire hydrant, for any length of time;
- C. Obstructing access in any manner which:
1. Interferes with any of the four **LSCA** streets intersecting River Avenue. This includes those entrances that are closed off by gates. Blocking either the River Avenue side or the **LSCA** side of the gated intersections is prohibited no matter how short the duration. Although gated, these areas are fire lanes for which the Fire Department has keys to be used in an emergency;
  2. Blocks the driveway of a private residence without the permission of the **Residents**, for any length of time no matter how minimal;
  3. Blocks the entrance of any **Estrada** interfacing **LSCA** streets;
- D. Parking anywhere on the **Private Streets**, without a **Valid Permit**, **Valid Visitor Pass**, or **Valid Special Pass** as defined in Section I of these regulations, for any length of time no matter how minimal, will subject the vehicle to removal at the **Owner's** expense.

### **Section IX - Post Towing Hearing**

- A. Post Towing Hearing Defined. A post towing hearing ("Hearing") is an informal process by which the **Owner** of a towed vehicle may contest the basis of the vehicle's removal and may ask **LSCA** to reimburse them for the cost of removal. This is done with advance notice at a regularly scheduled **Board** meeting.
- B. Authority of Board to Hold Post Towing Hearings. The **Board** will not provide **Hearings** for circumstances where vehicle removal was initiated by a **Homeowner**. However, the **Board** may provide **Hearings** for vehicles removed by authorized agents of **LSCA**. Such **Hearings** will be held during regularly scheduled monthly **Board** meetings.
- C. Scope of Hearings. In deciding the matter, the **Board** will only consider the following factors:
1. Whether the **Owner** is present at the **Hearing**. If the **Owner** is not present at the regularly scheduled **Board** meeting, the **Hearing** will not be held;

2. Whether the vehicle was removed from the **Private Streets**. If the **Board** determines that the vehicle was not upon one of the **Private Streets** at the time of removal, and removal was initiated by an authorized agent of LSCA, it may reimburse the **Owner** for the cost of removal and/or storage;
  3. Whether the authorized agents of LSCA had reasonable cause and authority under these Regulations or law to remove the Vehicle. If the **Board** finds that reasonable cause and authority under these Regulations and the law to remove the Vehicle was lacking, it may reimburse the **Owner** for the cost of removal and/or storage.
- D. **Burden of Proof**. In the **Hearing**, the burden of proof rests with the **Owner**. To this end, they may call witnesses and present evidence relevant to the issues specified in item C3 above.
- E. **Findings**. The **Board** will discuss and vote on the matter in closed session. The **Owner** will be notified of the **Board's** decision by mail, within 30 days. If the **Board** finds in favor of the **Owner**, a reimbursement check in an amount to be determined by the **Board** will accompany the mailed notice.
- F. **Alternative Dispute Resolution and Internal Dispute Resolution**. If the **Owner** is also a **Member**, and the **Owner** is not satisfied with the outcome of the Post Towing Hearing procedure set forth above, he or she must then comply with the LSCA's formal ADR/IDR procedures and policies as are established and in effect at that time.

### **Section X - Definitions**

For the purpose of these regulations, the following definitions apply:

**“Adult”** means an individual who has attained at least eighteen years of age;

**“Authorized Resident”** means:

1. A **Homeowner Resident**, or
2. A non-**Homeowner Resident** for whom the **Homeowner** (or authorized agent) has provided a properly completed "Tenant Parking Registration" form (see *Appendix A*) to LSCA (also called a **Tenant**).

**“Board”** means the Board of Directors of the Lido Sands Community Association;

**“Commercial Vehicles”** means non-**Resident** owned vehicles of service providers including, but not limited to, those vehicles involved in the delivery of goods, maintenance, household repair, construction, or other normal commerce;

**“Estrada”** means:

1. The walkway located between River Avenue and Lido Sands Drive that runs from the **LSCA** Recreation Center to Jo Anne Way, and
2. The walkway located roughly halfway between the **LSCA** Recreational Center and Lido Sands Court that runs from River Avenue to Lido Sands Drive, and
3. The walkway located behind the four houses on the West side of Jo Anne Way that runs from River Avenue to Lido Sands Drive;

**“Hearing”** means an informal process by which the **Owner** of a towed vehicle may contest the basis of the vehicle's removal and may ask **LSCA** to reimburse them for the cost of removal;

**“Homeowner”** means an owner of a home in **LSCA**;

**“In Good Standing”** means: **Homeowners** are deemed to be in “good standing” when all assessments, regular or special, have been paid to date (not “past due”) and/or the **Homeowner** is not currently suspended from membership privileges via a **Board** imposed action resulting from the violation of LSCA rules and regulations. Membership privileges include, but are not limited to, Recreation Center access, Homeowner & Resident Parking Permits, and Visitor Passes.

- “Large Vehicles” means commercial or non-commercial vehicles rated greater than one ton or in excess of twenty feet in length;
- “LSCA” means the Lido Sands Community Association;
- “Motor Vehicle” means a vehicle that is self-propelled, but does not include a self-propelled wheelchair, motorized tricycle, or motorized quadricycle, if operated by a person who, by reason of physical disability, is otherwise unable to move about as a pedestrian;
- “Objects” means objects, other than those defined as **Vehicles** or **Storage Containers**;
- “Owner” means registered or legal owner of a vehicle;
- “Parking Chairman” means the individual responsible for managing parking issues on behalf of the **LSCA**;
- “Permit” means an **LSCA**-official parking permit windshield decal (can refer to both a **Homeowner Permit** and a **Tenant Permit**);
- “Private Streets” means Lido Sands Drive from River Avenue near the **LSCA** Recreation Center to River Avenue adjacent to the property at 5600 River Avenue, and Jo Anne Way, and Lido Sands Court;
- “Prohibited Parking” means areas in **LSCA** where parking is not allowed (see *Section VIII*);
- “Recreational Vehicle” or “RV” means a vehicle designed or being used for human habitation;
- “Resident” means an individual residing in a **LSCA** home;
- “Special Pass” means a special use temporary permit issued by the **Parking Chairman** for special circumstances defined in *Section V*;
- “Storage” means a vehicle, with or without a **Valid Permit** or **Valid Visitor Pass**, that has not been moved at least 100 feet (2½ house widths) for more than 72 hours (see **"72 Hour Rule"** below);
- “Storage Containers” means rented trash bins, dumpsters, and enclosed storage boxes
- “Tenant” means a non-**Homeowner Authorized Resident**;
- “Three Day Rule” (for **Visitor Passes**) means any part of the first day written on the **Visitor Pass** is counted as a full day, and the **Visitor Pass** expires at midnight of the third day (cf. **"72 Hour Rule"** below).
- “Towing Company” means the towing company authorized by the **Board** for removal of vehicles;
- “Towing Form” means the official form used by the **Towing Company**;
- “Trailer” means a non-self-propelled vehicle designed to be towed by a **Motor Vehicle**;
- “Valid Permit” means a Permit that complies with *Section 1* of these regulations;
- “Valid Visitor Pass” means a **Visitor Pass** that complies with *Section 1* of these regulations;
- “Vehicle” means **Motor Vehicles**, trucks, **RVs**, and **Trailers**;
- “Vehicle Code” means California vehicle code;
- “Visitor Pass” means **LSCA**-official temporary 3-day visitor parking pass;
- “72 Hour Rule” means that a **Vehicle**, with or without a **Valid Permit** or **Valid Visitor Pass**, must be moved at least 100 feet (2½ house widths) after being parked on the **LSCA Private Streets** for more than 72 hours;

## APPENDIX A

### TENANT PARKING REGISTRATION FORM

	<p>Parking Services Lido Sands Community Association P.O. Box 1373, Newport Beach, CA 92659</p> <h2>TENANT PARKING REGISTRATION</h2>
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**The following is required for tenants to receive parking Permits and Visitor passes.**  
This form must be resubmitted with current information each time there is a change with any tenant.  
A maximum of 4 Tenant Permits shall be issued to tenants of leased property.

Homeowner's name \_\_\_\_\_ LSCA Lot # \_\_\_\_\_

Homeowner's Lido Sands property address \_\_\_\_\_

Homeowner's permanent address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Homeowner's telephone \_\_\_\_\_ or agent's telephone \_\_\_\_\_

**Homeowner or Agent, LIST ALL CURRENT TENANTS:**

Tenant name \_\_\_\_\_ Tenant name \_\_\_\_\_

Tenant name \_\_\_\_\_ Tenant name \_\_\_\_\_

Homeowner's signature \_\_\_\_\_ Date \_\_\_\_\_

**Homeowner or leasing/rental agent: MAIL THIS COMPLETED FORM TO:  
Lido Sands Community Association, P.O. Box 1373, Newport Beach, CA 92659**

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Office Use Only:

1. Date Received: \_\_\_\_\_
2. Date Updated: \_\_\_\_\_
3. Management Notified: \_\_\_\_\_
4. Notes:

## APPENDIX B

### VEHICLE REMOVAL PROCEDURE

\*\*\*Homeowners are encouraged to exercise care before initiating the removal of a vehicle\*\*\*

- Check with your neighbors to see if they have guests and have forgotten to display a Valid Visitor Pass on the vehicle!
- Homeowners who wrongfully cause a vehicle to be towed can be subject to civil and criminal penalties!

Vehicle Removal Process. The following is the process to initiate Vehicle removal which can only be performed by Adult Authorized Residents and authorized agents of the Board of LSCA:

1. Preparation for calling the towing company:
  - a. Note the make, model, license plate number, color and approximate location of the vehicle;
  - b. Check with neighbors to see if they know anything about the vehicle.
2. Calling the Towing Company:
  - a. The towing company authorized by the Board for removal of Vehicles from LSCA (“Towing Company”) is as follows:

Patrol One  
(714) 541-0999 extension 6

- b. Call the number above, and identify yourself as being from Lido Sands, and give your name and phone number.

## APPENDIX C

### WARNING NOTICE FORM



Parking Services  
Lido Sands Community Association  
P.O. Box 1373, Newport Beach, CA 92659

## WARNING OF PENDING TOW THIS CAR IS ILLEGALLY PARKED

No Valid Permit or Visitor Pass Displayed

Permit Has Expired

Vehicle has not been moved for 72 hours  
(Vehicles must be moved at least 100 feet after 72 hours. No storage of vehicles)

Vehicle parked in Prohibited Zone

Visitor Pass is INVALID because:

Date is not current

Date has been written over (pass re-used)

Can't read pass, data is obscured

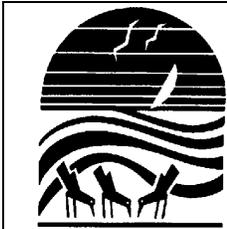
Pass not completed in ink

More than one pass displayed at a time

OTHER:  
\_\_\_\_\_

## APPENDIX D1

### HOMEOWNER PERMIT APPLICATION FORM



Parking Services  
Lido Sands Community Association  
P.O. Box 1373, Newport Beach, CA 92659

### HOMEOWNER PERMIT APPLICATION

Mail completed form and check AND copy of vehicle registration to the P.O. Box  
Please allow up to 2 weeks for processing  
Use 3-day Visitor Passes until you receive Homeowner Permit decal

Permit is \$10/year. 3-Year Permit is \$30.00 in 1<sup>st</sup> year of issue; \$20.00 in 2<sup>nd</sup> year, etc ...  
If purchased after 6/30 the cost will be discounted by \$5.00

Date: \_\_\_\_\_  
Lot #: \_\_\_\_\_

Homeowner's name \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

Vehicle Year \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_

Vehicle Color \_\_\_\_\_ License Plate \_\_\_\_\_ State \_\_\_\_\_

If this request replaces a previous vehicle, enter:

Previous Decal # \_\_\_\_\_ License Plate \_\_\_\_\_

Office Use Only:

1. Date Received: \_\_\_\_\_
2. Date Sent: \_\_\_\_\_
3. Notes: \_\_\_\_\_

APPENDIX D2

TENANT PERMIT  
APPLICATION FORM



Parking Services  
Lido Sands Community Association  
P.O. Box 1373, Newport Beach, CA 92659

TENANT PERMIT APPLICATION

Mail completed form and check AND copy of vehicle registration to the P.O. Box  
In order to receive a Tenant Permit, tenant's name must be on a current  
**Tenant Parking Registration** form  
submitted to Parking Services by property's homeowner.

Please allow up to 2 weeks for processing  
Use 3-day Visitor Passes until you receive Tenant Permit decal

Permit cost is \$10.00. If purchased after June 30<sup>th</sup>, the cost will be discounted to \$5.00.  
Tenant Permits expire December 31 of the year issued.

Date: \_\_\_\_\_  
Lot #: \_\_\_\_\_

Name \_\_\_\_\_

Lido Sands address \_\_\_\_\_ Telephone \_\_\_\_\_

Vehicle Year \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_

Vehicle Color \_\_\_\_\_ License Plate \_\_\_\_\_ State \_\_\_\_\_

If this request replaces a previous vehicle, enter:

Previous Decal # \_\_\_\_\_ License Plate \_\_\_\_\_

Office Use Only:

1. Date Received: \_\_\_\_\_
2. Date Sent: \_\_\_\_\_
3. Notes: \_\_\_\_\_

## APPENDIX E

### REQUEST FOR VISITOR PASSES

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Parking Services  
Lido Sands Community Association  
P.O. Box 1373, Newport Beach, CA 92659

#### REQUEST FOR VISITOR PASSES

DATE \_\_\_\_\_

NAME \_\_\_\_\_

SIGNATURE \_\_\_\_\_

ADDRESS \_\_\_\_\_ LOT # \_\_\_\_\_

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Office Use Only:

1. Date Received: \_\_\_\_\_

2. Date Sent: \_\_\_\_\_

3. Notes: