

# Los Racimos, Inc.

PO Box 5720 • Mesa, AZ 85211-5720

P: (480) 649-2017 • F: (480) 649-0902

www.gothoa.com

## REGISTRATION & PARKING ENFORCEMENT

Date: 11/5/2018

Lot/Unit:

Address: 540 N May

Dear Community Member,

The Board of Directors has adopted the enclosed Registration and Parking Enforcement Resolution that requires all owners, occupants, tenants, landlords and management companies to register with Los Racimos, including all animals in the unit. This resolution also requires that every vehicle parked on the property have a valid parking permit displayed.

**Why did the Board adopt this new resolution?** Safety, plain and simple. The parking permit process ensures we have record of who is parking on the property. This will help reduce crime in the area and assist the HOA and Police in determining if a vehicle is abandoned.

**Why do all residents and landlords need to register?** In an aging condominium community, we need to have current contact information for every resident in case of emergencies (fire, plumbing, etc.).

**Why is the HOA requiring all animals to be registered?** In case of an emergency, we need to have a list of all residents and animals to determine if the emergency responders need to access units to save people and/or animals. If there happens to be a fire, wouldn't you want the emergency responders to try and rescue your family pets? If we don't know they are there, how will we know they need saving?

**Please take time to review the entire resolution as there are several changes to the parking rules and enforcement. Here are a few highlights:**

- Everyone must submit a completed registration form before a parking permit will be issued.
- Even if you do not park a vehicle on the property, you must submit a completed registration form (without vehicle info).
- Tenants/Occupants must have the owner of the property complete the 2<sup>nd</sup> page of the registration form in order to receive a parking permit. **In the case of an incomplete registration form; parking permits will not be issued.**
- Vehicles must have current registration with the State of Arizona in order to be parked on the property. Los Racimos Parking permits will not be issued if the vehicle does not have current registration. A copy of the current registration must be included with the completed Los Racimos registration form.
- Permits are NON-transferrable. If you sell your vehicle, have a windshield replaced or if you have new tenants in your unit, you must submit for a new permit.
- Yes - even guests/visitors and vendors/contractors must display a visitor parking permit. There is no limit to the number of visitor parking permits you may have. If you have guests/visitors that come over often, purchase a guest parking permit to keep in their vehicle for the convenience.
- Motorcycles must be registered with Los Racimos; however, a parking permit is not required to be displayed on the motorcycle. Registration will be determined by the license plate. Please make sure the plate is always visible.
- **Effective January 1, 2019, ANY vehicle parked on the property without a permit may be towed at the owner's expense without notice.**

**Please note:** Parking Permits cost \$2.50 per permit. Why do you have pay for the permit? The cost covers the actual permit and processing time to enter the vehicle registration information.

**Where do you obtain parking permits? There are a few ways you may submit for parking permits:**

1. **In person:** You may bring your completed registration form to the Preferred Communities office at 1134 E University Dr. Ste 114, Mesa 85203 during our normal business hours. Mon-Thurs 8am – 4pm and Friday 8am-Noon.
  - a. Payment options include check, money order or credit/debit card (card processing fees apply). Cash is not accepted.
2. **Mail:** You may ail your completed registration form and payment to Los Racimos c/o Preferred Communities PO BOX 5720 Mesa, AZ 85211. Please include a check or money order for each parking permit needed. Payment must be received before permits are issued.
3. **Email:** You may send your completed registration form to [info@gothoa.com](mailto:info@gothoa.com). Please be sure to include your contact preference and we will reach out to you for payment over the phone. Payment must be received before permits are issued.
4. **Los Racimos – In Person –** Because this is a new procedure, and everyone must register by January 1, 2019, Preferred Communities will host a few onsite PERMIT PARTIES where residents may bring their completed form to the clubhouse to purchase their parking permits. Payment options include check, money order or debit/credit card (card processing fees apply). Cash will not be accepted.
  - a. **PERMIT PARTY Dates & times**
    - i. Monday, November 26: 4:30pm – 6:30pm
    - ii. Saturday, December 1: 9:30am – 11:30am
    - iii. Wednesday, December 5: 5:30pm-7:30pm

If you need additional copies of the resolution or the Registration Form, please visit <https://gothoa.com/losracimos/>.

If you have any questions or concerns regarding the new Registration and Parking Enforcement Resolution, please contact Preferred Communities at 480-649-2017 or [info@gothoa.com](mailto:info@gothoa.com)

Sincerely,

Preferred Communities  
at the direction of:  
Los Racimos Board of Directors



**Don't take the chance of your vehicle being towed!  
Submit your registration form and purchase your  
parking permits today!**

**All vehicles must be registered and display a permit  
by JANUARY 1, 2019**

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ELECTRONIC RECORDING

When recorded mail to:

Los Racimos Inc.

PO Box 5720

Mesa, AZ 85211-5720

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*CAPTION HEADING:*

Registration and Parking Enforcement Resolution  
October 2018

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DO NOT REMOVE

This is part of the official document.

**LOS RACIMOS INC. CONDOMINIUM ASSOCIATION  
ACTION BY THE BOARD OF DIRECTORS**

**OWNER/RESIDENT & VEHICLE REGISTRATION  
PARKING PERMITS & ENFORCEMENT**

Pursuant to the authority contained in the Arizona Revised Statutes and the Governing Documents of the Association, the Board of Directors of Los Racimos Inc. Condominium Association hereby adopt the following resolution by unanimous consent for and as the actions of the Los Racimos Inc. Condominium Association, as of the date set forth below.

**Dated** as of the 25 day of October 2018.

The *scope* and intent of this resolution is to apply uniformly to all members of the Association AND all residents of the property. The Board shall, at all times in enforcing the provisions of the Governing Documents, remain fair and impartial, and treat all Owners in the same manner as any other Owners.

**Rule #1: Registration Form:** All owners, occupants, residents, tenants and lessees must be registered with the Association within 15 days of occupancy. Failure to register with the Association will result in a \$15.00 fine. Parking permits & pool keys will not be issued until the owner, occupant and/or resident have registered with the Association.

**Rule#2: Rental Unit Fee:** A \$25.00 fee will be charged for each new tenancy on rental units. The owner, or their agent, will have fifteen (15) days after the least begin date to register the tenant(s) with the Association. If the registration form is not received within fifteen (15) days of the lease begin date, a \$15.00 late fee will be charged. All rental fees are to be paid to the Management Company pursuant to ARS 33-1260.01.

- Parking Permits and pool keys will not be issued to any owner, occupant or resident until they have registered with the Association.

**Rule #3: Auto Restrictions and Parking: All parking on the property is by permit only.**

- All vehicles parked on the property, including visitors and vendors, must display a Los Racimos resident, visitor or vendor permit. Any vehicle parked on the property without a properly displayed permit is subject to towing at the owner's expense.
  - Motorcycles parked on the property must be registered, however, a permit is not required to be displayed on the vehicle.
- All vehicles must be parked nose first (no backing into spaces).
- No Vehicle shall be kept on the property that is inoperable, abandoned, impedes the progress of other vehicles, blocks dumpsters, is on jacks or is leaking oil or other fluids, is parked in fire lanes, or is in unacceptable condition (i.e., broken windows, body damage).
- Motor vehicles must display current registration (no expired tags) and must be in operating condition. Tires must be properly inflated and vehicles(s) must be free of dust and cobwebs. Washing of vehicles in parking areas is prohibited.
- No parking is allowed in fire lanes, on sidewalks or any other common area of the property.
- Commercial Vehicles are not allowed to be parked in the parking lots, except for the temporary parking vehicles belonging to vendors/contractors currently servicing a unit or common area.
- Boats, campers, RV's and other recreational vehicles are strictly prohibited in the Los Racimos parking lots. If you would like to use the RV storage area, please submit a completed RV Storage rental agreement to the Management Company.
- Mechanical repairs on vehicles are strictly prohibited on the property, with the exception of windshield replacements, tire change, jumpstart or battery replacement. Any inoperable vehicle or in a state of disrepair will be deemed abandoned and towed at owner's expense.

- Parking spaces are for registered motor vehicles only. Vehicles parked on the Association property cannot be used for storage. Any vehicle that is deemed unsightly is subject to towing at owner’s expense
- Alcohol consumption is disallowed in the common areas including the parking lots. Loitering in the parking lots is strictly prohibited. All parking lots are to be used only for the purpose intended.

For safety, the maximum speed limit in the parking lots is 5 MPH. All owners, residents, tenants and their guests must observe and obey all traffic signs. Any Owner, resident, tenant or guest who displays excessive speeds or careless driving is subject to fines.

Any violation of the aforementioned parking rules and regulations are subject to the following: fines, suspension of parking privileges or towing at owners’ expense.

- 1<sup>st</sup> Offense \$50 fine and/or towing
- 2<sup>nd</sup> offense \$100 fine and/or towing
- 3<sup>rd</sup> offense \$150 fine and/or towing

### Parking Permits

- **Assigned Parking:** Each Unit has one (1) assigned covered parking space and one (1) assigned un-covered parking space. Vehicles parked in assigned parking spaces must have a properly displayed permit displayed. Use of another’s space is strictly prohibited.
  - Owners/Residents have the authority to tow vehicles parked in their space by contacting All City Towing 480-833-7278. You will be required to provide proof of residency in your unit.
- **Visitor Parking & unmarked parking spaces:** any vehicle parked in a visitor space or an unmarked parking space must have a properly displayed permit displayed.
- **Vendor Parking:** each unit will be provided with a “Vendor Permit” to be displayed in the vendors dashboard while parked on the property.

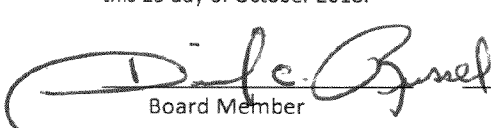
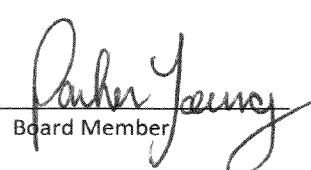
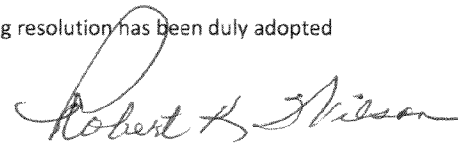
**Parking Permits are available by contacting the Management Company.  
Permits will not be issued without a completed registration form.**

Assigned Parking Permits	\$2.50 per permit (Limit 1 permit per registers resident of driving age)
Visitor/Vendor Parking Permits	\$2.50 per permit

\*\* If you replace your windshield, sell your vehicle, or purchase a new vehicle, you must turn in a new registration form with the new vehicle information. Permits are NON-Transferrable. (Each permit is assigned to a specific vehicle.)

\*\* If you are renting your unit to tenants, every new tenant must register for new parking permits. Permits are NON-Transferrable. (each permit is assigned to a specific vehicle).

The undersigned Los Racimos Inc., Board of Directors certify that the foregoing resolution has been duly adopted this 25 day of October 2018.

Board Member
Board Member
Board Member

# Los Racimos Registration Form

To be completed by each Owner & Tenant  
Return to Preferred Communities: [info@gothoa.com](mailto:info@gothoa.com)

Unit # \_\_\_\_\_ Are you the: Owner or Tenant

Resident Name(s): \_\_\_\_\_

Mailing Address (if different from property address): \_\_\_\_\_

Phone Numbers: (c) \_\_\_\_\_ (h) \_\_\_\_\_ (w) \_\_\_\_\_

Email(s): \_\_\_\_\_

Name & Contact info of additional authorized occupants living in your Unit:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Pet Registration:** In case of Fire, we need to have every pet listed. Please include additional page if needed

Pet Name: \_\_\_\_\_ Breed: \_\_\_\_\_ Color: \_\_\_\_\_ Weight: \_\_\_\_\_

Pet Name: \_\_\_\_\_ Breed: \_\_\_\_\_ Color: \_\_\_\_\_ Weight: \_\_\_\_\_

Pet Name: \_\_\_\_\_ Breed: \_\_\_\_\_ Color: \_\_\_\_\_ Weight: \_\_\_\_\_


**Vehicle Information:** Every vehicle parked on the property must have a parking permit visible in the front window/dash board, including visitors & vendors. Any vehicle parked in the community without a parking permit is subject to tow by the Association. Each Unit has one (1) assigned covered parking space and one (1) assigned non-covered parking space. Visitors/ contracts may NOT park in another units assigned parking spot. Owners/Tenants have the right to tow any vehicle parked in their assigned spot, without notice.


Please list all resident vehicles that will be parked on the property on a regular basis. A copy of the Vehicle registration must be included when submitting this registration form to obtain a resident parking permit.


Make: \_\_\_\_\_ Model: \_\_\_\_\_ Color: \_\_\_\_\_ License Plate: \_\_\_\_\_

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Color: \_\_\_\_\_ License Plate: \_\_\_\_\_

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Color: \_\_\_\_\_ License Plate: \_\_\_\_\_

 Don't forget to attach a copy of the Motor Vehicle Division Registration form for each vehicle.

 Resident Permits are non-transferrable. If you sell your vehicle the permit does not transfer to a new vehicle. You must contact Preferred Communities to purchase a new permit. Each permit costs \$2.50.

 Visitors & Vendors must also display a permit when parked on the property. Each permit costs \$2.50.

## SIGNATURE:

Resident Signature: \_\_\_\_\_ Date: \_\_\_\_\_

If you are an offsite owner, Landlord or renter, please complete the 2<sup>nd</sup> page

# Los Racimos Registration Form

To be completed by each Owner & Tenant  
Return to Preferred Communities: [info@gothoa.com](mailto:info@gothoa.com)

## Off Site Owner or Landlord Information

Owner Name: \_\_\_\_\_

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

Phone Numbers: (c) \_\_\_\_\_ (h) \_\_\_\_\_ (w) \_\_\_\_\_

Email(s): \_\_\_\_\_

Is Unit used as a Rental Property?            Yes            No

## **If you answered NO, your unit is not a rental, please complete the following:**

Do you live in the unit part of the year? If so what dates are you usually in the unit? \_\_\_\_\_

\_\_\_\_\_

**Please provide an emergency contact who has access to your unit during your absence:**

Contact Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

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

## **If you answered yes, your unit is a rental property, please complete the following:**

Name of Property Management Company: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone numbers: (O): \_\_\_\_\_ (C) \_\_\_\_\_

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

Do you authorize Los Racimos to communicate directly with your Property Manager? Yes No

Lease Term: (Required): Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Check one:  New Tenant (\$25.00 Enclosed)             Renewal – Previously Paid

Return this completed form each time you have a new tenant OR a lease renewal. For New Tenants: Include a check or money order in the amount of \$25.00 made payable to Preferred Communities PO Box 5720 Mesa AZ 85211. If mailing this form more than 15 days after the lease start or renewal date, include the \$15.00 late fee.

## **SIGNATURE:**

Owner/Landlord Signature: \_\_\_\_\_ Date: \_\_\_\_\_