

SURFSIDE HOA #1

Association-Wide Parking Permit Distribution

January 26, 2026

Re: Replacement of Surfside HOA #1 Parking Permits

Dear Member,

The Board has approved to purchase new parking permits for the membership. With that, the old parking permits will no longer be valid as of April 1st, 2026 and each member will need to trade in their old parking permits for the new ones.

As a reminder, the first two parking permits are free for each member. However, if you have a total of three parking permits, you may trade all three for three new parking permits at no cost. Otherwise, each parking permit after the first two are \$100.00 per parking permit. Each unit is only allowed to have three parking permits at one time.

The parking permits will be available for pickup onsite on March 14th, March 15th and March 18th. There are two options for picking up the parking permits.

OPTION 1:

1. Members to Pickup Onsite. With ID, Members may pickup parking permits at the North Clubhouse/security office during the following 3 parking permit distribution dates/time spans:

March 14th between 12pm – 3pm (North Clubhouse)

March 15th between 11am – 2pm (security office)

March 18th between 8am – 10am (security office)

OPTION 2:

2. Member's Tenant or Authorized Rep to Pickup Onsite: With the signed attached Authorization & Release Form on Page 3 within, a Member may authorize a tenant or authorized rep to pickup parking permits during the above listed dates/time spans. Please mail or email form to Management prior to pickup:

Mail: 15241 Laguna Canyon Rd. Irvine, CA 92618 (attn. Carissa Andrus)

Email: Carissa.Andrus@fsresidnetial.com

The following must apply when picking up parking permits (no exceptions):

- A. **Onsite Members:** If you are the recorded owner, you are of course eligible to pickup the new parking permits by simply relaying your unit # and showing your ID that matches the Association's Records. Please trade in your old parking permits when picking up the new ones.
- B. **Offsite Members:** You may authorize your tenant (or authorized rep) to pickup parking permits on your behalf. The following must be completed:

- 1) Fill out the attached '**Parking Permit Distribution Authorization & Release Form**' ("**Form**") on Page 3 herewith, sign it, scan and email (or mail) the completed Form to Management.
- 2) The tenant/authorized rep must also present their own ID that matches the name listed on the Form who has been authorized by the Member to pickup parking permits.

Questions?

Questions can be emailed to Surfside's Community Manager, Carissa Andrus. While emails are always preferred (given it's easier to track communication, etc.), members may also call Carissa at the phone below if there is something of a more confusing or pressing nature to consider and/or address.

Carissa Andrus

Carissa.Andrus@fsresidential.com

(949) 448-6147

