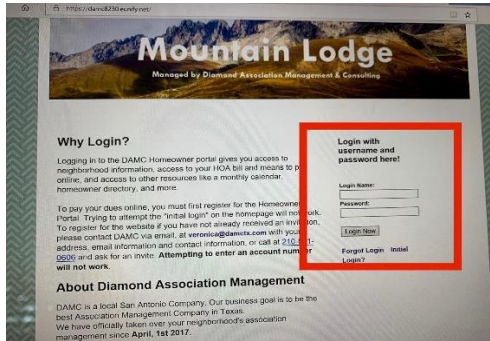


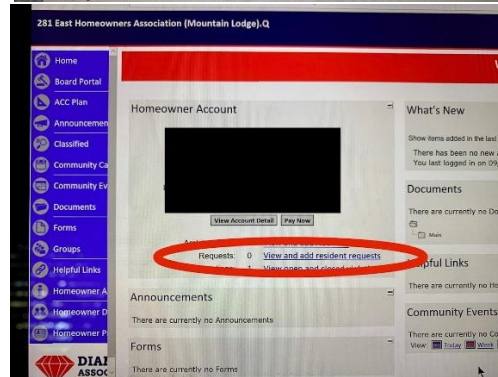
Step 1: Click link from ML website to enter Diamond's website



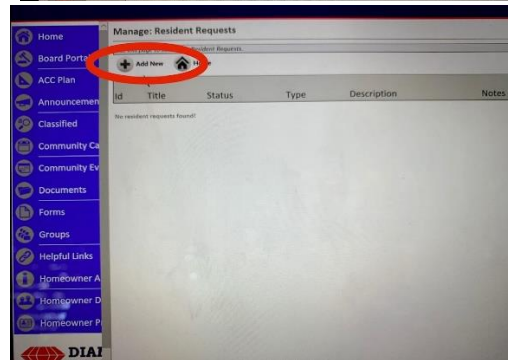
Step 2: Login to DAMC website



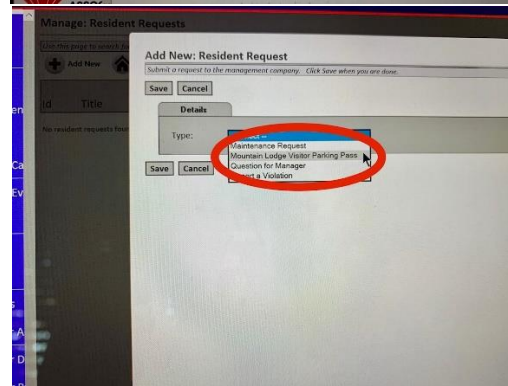
Step 3: Click "View and add resident requests"



Step 4: Click "Add New"



Step 5: Use drop-down menu to locate "Mountain Lodge Visitor Parking Pass". Select & complete.



Step 6: Fill out all fields in Visitor Pass form and click “save.”

East Homeowners Association (Mountain Lodge), Q

Home
Board Portal
ACC Plan
Announcements
Classified
Community Ca
Community Ev
Documents
Forms
Groups
Helpful Links
Homeowner A
Homeowner D
Homeowner P

DIAMOND ASSOC

Message: Resident Requests

We will use this email address when sending your parking pass. If you're submitting this request for a parking pass after 4:00 PM during the week, then your pass will not be generated until the following Monday. If you're requesting a parking pass after 4:00 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: Mountain Lodge Visitor Parking Pass

Additional Fields:

Year*
Make*
Model*
Color*
License Plate Number*
Pass Start Date*
Pass End Date*

Check this box to ensure your request for a visitor parking pass does not exceed 14 days, and to ensure all the necessary information requested for this parking pass has been entered.

Thank you,
DAMC

Step 7: Check your email inbox – you will receive a pass that looks like this if it is approved. Print & place on dashboard of visitor vehicle as directed.



If your pass is denied, you will receive an email with a file attached that looks similar to this.

