

# Cormorant Landing

## REQUEST FOR VEHICLE BARCODE DECAL FORM

Date Submitted: \_\_\_\_\_ Lot #: \_\_\_\_\_

Resident's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Daytime Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Vehicle #1:             New Decal             Removed Decal             Replacement Decal

Year: \_\_\_\_\_ Make: \_\_\_\_\_

Model: \_\_\_\_\_ Color: \_\_\_\_\_

Removed Decal Number (Resident fills out): \_\_\_\_\_

Vehicle #1 Decal Number (Assigned by Association): \_\_\_\_\_

Vehicle #2:             New Decal             Removed Decal             Replacement Decal

Year: \_\_\_\_\_ Make: \_\_\_\_\_

Model: \_\_\_\_\_ Color: \_\_\_\_\_

Removed Decal Number (Resident fills out): \_\_\_\_\_

Vehicle #2 Decal Number (Assigned by Association): \_\_\_\_\_

Vehicle #3:             New Decal             Removed Decal             Replacement Decal

Year: \_\_\_\_\_ Make: \_\_\_\_\_

Model: \_\_\_\_\_ Color: \_\_\_\_\_

Removed Decal Number (Resident fills out): \_\_\_\_\_

Vehicle #3 Decal Number (Assigned by Association): \_\_\_\_\_

Vehicle #4:             New Decal             Removed Decal             Replacement Decal

Year: \_\_\_\_\_ Make: \_\_\_\_\_

Model: \_\_\_\_\_ Color: \_\_\_\_\_

Removed Decal Number (Resident fills out): \_\_\_\_\_

Vehicle #4 Decal Number (Assigned by Association): \_\_\_\_\_

# *Cormorant Landing*

## **INFORMATION AND INSTRUCTIONS FOR BARCODE DECALS**

### **Question 1: Who qualifies for a Barcode Decal and what is the cost?**

1. All current residents are eligible.
2. All direct family members not living in the community are eligible.
3. There is no charge for Barcode Decals.

### **Question 2: What is the process for obtaining a new Barcode Decal for my vehicle?**

1. Obtain a "Request for Vehicle Barcode Decal Form" available at the guardhouse.
2. Complete Page 1 of the form checking the "New Decal" checkbox and return Page 1 to the guardhouse. All requested information is required before a Barcode Decal can be distributed.
3. We will include the new decal number on the form. You will be notified when the Barcode Decal is available for pick up at the guardhouse.
4. If you are requesting for more than four vehicles, please submit multiple request forms.

### **Question 3: I have traded or sold my vehicle that has a Barcode Decal, what should I do?**

1. Record the existing Barcode Decal number on the form and remove the decal prior to trading or selling your vehicle.
2. Obtain a "Request for Vehicle Barcode Decal Form" available at the guardhouse.
3. Complete Page 1 of the form checking the "Removed Decal" checkbox and return Page 1 to the guardhouse. All requested information is required before a Barcode Decal can be distributed.
4. Include on the form the vehicle information that is associated with the decal number you no longer have.
5. If you are requesting a new Barcode Decal at the same time, provide information for a new vehicle on the same form. You will be notified when the Barcode Decal is available for pick up at the guardhouse.

### **Question 4: My Barcode Decal no longer works, what should I do?**

1. Obtain a "Request for Vehicle Barcode Decal Form" available at the guardhouse.
2. Complete Page 1 of the form checking the "Replacement Decal" checkbox and return Page 1 to the guardhouse. All requested information is required before a Barcode Decal can be distributed.
3. Fill out on the form the decal number that is no longer working.
4. You will be notified when the Barcode Decal is available for pick up at the guardhouse.

### **Question 5: How do I apply the Barcode Decal to my vehicle?**

1. Follow the instructions for "Applying Decals to Vehicles – Passenger Side" attached to the end of this form.
2. If you need assistance with applying a decal, please contact any member of the Board of Directors. You will be contacted to arrange a date and time to meet with you to apply the decal.
3. Be careful to apply the correct decal to the correct vehicle as listed on the "Request for Barcode Decal Form". The decal numbers must match the vehicle information you provided.

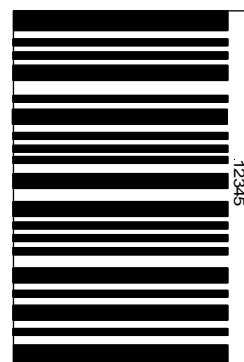
### **Question 6: What if I can't put a Barcode Decal on my vehicle?**

1. A "Clicker" type of remote opening device is available for residents only. There is cost of \$40 for each remote device.
2. Payment is by check only, made payable to "Cormorant Landing HOA".
3. Obtain a "Request for Remote Gate Opener Form" available at the guardhouse.
4. Complete and return the form to the guardhouse.
5. You will be contacted to arrange a time to pick up and pay for the remote.
6. It should be noted that remote opening devices do not work with the "HomeLink" system you may have in your vehicle.

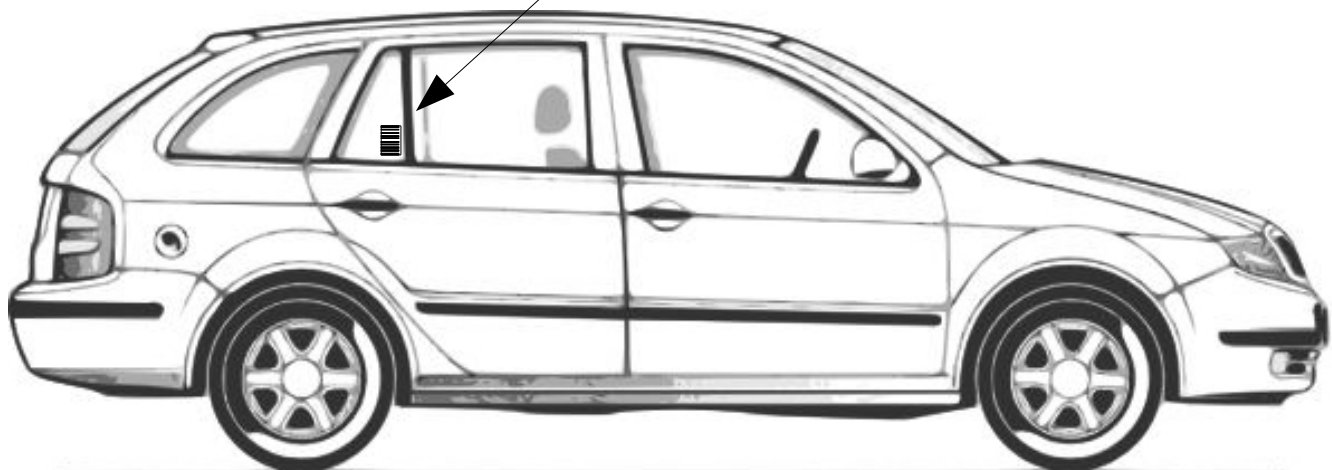
# Applying Decals to Vehicles – Passenger Side

## General Guidelines for applying decals:

- Place decals on the same side of the vehicle that the reader is on.
- Apply to the outside of the window glass. **Decals will not read reliably through the glass.**
- Orient decal with the stripes running horizontal. (as shown).
- The bottom of the decal should be at least 36 inches above the ground.
- The top of the decal should be no more than 65 inches above the ground.
- Place decal in an unobtrusive spot on the rear side window. Windows that do not open are preferred.
- The numbers printed on the decal should be on either the left or right side, never the top or bottom. The decal should be applied vertically, aligned as straight as possible.
- If placed on the vehicle anywhere other than glass, it can be difficult to remove the decal without damaging the surface.



YES



# Applying Decals to Vehicles

## Recommended application procedure:

### Clean the Window.

1. Clean the window glass using SoftScrub® or other mild abrasive cleaner. **Do not use glass cleaner.** Mild abrasive cleaners will not scratch the window, but are very effective at removing wax or other chemical coatings that will interfere with the decal bonding to the glass. Most glass cleaners now contain silicone or other chemicals that “fill in” pits and scratches in the glass. This also leaves a coating on the glass that prevents the decal from bonding to the window, making it easier to remove intact.
2. Place a small amount of SoftScrub® or other mild abrasive on a green plastic scrubber pad and gently scrub the area where the decal will be applied for 10 – 20 seconds.
3. Rinse and dry the window glass.

### Apply the decal.

**Note:** This procedure uses a squeegee from BAI to help apply decals. A thin straight edge such as a credit card can be used instead of the squeegee.

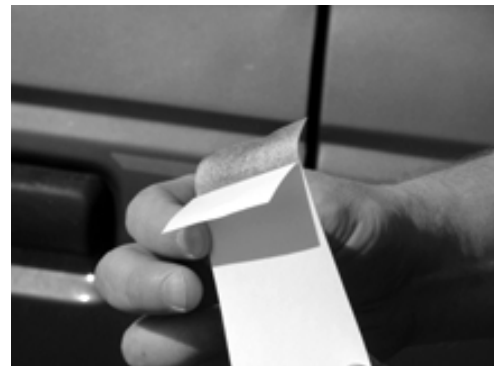
Using these directions should result in a strong bond with the window glass. The decal should not appear “stretched” or have bubbles from trapped air.

**Warning:** The backing paper supports the decal and helps it keep the rectangular shape. The decal material itself is relatively soft and may stretch or sag if the backing is completely peeled off before the decal is applied. For best results, follow these steps:

1. Peel top of decal back about 1”



2. Bend backing paper flat against back of decal



## Applying Decals to Vehicles continued

### Apply the decal. (continued)

3. Line up decal in desired location on window, then press firmly on top where the backing was peeled back



4. Place squeegee at top of decal. Press firmly against window and run it smoothly down the decal



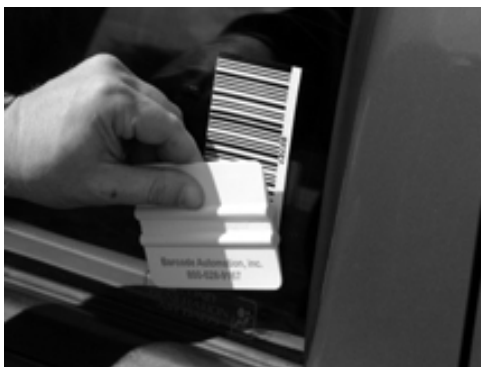
5. Hold backing with other hand



6. As you move the squeegee down, backing will come loose



7. Decal is now in place



If there are any questions please contact BAI at 800-528-9167.