

# WINSTON SQUARE PARKING APPLICATION

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1. Winston Square Parking Application filled out completely.
2. Photocopy of current DMV Registration for **all** vehicles showing your current address **in Winston Square.**
3. If **any** of your vehicles are not registered to your current Winston Square address, you must go to the DMV and get it corrected to show your Winston Square address on the actual DMV Registration before you can submit your Parking Permit application.
4. No matter how many vehicles that you have, the maximum amount of Winston Square permit stickers that will be issued to any unit is (2).
5. **You can only park in a permit space once you receive your sticker! You can never park in a visitor only space!**
6. **The permit sticker is designated to a specific vehicle and can't be moved to another vehicle without doing another formal application process.**
7. **Any changes in vehicles requires submitting copies of your current DMV registration for all of your vehicles immediately.**

Please return all of the required documentation as stated above to:

Pierce Property Management  
969-G Edgewater Blvd., PMB #333  
Foster City, CA 94404-3760

Phone / Fax: (650) 312-8562

Upon receiving all information regarding your application, Ed Pierce will contact you as soon as possible to schedule an inspection to verify and take a picture showing that you have the appropriate number of your vehicles parked in your garage at Winston Square. You will be required to park either one or two vehicles in your garage based on the number of permits you want and the amount of operating vehicles you own. Any units where vehicles can legally park in front of your garage must also fully utilize those areas before a Parking Permit will be issued. Please feel free to contact Pierce Property Management if you have any questions regarding the Parking Application process.

DIRECTORS:  
 Lee Hammer – President  
 Johan Forsman – Vice President  
 Ken Rachko – Treasurer  
 Karon Franzella – Secretary  
 Doug Stewart - Director

**WINSTON SQUARE  
 HOMEOWNERS ASSOCIATION**

**PARKING PERMIT APPLICATION**

Winston Square may appear to have relatively rigid parking permit requirements, but this has become necessary in our Community. Common area parking is extremely limited in some areas of the complex causing a high demand for the number of permit and visitor parking spaces that are available. Therefore, to qualify for a parking permit, the following must be true in order for your application to be considered: 1) Your garage must be used to park at least one or two of your vehicles depending on how many permits you are applying for. 2) You must designate which of your extra vehicle(s) will use the permit(s). 3) If you are fortunate enough to have the ability to legally park vehicles in front of your garage, those areas must be fully utilized before any consideration is given for any Parking Permit. 4) No matter how many vehicles that you have, the maximum amount of Winston Square permit stickers that will be issued to any unit is two. All other vehicles will have to park outside of the complex. 5) All of your vehicles MUST be operable and currently registered and insured to your home address in Winston Square. NO EXCEPTIONS TO THESE REQUIREMENTS WILL BE ALLOWED!! If you've just moved here, we wish to welcome you, but you must be in full compliance with the above criteria prior to any consideration for a permit. AGAIN THERE WILL BE ABSOLUTELY NO EXCEPTIONS.

If you fully comply with all of these requirements, please, fill out the Parking Permit Application and mail the application to the address below for Pierce Property Management, along with copies of the respective vehicle registration forms. Upon receipt, an appointment will be made to inspect your garage and vehicles. Upon the successful inspection, you will be given a numbered parking permit for the vehicle(s) you have designated for the permit(s).

**Note: If you plan to change the permit(s) from one vehicle to another or sell the designated permit vehicle(s), please notify the property manager in advance of the change since each permit applies only to the designated vehicle and the paperwork must be updated. As a reminder, vehicles may not be stored in the common area parking even if you have a permit!!**

Last name: \_\_\_\_\_ First name: \_\_\_\_\_

Street address: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Work phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Date: \_\_\_\_\_

Please list the number of Parking Permits you are applying for \_\_\_\_\_  
 and completely fill in all information requested below for **all** vehicles:

Year	Color/ Make	Model	License Plate #	Vehicle Registration Expiration	Driver's Full Name

*Pierce Property Management • 969-G Edgewater Blvd., PMB #333  
 Foster City, CA 94404-3760  
 (650)-312-8562 phone/fax*