

## Vehicle Reservation Certificate Procedure & Fees

We will be strictly adhering to the Vehicle Registration Certificate process originally instituted with the program in 2014. This will streamline traffic flow by reducing guest registration time at the guard house and help eliminate vehicle backups on Perdido Beach Blvd.

All Rental Management Agencies, self-managed units, or owners' guests (children, family members, business clients etc.) will be required to purchase vehicle reservation certificates in advance from the SCOA office or Security office. Owners who allow renters/guests/clients/family members to stay in their unit may purchase several passes at one time to accommodate several guest reservations. A maximum of 2 vehicle reservation certificates per condominium unit will be issued per condo at any given time. Subsequent passes may be purchased at the security office as parking space permits.

Deeded owners of a unit have a vehicle registration decal issued to their vehicle, one decal per deeded owner due to City of Orange Beach ordinance and SeaChase Rules and Regulations (actual spaces on site being 1.3 spaces per unit) allocate only two parking spaces per unit. This pertains to both two bedroom units (6 person maximum occupancy) and three bedroom units (8 person maximum occupancy). Please make arrangements with the SCOA Office to pick up these decals if you have just purchased a unit. If an owners tag number changes, they must get a new decal. Decals will not be mailed and must be picked up in person.

**Guest Name, Unit Number, Arrival/Departure Dates and the vehicle reservation certificate fee of \$60.00 must be received by the SCOA Property Manager for each vehicle at least one week before a vehicle reservation certificate will be issued. If your guest arrives with a vehicle that we do not have a vehicle registration certificate for, there will be a \$70 charge for the certificate at the security office.**

All certificates have serial numbers documented when they are purchased and will be kept in the property management/security office in your units' folder until guests arrive at the security office. Property Management ([sarah.delazzer@aronov.com](mailto:sarah.delazzer@aronov.com)) and Seachase Security ([SeachaseSecurity@aronov.com](mailto:SeachaseSecurity@aronov.com)) will need an email with names with arrival/departure dates no less than one week prior to their arrival with more advanced notice greatly appreciated. Our security staff will fill in the vehicle registration certificate and have them ready prior to their arrival. If you have a reserved parking spot, this will be issued first at no cost unless otherwise noted in the email. When the guest arrives they will be asked their unit number and name. The security guard will retrieve the pre-filled in pass, enter the license plate number, record their arrival and send them to the unit.

The certificate is valid for the entire length of the visitors stay and is non-transferable to another vehicle. **Vehicle reservation certificate serial numbers register the guest specific to the owners' condominium unit. It is imperative to know who is on site at all times for emergency situations.**

Any lost or stolen vehicle reservation certificates will have to be reissued at the vehicle owner's expense.

#### **Daytime Vehicle Registration Certificates:**

Guest information will be collected from June 1 to September 30, to register any guests visiting a guest or owner for the day. Daytime Vehicle Registration Certificates are valid for one day and will expire at 8:00 p.m. A limited number of Daytime Vehicle Registration Certificates will be available from the SCOA Office/Security Office at their discretion depending on the season, occasion and occupancy levels.

**Each vehicle must display the Vehicle Reservation Certificate on either the rearview mirror or the front dashboard at all times when entering/exiting the SeaChase property and when vehicle is on SeaChase property. Vehicles parked at Seachase without an appropriate vehicle registration certificate will be booted. A fee of \$100 will be charged to remove the boot.**

#### **Reserved Vehicle Spaces Rules**

SeaChase Owners who have purchased a reserved space(s) will receive 2 red vehicle decals per space when they provide the SCOA Office the vehicle registration information for each vehicle. This will serve as the "effective" Vehicle Registration Certificate for that vehicle. Please make arrangements with the SCOA Office to pick up these decals. Decals will not be mailed and must be picked up in person. Purchase of a reserved space purchases the right to park in a designated spot in the covered parking area. **This reserved spot counts as one of the two parking spaces allowed for the unit. The owner is not entitled to a third spot in the lot.**

Guests that are authorized by a SeaChase Owner to use their reserved parking space(s) will still be required to provide the SCOA Office with the vehicle registration information but will be exempt from paying the vehicle reservation certificate fee. **This will count as one of the two parking spaces allowed for that unit.**

It is the responsibility of the Owner of the purchased reserved parking spot to notify the SCOA office by email with the vehicle registration information and authorization to the use of their reserved space in advance. The vehicle reservation certificate will be issued by the SCOA Security Office.