

CAPISTRANO BAY DISTRICT  
AGENDA REPORT  
November 5, 2013

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*Security Reports*

**ITEM F.5**

PARKING MANAGEMENT/ENFORCEMENT

This is an update to the two items requested by the Board at the previous meeting.

Item 1. *Edit notations on guest passes*

It was requested to add the verbiage: "PARKING PASS MUST BE VISIBLE AT ALL TIMES." This cannot be added without deleting other previously requested verbiage – there is no additional space to add this statement.

Item 2. *Post new PRIVATE PARKING signs, establish new policy.*

There are 111 residences that have developed extra parking on the RR side of Beach Road. The following is a field inventory of existing signage:

- # of areas with existing signs      51
- # of areas sharing a sign            11
- # of areas with no sign                49

Most of the existing NO PARKING signs are old, faded, sit very high on a post or are hidden from view behind untrimmed bushes and vegetation. It is recommended that all parking areas install new bright white/red parking restriction signs (see sample on next page) and maintain a standard sign height of 5 feet to the top of the sign (this height improves the overall visual quality within the community).

The District would order all the signs and posts to get a quantity break on the cost and provide the installation labor. The cost would be billed to the homeowner.

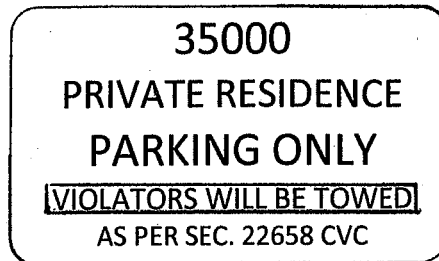
The following page is a draft notice to homeowners explaining the new policy and program.



# CAPISTRANO BAY DISTRICT

35000 Beach Road Capistrano Beach, CA 92624 Phone: (949) 496-6576 Fax: (949) 487-9224 email: drussell@capobay.org

SAMPLE LETTER



Board of Directors

A. Masto Pres.  
M. Haack  
J. Zerboni  
K. Breeding  
S. Muller

Manager  
D.S. Russell

November 6, 2013

Homeowner Notice: *New Railroad Parking Policy*

In recognizing the community-wide problem of illegal parking within the Railroad Parking Areas along Beach Road and the importance of maintaining an open roadway/firelane, the Board of Directors took action at the October 1 Board meeting to establish a more effective enforcement policy.

With your cooperation the Board would like to post new NO PARKING signs in all RR parking areas and begin a more proactive program of towing illegally parked vehicles.

Parking violations are continuing even though the summer rental season has passed:

- contractors are desperate for parking space at their projects
- guests are not paying attention to the few basic rules or the existing posted signs
- many of the existing NO PARKING signs are old and faded or hidden behind bushes
- fresh new red/white signs and a more real threat of towing will cause guests, renters and service workers to give more conscious thought to where they park.

By purchasing signs, posts and hardware in large quantities, the District can provide you with a new posted parking sign, installed, for (approx.) \$85.00. If the District can use your existing sign post then the price reduces to (approx.) \$60.00.

Once new signs are posted, the District will immediately respond to those homeowners' complaints with an aggressive effort to move/tow offending vehicles.

Parking leaseholders not wishing to post the new "tow away" sign will still have their rights enforced by District security but no towing will be initiated. Finally, the District Board strongly endorses a "Good Neighbor" policy allowing, from time to time, for others to park in your leased area, unless of course, such parking is needed for personal or guest use.

Donal S. Russell, Manager

Ambrose S. Masto, President

Capistrano Bay Community Services District

Board of Directors