

Talega Gallery Community Association (TGCA)

VEHICLE ACCESS RULES

1.OWNER VEHICLE ACCESS TAGS RULES

1.1 Vehicle Access Rules are intended to provide ease of resident access and to help identify and monitor non-resident access.

1.1.1 Initially, residents will be issued up to two (2) vehicle access tags for eligible vehicles at no cost.

1.1.2 To be eligible, vehicles must be registered to or associated with Gallery address.

1.1.3 These tags are non-transferable.

1.1.4 Residents who own 3 eligible vehicles may purchase a third tag.

1.1.5 No more than three eligible vehicle access tags shall be issued per residence.

1.1.6 Residents are expected to notify management when a vehicle is no longer registered to or associated with a Gallery address so the tag can be deactivated. The resident or off-site Owner may then purchase a tag for a replacement vehicle.

1.1.7 The cost of a purchased tag is \$25, subject to change by action of the Board of Directors

2.REGISTERING RESIDENT OWNER VEHICLES:

2.1 Obtain an application form from TGCA management.

2.2 Bring the following to the Clubhouse:

2.2.1 vehicle

2.2.2 completed application form

2.2.3 photo ID

2.2.5 proof of Gallery residency i.e. valid (non-expired) vehicle registration or current utility bill. Vehicle access tags will only be issued to vehicles registered to or associated with a Gallery address (off-site Owners' registration must match the address listed in the management data base.)

2.3 Tags are applied to the vehicle's headlight or windshield by TGCA management.

Talega Gallery Community Association (TGCA)

VEHICLE ACCESS RULES

3. NEW OR OWNERS:

3.1 Obtain an application form from TGCA management.

3.2 Bring the following to the Clubhouse:

3.2.1 vehicle

3.2.2 completed application form

3.2.3 photo ID

3.2.5 proof of residency i.e. valid (non-expired) vehicle registration or current utility bill. Vehicle access tags will only be issued to vehicles registered to a Gallery address (off-site Owners' registration must match the address listed in the management data base.)

3.2.6 new residents who have not yet re-registered a vehicle with the DMV may use proof of ownership.

3.2.7 new residents need to provide recorded grant deed, final Escrow closing statement or other satisfactory evidence of ownership.

3.3 Tags are applied to the vehicle's headlight or windshield by TGCA management.

3.4 Off-site Owners may purchase a vehicle access tag at the current cost as the third registered vehicle. In no event shall any Gallery residence have more than three eligible vehicle tags outstanding at any one time.

4. REGISTERING TENANT VEHICLES:

4.1 Obtain an application form from TGCA management.

4.2 Landlord (Homeowner) completes Section 1 of the Application Form

4.2.1 TGCA will accept a completed copy by e-mail but it MUST be legible and accompanied with a clear clean color copy of the photo ID from the homeowner/landlord completing the form. (No computer-generated signatures allowed). (Copy of Photo ID is required when the completed form is being sent via email/or delivered by tenant(s) instead of the homeowner coming into the office for TGCA staff to check ID).

Talega Gallery Community Association (TGCA) VEHICLE ACCESS RULES

4.2.2 To obtain your vehicle access tags, visit The Gallery Club located at 22 Calle Galeria, San Clemente. Recorded owner of the property please bring your photo ID and recorded grant deed or final Escrow closing statement or other satisfactory evidence of ownership if you're a new owner. You will also need to show staff valid (non-expired) vehicle registration. Vehicle access tags will only be issued to vehicles registered to or associated with, a Gallery address. Off-Site owners' registration must match the address listed in the management data base. Owners will receive two original vehicle access tags at no cost. If you have a third vehicle you may purchase the third vehicle access tag for \$25.00. No more than three vehicle tags will be issued to one residence.

4.2.3 If there is a Property Management company involved TGCA requires a copy of the fully executed current contract, between landlord and Management Company. In addition to the contract, if the representative from the management company is completing the form on behalf of the landlord then TGCA will need a clean clear copy of the driver's license for the signing party if they are emailing or having the tenant deliver the completed form.

4.3 The Tenant completes Section 2 of the Application:

4.3.1 Provide photo ID and sign/complete this section in the presence of TGCA staff. Only the tenant reflected on the lease itself can complete form.

4.3.2 Copy of the executed CURRENT lease agreement (If there is no formal lease and/or the lease term has expired then TGCA requires a signed/dated letter from landlord stating tenant names, property address, and term dates. The letter will only extend activation for 6 months. If tenant remains an additional letter is required, every 6 months.) If tenant is a family member a letter is sufficient in place of a standard lease agreement.

5. NON-RESIDENT VEHICLE ACCESS RULES

5.1 A non-resident vehicle access code will be established and distributed to residents.

5.2 Non-residents must use keypad entry to contact resident or use the non-resident vehicle access code.

5.3 The non-resident vehicle access code must not be published at any time.

5.4 The non-resident Vehicle access code is subject to change at any time.

Note: copy of application form to follow this Rule in the document