

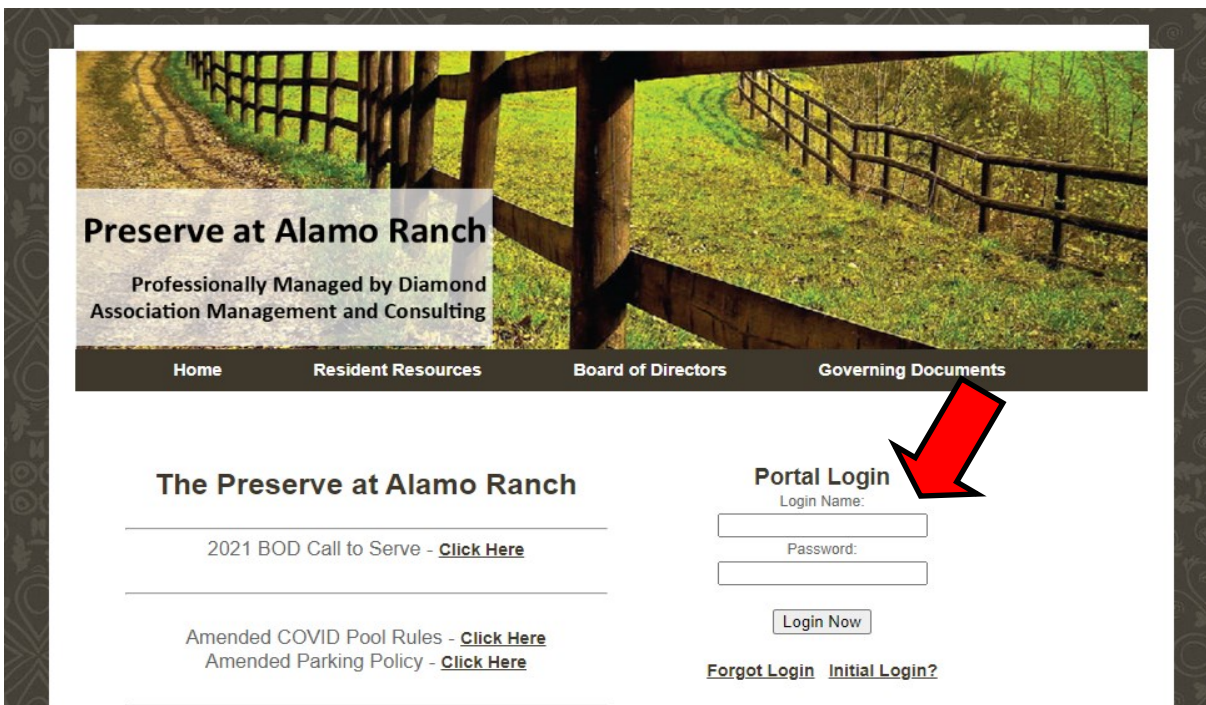
Preserve at Alamo Ranch Homeowners Association

New Parking Pass Request Process

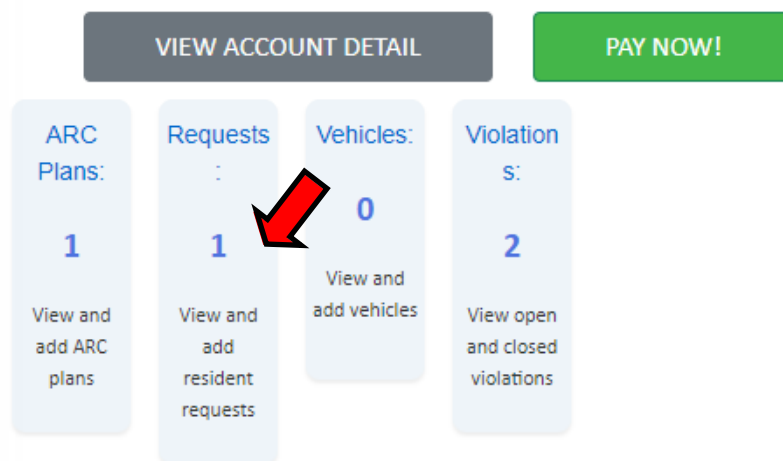
Preserve at Alamo Ranch Homeowners,

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.

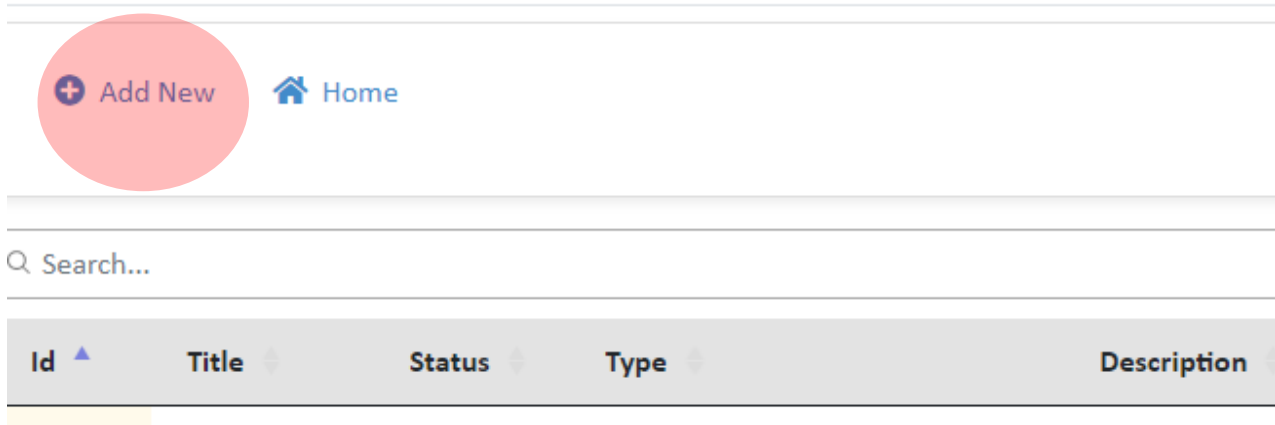


Once you have logged in successfully, you will land on your portal “Home Page”. Below the account information you will see, “Requests”. To request a parking pass simply click on “View and add resident requests”.



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

Resident Requests



The interface shows a header with a red circle highlighting the "Add New" button and the "Home" link. Below the header is a search bar labeled "Search...". Below the search bar is a table with the following columns: Id, Title, Status, Type, and Description. The table is currently empty.

From the dropdown menu, select “Visitor Parking Pass.”

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.

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 long term parking pass, please allow at least 72 hours for the Board to approve your request. If you're submitting this request after 5:00 PM during the week, then your pass will not be submitted for approval until the following day. If you're requesting a parking pass after 5:00 PM on a Friday, then your request will not be submitted for approval until the following Monday or next business day. 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: Long Term Resident Parking Pass

Year*:

Make*:

Model*:

Color*:

License Plate Number*:

Number of Garage Bays?:

List all vehicle information, including license plate numbers (Household)*:

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