



Parking Manual v1.1

THE TAO OF PARKING

# **DESERT SPRINGS**

# **PARKING MANUAL**

## CHAPTER 1

# THE TAO OF PARKING AT DESERT SPRINGS

*Our community is shaped by limits—less than one street space for every four drivers. Scarcity demands harmony and harmony begs thoughtful management. The way of the Curb Council is to ensure that parking is revealed with ease for those in need, and for those passing through to find it not through striving.*

**O**riginally designed only for guest parking, the community has outgrown the city-designed and mandated parking plan due to demographic changes over the years. The community now faces more households with multiple vehicles, seasonal congestion and an increasing number of guests.

In response to increased complaints that follow increased congestion, the board instituted parking management with three goals:

- Ensure resident commuters with a valid need have parking available to them.
- Ensure guest parking is reasonably available *after* resident parking is satisfied.
- Develop metrics to plan for parking expansion when the need arises.

This manual outlines rules of the road, resident registration and permit procedures and guest parking.

## **Vehicle and Guest Parking Registration**

To help manage limited parking and support future planning, all residents are required to register their vehicles and their guests' vehicles. Street parking requests will be reviewed and approved based on clear, established criteria.

Why do we register guests?

Guest parking is limited. To ensure fair access, the total number of guest parking spaces is based on the number of available spots after accounting for residents who are approved to park on the street.

When guests park without registering—or when they park despite no available spaces—they may unintentionally displace residents who rely on street parking. Registering guests helps us manage this shared resource fairly and ensures that residents can continue to park in their own community.



Parking Attendant QR Code

## Rules of the Road

**S**treet parking is not guaranteed. In order to promote sharing of limited parking spaces, a minimal set of rules have been established.

*Desert Springs owners are responsible for ensuring parking rules are followed by their household members, by their guests, and by their tenants and their tenant's guests.*  
(CC&R Article 12, Section 14)

### Street Parking

- Street parking is only approved per-vehicle and only when prerequisites are met.
- A Smart Decal must be visible on any resident vehicle parked on the street or in a driveway.
- Driveway parking is prohibited at any time without a “Limited Common Element” agreement.
- The HOA may restrict the number of street parking permits allowed for a single Unit.
- Vehicles may not be stored on the street or parked for more than 72 consecutive hours.
- Parking in the fire lane or within 15 feet of a fire hydrant may result in a tow without warning
- Parking in the common elements is prohibited.

## **Garage Requirement**

Garage vehicles that park only in the garage are not required to display a Smart Decal.

- Resident-registered vehicles must be parked in the garage equal in number to the garage design (one-car garage-one vehicle; two-car garage-two vehicles) before street parking may be approved.
- Affixing a Smart Decal for garaged vehicles is optional. Any garaged vehicle temporarily parked on the street for any reason must display a Smart Decal and have a guest registration, for analytics.

## **Guest Permits**

*Owners are responsible for their guests and their tenants' guests.*

Guests must follow all parking rules.

Guest parking requires a digital permit, available from the Parking Attendant app which is accessible with a computer, tablet or smart phone by QR code or at URL [desertsprings.parkingattendant.com](http://desertsprings.parkingattendant.com).

Unidentified vehicles without a Smart Decal or a digital permit are subject to tow at the owner's expense.

## CHAPTER 2

# THE TAO OF PARKING PERMITS

*To rest upon the public road is not without form.  
Only those bearing the mark of permission may linger.  
Without the mark, the stillness becomes disruption.*

### **Resident Permits**

**A**ll vehicles belonging to residents will be issued a Smart Decal assigned to the vehicle.

Owners request a Smart Decal for vehicles through the Vehicle Registration link at [www.ds-hoa.rocks/](http://www.ds-hoa.rocks/).

Notify the HOA about tenant vehicles through the rental registration form, available in the Vantaca portal.

Street parking requires approval by the HOA and a color coded Smart Decal. Vehicles that park only in the garage are not required to display a Smart Decal.

### **Guest Permits**

*Owners are responsible to insure compliance by their guests and their tenants' guests. (CC&R Article 12, Section 14)*

Guest parking requires a digital permit, available from Parking Attendant, which may be accessed with a

computer, tablet or smart phone by QR code or at URL [desertsprings.parkingattendant.com](http://desertsprings.parkingattendant.com).

- Guest permits are subject to availability. If no guest permits are available in Parking Attendant, guests may not park at Desert Springs.
- All guests must register their vehicle when parked at Desert Springs between **5 p.m. and 5 a.m. weekdays and at all times on weekends.**
- Created a guest digital ID only for the time and duration of the visit.

## **Permit Display**

- Resident vehicles must have a Smart Decal visibly displayed in accordance with the Parking Attendant instructions.
- Guest vehicles must have a current digital registration.

Unidentified vehicles without a Smart Decal or a digital registration are subject to tow at owner's expense.

## **Special Permits**

For special parking requests and for guest parking for longer than 72 hours, request a Special Permit from:



**Management Company:** 480-573-8999



**Parking Management:** [contact@ds-hoa.rock](mailto:contact@ds-hoa.rock)

## CHAPTER 3

# THE WAY OF THE OWNER

*The one who holds the deed also holds the duty.*

*It is upon the Owner to guide all who dwell, rent, or visit under their roof to walk in harmony with the parking code.*

*Thus, the flow is undisturbed, and the Way remains clear.*

**O**wners are responsible for notifying the HOA of each resident vehicle, to include tenant's vehicles.

### **Smart Decal**

To receive a Smart Decal, a vehicle must be registered to a resident household member and the vehicle registration must reflect a Desert Springs address.<sup>†</sup>

Tenant vehicles will not be registered nor issued a Smart Decal without a HOA tenant registration.<sup>‡</sup>

### **How to request a Smart Decal**

Submit a vehicle notification to the HOA through the Vehicle Registration form at [www.ds-hoa.rocks/](http://www.ds-hoa.rocks/).

<sup>†</sup> The HOA does not enforce State registration requirements. However, parking is intended for residents, therefore improperly registered vehicles are presumed to be non-resident.

<sup>‡</sup> Owners are required to register tenants per CC&R

Upon receipt of a form submission, the HOA will issue a unique Smart Decal for each eligible vehicle. The HOA may request additional information for any vehicle.

## **Registration Passcodes**

Each Unit owner is assigned a unique passcode to be used when registering guest vehicle parking. Owners receive a fridge magnet with their passcode and a QR code that opens the Parking Attendant app. Parking Attendant is also available on a any device at [desertsprings.parkingattendant.com](http://desertsprings.parkingattendant.com).

Residents **may register** a guest's vehicle in Parking Attendant or they **may preregister** for a future arrival (reserve a parking space) in Parking Attendant.

Guest parking may be reserved for a minimum of 1 hour and a maximum of 72 hours. Avoid reserving more time than needed as reservations limit parking availability for others. Cancel unused reservations.

## **Sharing Your Passcode**

You may share your passcode with your guest and refer them to [desertsprings.parkingattendant.com](http://desertsprings.parkingattendant.com) to register their vehicle when they arrive. Or you may preauthorize and send a link to your guest to activate.

Owners may share their passcode with tenants for their tenant's guest reservations. Owners remain responsible for any misuse of their passcode.

## CHAPTER 4

# THE WAY OF THE RESIDENT

Though a Resident may not hold title, they are not free of duty. Those who dwell, and those who visit, must move in accordance with the rules of the road.

The mindful Resident ensures that the harmony of the household extends to the Curb.

**R**esidents, including owners, owners' family residing in the Unit, and renters and their family residing in the Unit, have equal parking privileges, with a few exceptions noted here.

For purposes of parking and vehicle registration, family members residing in the Unit of a non-resident owner are treated as tenants.

### **Street Parking**

Residents may not park on the street without a permit. A permit will only be issued if the garage parking requirement has been met. A street parking permit will not be issued to tenants who have not been registered by their landlord.

### **Registration Limitations / Non-tenant 'Loophole'**

Passcodes for Units with non-resident owners will be inactive without a valid tenant registration form on file with the managing agent.

## **Driveway Parking**

Driveway parking is prohibited at any time without a “Limited Common Element” agreement.

## **Temporary Street Parking for Garage Vehicle**

A resident may park a garage-only vehicle on the street temporarily between 5 a.m. and 5 p.m. weekdays.

At all other times, residents must register as a “guest” any garaged-only vehicle parked on the street. Create a digital permit with Parking Attendant. (This is needed for analytics purposes.) Tenants may not park garaged-only vehicles on the street after 5 p.m. or at any time on weekends without approval of the HOA.

Residents may not pre-authorize street parking for garage-only vehicles.

**Pro Tip:** Tenants should contact their landlord or property manager for a passcode to register guests.

**Helpful Hint:** The HOA has limited options to enforce parking regulations for tenants. The options include revocation of privileges and towing of unregistered vehicles. Following these rules helps avoid unpleasant or unexpected experiences.

## **Resident's Guest Parking**

Guests must be registered when parked at Desert Springs between 5 p.m. and 5 a.m. weekdays and at all times on weekends. Residents can register guests at any time using the QR code or on your smartphone at the URL [desertsprings.parkingattendant.com](http://desertsprings.parkingattendant.com).

Failure to register may result in towing.

**Pro Tip:** For a seamless experience, you may provide your passcode with the Parking Attendant URL to your guest when you provide them your gate entry code.

If you do not wish to provide your passcode, you may register your guests when they arrive, or pre-register your guests, through the Parking Attendant app.

**Helpful Hint:** Reserve only the amount of time you anticipate parking will be needed. Reserving unneeded time can result in unavailability of parking for others and loss of guest parking privileges.

You may enter a phone number or email address to be notified when your time is nearing expiration so your parking reservation can be extended.

## CHAPTER 5

# THE WAY OF THE HOA

*The rules are not walls, but rivers—guiding the flow of the many toward harmony.*

*In following the Way, neighbors dwell in peace, knowing the path, sharing the space, and honoring what is held in common.*

**T**he main goal of parking management is to ensure parking is available for residents when needed.

The HOA Board of Directors will:

- Publish and periodically update a Parking Handbook (this booklet) outlining all policies.
- Take steps as necessary to ensure parking is equitably shared by all residents.
- Issue resident permits in a timely manner.
- Provide a passcode and QR code to each Unit to facilitate easy guest registration.
- Enforce parking rules and regulations, through means that may include third-party enforcement.
- Periodically publish parking statistics, highlight parking concerns and enforcement challenges and address issues impacting parking availability.

## **Parking Management**

To ensure fair and equitable distribution of street parking permits, the HOA Board of Directors may:

- require verification of vehicle status of any vehicle prior to issuing a permit.
- limit the number of vehicles that a single Unit may register. (Limit street parking.)
- require periodic street parking recertification when permits exceed 75% of available parking.
- permanently withdraw street parking privileges for residents who provide false information or fail to notify the Board that a garaged vehicle justifying street parking no longer occupies a garage space.

When a vehicle receives a second or subsequent Smart Warning ticket, the ticket shows a presumptive fine. The actual fine will be determined or waived at the discretion of the board of directors.

The board will review violations monthly and determine actions or assessments for each violation based on the Unit history and severity of the violation.

Owners may appeal penalties in accordance with condominium law. (Instructions provided by HOA.)

# CHAPTER 6

# ENFORCEMENT POLICY

*Rules are not walls; they are the currents that guide the river. They do not exist to restrict but to create harmony, allowing all to flow without collision.*

*To follow rules voluntarily is to move with the rhythm of the community, not against it. Resistance creates friction; acceptance creates ease. In yielding to the path, we find fewer obstacles.*

To ensure impartial and uniform enforcement the HOA Board of Directors will follow predictable enforcement guidelines.

## Unregistered and unidentified Vehicles

- Unregistered vehicles will normally receive a one-time reminder notice. Subsequent encounters with the same unidentified vehicle may result in towing at owner's expense without further notice.
- Unregistered vehicles encountered more than three times may be placed on the vehicle blacklist to be automatically towed when encountered by the tow company.

## **Registered vehicles without a street permit**

- Garage-only vehicles parked on the street with no guest permit may cause revocation of passcode.
- Garage identified vehicles with more than three Smart Warning notices may be subject to towing.

## **Commercial vehicles**

- Delivery vehicles may park in front of a unit for the time needed to drop off packages.
- Commercial and work vehicles may park in front of a Unit only for the time needed to unload tools and equipment. After unloading equipment, the vehicle must be moved to a parking space. Operators must be available to move the vehicle immediately for emergency response.
- Commercial vehicles may not park overnight.

## **Vehicles parked in the fire lane or common area**

- Any vehicles parked in a fire lane, blocking an FDC or blocking a fire hydrant may be towed without warning.
- Vehicles parked in the common area (“off road”) may be towed without warning.

## **Vehicles not driven daily**

If you do not drive your vehicle daily, consider parking it in the garage. Otherwise, you must move your vehicle every three days; vehicles sitting for long periods draw resident complaints.

---

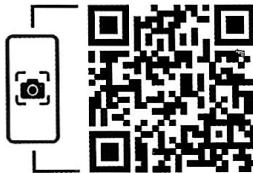
# PARKING ATTENDANT

---

## PASSCODE

For parking rules, info, and options, scan or go to:

[desertsprings.parkingattendant.com](http://desertsprings.parkingattendant.com)



Parking Attendant Fridge Magnet



Smart Decal

# APPENDIX

## Parking Attendant

The Parking Attendant is the web app that allows residents to register guest vehicles when parked at Desert Springs. Parking Attendant is available via QR code or URL at [desertsprings.parkingattendant.com](http://desertsprings.parkingattendant.com)

## Passcode

Each unit is assigned a unique passcode to allow residents to register their guests in the parking attendant app. A passcode ensures the resident responsible for the guest can be contacted in an emergency and to avoid towing the vehicle.

## Smart Decal (Resident Vehicle and Street Parking)

A Smart Decal is a color coded windshield decal containing a QR Code and unique 7-digit number. Smart Decals are assigned to a specific vehicle, are not transferrable and indicate parking privileges with color codes.

Yellow - Garage only

Black - Owner resident (Street parking\*)

Blue - Non-owner resident (Street parking\*)

Red - Expiration date assigned

Purple - Reserved

Green - Reserved

\* Street parking is limited to "overflow" vehicles. Resident is responsible to ensure only the approved number of vehicles is parked on the street concurrently.

## Smart Warning Sticker

A Smart Warning Sticker is a notice placed on the vehicle with a QR code and URL allowing easy lookup of violation details. Smart Warning Stickers will normally be placed under the windshield wiper of the vehicle for first time encounters. Smart Warning Stickers may be adhered to the driver's side window on vehicles with previous notices.

## Digital Permit (Guest Parking)

A digital permit is a time-limited street parking permit assigned to a vehicle, either at the time of parking or pre-registered. Parking monitors may view the digital permit by scanning the vehicle license plate.

The resident or guest may create a digital permit for the time and duration of parking in the Parking Attendant app at [desertsprings.parkingattendant.com](http://desertsprings.parkingattendant.com) with the Unit assigned passcode.

Digital permit creation is simple and quick:

- Open Parking Attendant on a smart phone
- Tap **Register**
- Enter **License Plate, Unit #** and **Passcode**
- Select a visit duration
- Enter email or phone number (optional)
- Enjoy your visit!

Residents may reserve a space by tapping **Preatuthorize**, Entering their unit and passcode. Share a link with their guest or complete the reservation with the info above.

## Smart Warning Sticker Violations

Parked in Fire Lane

Self explanatory

Parked without a valid permit

Smart decal not displayed or no digital permit

Blocking Fire Hydrant

Self explanatory

Banned vehicle

Parking privileges permanently revoked

Abandoned vehicle/Parked longer than allowed

Vehicles may not be stored on the street or  
parked more than 72 hours

Parked in common area

Vehicles may not be parked in the common  
elements, including driveways

Other reason

See note in Parking Attendant for Smart  
Warning ticket issued for “Other reason”

Smart Warning Stickers are considered friendly reminders for ‘first time’ violations — not ‘tickets.’ Owners of vehicles that received a prior Smart Warning Sticker may incur a fee, have parking privileges revoked, or be subject to tow at the discretion of the Board.