

Preserve at Alamo Ranch Homeowners Association

New Parking Pass Request Process

Preserve at Alamo Ranch Homeowners,

We have amended the process for requesting an overnight parking pass. Previously, owners would call or email DAMC when they needed a parking pass; however, that process will be replaced with a digital request form that is located on the Owner Portal. Logging into the Owner Portal is easy. Owners can gain access to the Portal by navigating to the HOA website at www.preserveatalamoranch.com.

If this is your first time logging into the Owner Portal, then click on “Initial Login” and follow the prompts from there to create your profile. You will need your account number to complete the profile creation, and that number can be found on your account statement.

Preserve at Alamo Ranch
Professionally Managed by Diamond Association Management and Consulting

Home Resident Resources Board of Directors Governing Documents

The Preserve at Alamo Ranch

2021 BOD Call to Serve - [Click Here](#)

Amended COVID Pool Rules - [Click Here](#)
Amended Parking Policy - [Click Here](#)

Portal Login
Login Name:
Password:
[Login Now](#)
[Forgot Login](#) [Initial Login?](#)

Once you have logged in successfully, you will land on your portal “Home Page”. Below the account information you will see, “Requests”. To request a parking pass simply click on “View and add resident requests”.

Homeowner Account

Account Number:
Property Address:
Status: Current
Last Payment Date: 01/09/2020
Last Payment Amount:
Current Balance Due: \$0.00

[View Account Detail](#) [Pay Now](#)

Architecturals:	1	View and add ACC Plan
Requests:	0	View and add resident requests
Violations:	0	View open and closed violations

Once in the resident request window, please click “Add New”, and then use the dropdown box to select “Visitor Parking Pass” .

Manage: Resident Requests

Use this page to search for Resident Requests.

+ Add New **Home**

Id	Title	Status
No resident requests found!		

Add New: Resident Request

Submit a request to the management company. Click Save when you are done.

Save **Cancel**

Details

Type: **-- Select --**

Save **Cancel**

Lastly, your parking pass request form will be displayed. Please fill out this form and be sure not to skip any form fields, and click save.

Add New: Resident Request

Submit a request to the management company. Click Save when you are done.

Save **Cancel**

Details

Please be sure your email address is updated in your Owner Portal. We will use this email address when sending your parking pass. If you're submitting this request for a parking pass after 5:00 PM during the week, then your pass will not be generated until the following day. If you're requesting a parking pass after 5:00 PM on a Friday, then your request will not be generated until the following Monday. When you receive your parking pass, please print and display in the driver's side front windshield. The HOA will not be responsible for vehicles which are towed or ticketed due to the parking pass not being displayed properly. Please be sure to fill in all the requested data below to complete this request. Thank you, DAMC

Type: **Parking Pass**

Additional Fields

Year*

Make*

Model*

Color*

License Plate

Number*

Pass Start Date*

Pass End Date*

☐ Check this box to ensure you entered all the necessary information requested for this parking pass.

The disclaimer on the request form prefaces the importance of ensuring the correct email address is recorded on your Owner Profile. All parking passes are emailed to the email address which is reflected in our system, which is the same email address displayed in your Owner Profile.

Thank you