



Parking and Vehicle Management Program Instructions for Use

Overview

The parking rules for Canyon Ridge HOA specify that all vehicles for homeowners onsite and all renters must be registered. This information is used by the Management Company and the Parking Patrol. The tracking of this information is stored in a database and is maintained by the Canyon Ridge HOA parking and vehicle management program. Each unit/address has a fixed permanent record. When there is an ownership change or tenant change all the vehicles for the previous owner/tenant are “archived” meaning they no longer own that vehicle or that vehicle will not be on the property. If it is a rental property, that information is stored for that unit/address. When there is an ownership change or tenant change all the vehicles associated with the previous owner/tenant are “Archived”.

To protect the privacy of the owners/tenants and to control the integrity of the database, the Parking Patrol only have access to the **Vehicle** screen and can only add vehicle logs and any new cars found in parking spaces on the property... Only the Management Company and selected board members have access to the **Edit Owner/Resident and Edit Vehicle** screens.

How to Access the Parking Program

Open up your browser and type in the following URL:

<https://www.canyonridgehoa.com/parking>

The following screen is displayed:

Canyon Ridge HOA Parking Management Program



[Home](#) / [Log In](#)

Login

E-Mail Address

Password

☐ Remember Me

Login

[Forgot Your Password?](#)

[Create an Account](#)

Requesting an Account

Anyone requesting an account must complete the following form by clicking **Create an Account**. The next screen must be completed.

PARKING AND VEHICLE MANAGEMENT SYSTEM
Create an Account

Register

First Name

Last Name

E-Mail Address

Phone Number

Password

Confirm Password

Address

- Select an Address -

Register

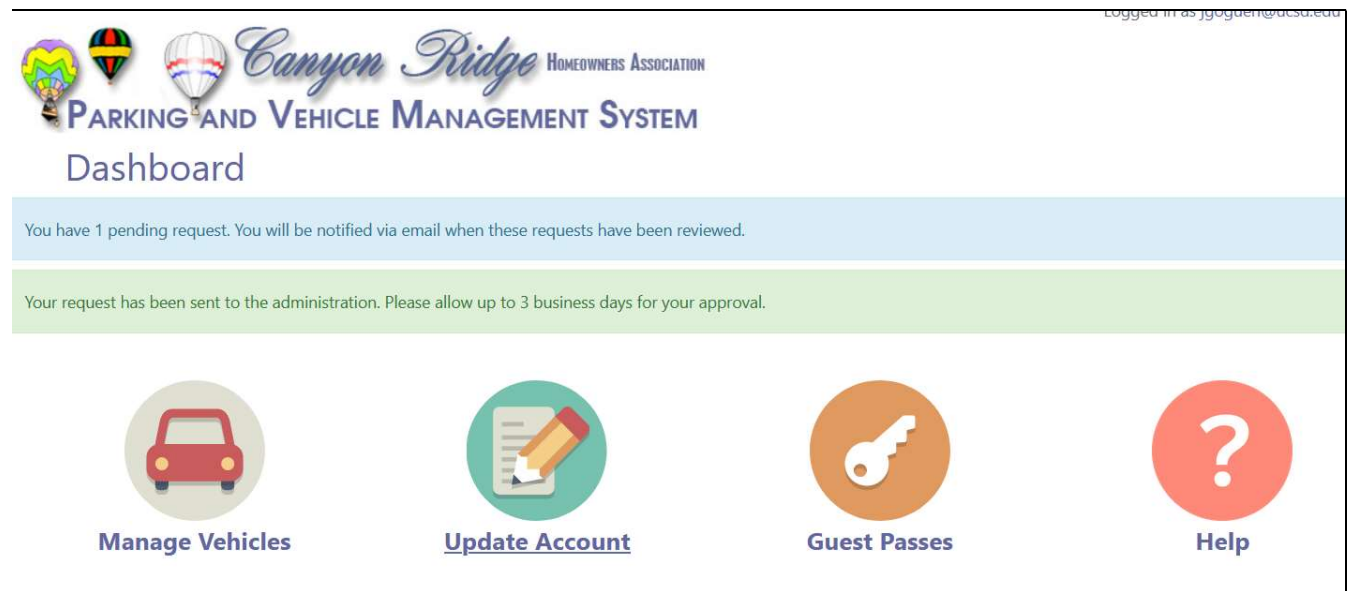
The password field must be at least 8 characters long. The address field will present the requester with a list of the addresses used in the complex. A notice is given to the user that the request was sent

Canyon Ridge HOA Parking Management Program

to the Management Company and that it may take up to three business days to process the request. The Management Company will either approve or reject the request:

Navigating the Program

Once you have successfully signed on, the user is presented with the following screen:



The navigation is easy to use. Click the browser back arrow to return to the previous screen and click the Canyon Ridge Logo to return to the main menu. Navigation aids (bread crumbs) are on the top right of the page and can quickly backtrack to a given screen.

If a change is made, but is not saved, the change will be lost.

Editing a vehicle

Reasons for editing may be correcting vehicle information, adding a license plate number when a new vehicle receives its plates, or resident has sold the vehicle.

If you no longer own a vehicle, click on the "Edit this vehicle" button and then select the Archive button.

Canyon Ridge HOA Parking Management Program

Edit Vehicle

License

8BVH902

State

California

Year

2022

Color

Dark Blue

or

Make

Audi

or

Model

Q5

or

Comments to Management

Archive...

Save...

This will send a request to the Management Company and your vehicle will no longer be assigned to you.

Guest Passes

Residents may request a guest pass if they know the information about the vehicle in advance of its arrival. Reasons for requesting a guest pass may include an extended visitor (beyond 7 days), temporary car loan, or the garage is temporarily being used for another purpose. Rules regarding guest passes:

- Only one guest pass may be requested every six months
- You must include the start and end date for the visitor
- A guest pass cannot exceed 30 days
- All guest passes are approved by the Management Company
- It may take up to 3 days for review by the Management Company
- Acceptance or rejection will be provided by email

Canyon Ridge HOA Parking Management Program

Request New Guest Parking Pass

Home / Guest Passes / Request New

Guest pass rules:

1. Only one authorized guest pass is allowed per year.
2. Guest passes may not exceed 30 days.
3. Please allow up to 3 business days for management approval.
4. All fields in the form are required. If you do not see the make/model of your guest's car in the dropdown list, please enter it in the field to the right.

Request new guest parking pass

License Plate

4PKK399

State

California

Make

Dodge

or

Enter manually if not in list

Model

3.2cl

or

Enter manually if not in list

Start Date

04/13/2017

End Date

05/03/2017

Submit

Guests passes are not needed if the vehicle will be here for only a short time, less than 7 days within a 30-day time period. All guests must park in Guests spaces or risk having their car towed. If you need to request another guest pass, contact the Management Company.

Annual Maintenance

To keep the vehicle inventory current, a report is automatically generated by the program showing the vehicles currently registered to that address and asking the resident/renter to verify those vehicles are still on the property or register new cars.

Questions

Should you have any questions you can send an email to admin@canyonridgehoa.com .