

Vehicle Reservation Certificate (VRC) Procedure & Fees

The Vehicle Registration Certificate (VRC) program was instituted in 2014 to ensure safety and enhanced security with the management of registering vehicles on the property with guests to units (200 open parking spaces with an additional 53 reserved). The Vehicle Registration Certificate (VRC) program streamlines traffic flow by reducing guest registration time at the guard house and helps 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 VRC's in advance from the SCOA/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 two (2) VRC's per condominium unit will be issued per condo at any given time. Subsequent VRCs may be purchased at the Security Office as parking space permits.

Deeded owners of a unit have a vehicle registration decal issued to their vehicles, one decal per deeded owner due to the City of Orange Beach ordinance and SeaChase Rules and Regulations allocate two (2) 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/Security Office to pick up these decals if you have just purchased a unit. If an owner's tag number changes, they must notify security personnel to get a new decal. Decals will not be mailed and must be picked up in person.

Guest Name, Unit Number, Arrival and Departure Date, and the Vehicle Reservation Certificate (VRC) fee of \$60.00 must be received by the SCOA Property Manager or Security Office for each vehicle at least one week before a VRC will be issued. All VRC's at the time of check-in will be \$70.00ea.

All certificates have serial numbers documented when they are purchased and will be kept in the security office in your unit's folder until guests arrive at the Security Office for check-in. Property Management (Jesse.Clement@aronov.com) and SeaChase Security (SeachaseSecurity@aronov.com) will need an email with names, unit, and 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 VRC, enter the license plate number, record their arrival and guide them to the unit.

The certificate is valid for the entire length of the guests' stay and is *non-transferable* to another vehicle. Vehicle reservation certificate serial numbers register the guest to the owner's specific 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.

Daily Vehicle Registration Certificates:

Guest information along with a vehicle registration certificate fee of \$10.00 will be collected from June 1 to September 30, to register any guests visiting another guest or owner for the day. Daily Vehicle Registration Certificates are valid for one day and will expire at 12:00 a.m. A limited number of Daily Vehicle Registration Certificates will be available from the SCOA Office/Security Office at their discretion depending on the season, occasion and occupancy levels. Times and dates will be designated by the Property Manager.

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

Reserved Vehicle Registration Spaces Rules

SeaChase Owners who have purchased a reserved space(s) will receive two (2) new red vehicle decals per unit when they provide the SCOA/Security Office with the vehicle registration information for each vehicle. This will serve as the "effective" Vehicle Registration Certificate (VRC) for that vehicle. Please make arrangements with the SCOA Office or Security Office to pick up these new decals. Decals will not be mailed and must be picked up in person. Purchase of a reserved space reserves the right to park in a designated spot in the covered parking area.

Guests that are authorized by a SeaChase Owner to use their reserved parking space(s) will still be required to provide the SCOA/Security Office with the vehicle registration information but will be exempt from paying the vehicle reservation certificate fee. It is the responsibility of the Owner of the purchased reserved parking spot to notify the SCOA/Security Office by email with the vehicle registration information and authorization for the use of their reserved space in advance. The vehicle reservation certificate will be issued by the SCOA/Security Office. 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.