

Orange Tree

Gate Access Policies and Procedures

Table of Contents

- Orange Tree Residents 2
 - Resident Access 2
 - Number of Decals/Cards Issued 2
 - Short-term Guests 2
 - Long-term Guests 2
- Orange Tree Golf Club Members and Employees 3
 - Non-Resident Golf Club Members 3
 - Guests of the Golf Club 3
 - Guests of Golf Club Members 3
 - Golf Club Employees 3
 - Golf Club Vendors 3
- Others 4
 - Vendors 4
 - Emergency Access 4
 - Real Estate Agents 4
 - Construction Access 4
 - Non-Resident Family or Friend 5
 - Shuttle Providers 5
 - Lost, Destroyed, or Stolen Cards and Outdated Information 5
 - New Residents 5
 - Penalties for Unauthorized Use 5
 - System Failure 5
 - Questions of Possession or Rights to Use 5
- Registration Procedure for Gate Access 6
- Special Operational Rules - Dr. Phillips Entry 7
- Special Operational Rules - Turkey Lake Entry 7
- Frequently Asked Questions 7
- Summary of Gate Access Policies 10
- Revision History 11

Orange Tree Residents

Resident Access

Residents are property owners or Orange Tree approved tenants. Residents are to be provided individual barcode decals for each of their registered vehicles, with official records of same to be kept at the Orange Tree Management Office, 7201 Woodgreen Drive, Orlando, Florida. As an added security measure, the barcode decals are designed not to be transferred from car to car without the risk of destroying the decal's ability to be read properly by the laser access scanner. For residents wanting access but who may not be using a vehicle -- i.e., non-resident golf club members, students, long-term guests, and in some cases vendors -- will rely exclusively on proximity detection cards (or "prox cards"). In addition to the vehicle barcodes, each Orange Tree household will be issued a number of prox cards, as specifically described below. A prox card is a plastic card with a magnetic code within it, upon which the name and picture of the resident will be affixed. These prox cards must also be used as ID cards for each resident's use of facilities at the Orange Tree Recreation Center. Each vehicle barcode or prox card must be programmed to allow access at either the front gate (Dr. Phillips), the back entry gate (Turkey Lake), or both.

Number of Decals/Cards Issued

Each household will be allowed one barcode decal for each vehicle they have registered. Proof of vehicle registration by the homeowner will be required to be issued a vehicle barcode. An exception is allowed for a company vehicle; however, the resident must supply a notarized "Certification of Company Vehicle" Form, as provided by the Orange Tree Management Office, and executed by his or her employer; however, per Orange Tree CC&Rs, at no time are commercial or work vehicles or vehicles with signage permitted. In addition, each household will be allowed as many prox cards as there are people - 12 years of age or older - legally residing in their Orange Tree residence. Proof of Orange Tree residency is required, such as a valid Florida driver's license for adults, indicating residency at an Orange Tree address; or a copy of a school picture ID for a school-aged child from a valid Orange County School. In lieu of a driver's license, a resident may provide a properly notarized Certification of Orange Tree Residency form, which can be obtained from the Orange Tree Management Office. Exceptions will be allowed for non-year-round residents, i.e., "snowbirds"; but a supporting affidavit must be signed at the time the barcodes and/or prox cards are issued. Resident information will be required for each barcode or prox card issued. Barcodes must be purchased for \$10.00 per vehicle barcode. Prox cards must be purchased for \$20.00. The reissue fee for a lost or stolen prox card will be \$20.00. Replacement barcodes are \$10.00.

Short-term Guests

There will no longer be a permanent list of guests of Orange Tree residents to be used by the gate attendant to grant a guest entry to the gates. Guests of Orange Tree residents will be allowed entry by the gate attendant, but only for one (1) specific day, and only if their name is called in to the gate attendant beforehand. The guest list for a particular day will be purged at the end of each day and cannot be used to grant access to guests on any successive day. Short-term guests may use the Call Box.

Long-term Guests

Extra access gate cards may be issued to residents for use by their long-term guests of more than 1 day, but less than thirty (30) days, with a preset expiration date. The resident of record must register with the Orange Tree Management Office the guest's name, after which the resident will be issued a temporary gate access card for their guest's use (a "Visitor" prox card). The use of a Visitor prox card will require a \$20 deposit (cash only) which is refundable when returned. The visitor prox card must be returned by the resident to the Orange Tree Management Office when their guest departs. Unless extended by the Management Office, each guest card's number must be deleted from the system upon expiration, at which time the card will not work to access any of the Orange Tree gates.

Orange Tree Golf Club Members and Employees

Non-Resident Golf Club Members

Non-Resident Golf Club Members must be issued barcodes and/or prox cards in quantities as corresponds to the member information provided by the Golf Club and verified by the Orange Tree Management Office. The fee to be paid by the Non-Resident Golf Club Members for each barcode and prox card must be the same as paid by residents, and they must be subject to the same rules and penalties. When the Orange Tree Management Office is informed by the Golf Club that a person is no longer a member, the card will be immediately deleted from the system and will no longer be capable of accessing the Orange Tree gates.

The Non-Resident Golf Club Member barcodes and prox cards must be issued by, and registered in person with, the Orange Tree Management Office in the same manner as might be issued to any Orange Tree resident. Likewise, Non-Resident Golf Club Members must provide the same information and make the same acknowledgements as required of each Orange Tree resident. Barcodes and cards issued to the Golf Club members must provide access to both the Dr. Phillips gate and the Turkey Lake gate. Non-resident Golf Club Member access to the Orange Tree gates must be limited from 6 AM to 11 PM, seven (7) days a week.

Guests of the Golf Club

Golf Club guests are to only use the Dr. Phillips gate for access to the Orange Tree community. They need to call the Golf Club Pro Shop by utilizing the Call Box.

Guests of Golf Club Members

Guests of Golf Club members will be allowed entry by the gate attendant but only for one (1) specific day, and only if their name is called in to the gatehouse beforehand. Otherwise, the Golf Club guest must use the Call Box to contact the Golf Club Pro Shop for entry.

Golf Club Employees

Employees of the Golf Club must be allocated prox cards, one (1) for each employee whose name is furnished to the Orange Tree Management Office by the Golf Club. The employee cards must allow access via the Dr. Phillips gate only. The fee to be paid by the Golf Club employee must be the same per prox card as paid by residents, and subject to the same rules and penalties. When informed by the Golf Club that a person is no longer an employee, the card will be immediately deleted from the system and will no longer be able to be used to gain access to the Orange Tree gates.

Golf Club employee prox cards will need to be issued by, and registered in person with, the Orange Tree Management Office in the same manner as they are issued to Orange Tree residents. Golf Club employees must provide the same information and make the same acknowledgements as required of each Orange Tree resident. Golf Club employee access to the Dr. Phillips entry gate must be limited to 5 AM to 11 PM, seven (7) days a week.

Golf Club Vendors

Vendors for the Golf Club must only use the Dr. Phillips gate for both entry and exit. The Golf Club must provide the Association with an up-to-date list of their regular vendors who can be granted access by the gate attendant. Otherwise, the Golf Club vendor must use the Call Box to contact the Pro Shop for entry.

NOTE: The gate attendant at the Dr. Phillips gate will be available Monday through Friday 7 AM – 6 PM, Saturday 8 AM – 6 PM, and Sunday 8 AM – 4 PM, or at such times as approved by the Master Board.

Others

Vendors

Vendors are people or businesses that provide goods and services. Residents must not make their barcodes or prox cards available to a vendor. If a vendor provides services to a resident when the resident is at home, then the vendor needs to dial the homeowner via the Dr. Phillips Call Box and be granted entry by the resident. However, if the vendor provides services to a resident on a regular basis, but when the resident is not at home, then the vendor will need to apply for a prox card and must provide profile information to the Orange Tree Management Office in the same manner as residents, as well as, pay an annual, non-refundable, use fee of \$50.00 per prox card. Vendors must be permitted to access Orange Tree *only* through the Dr. Phillips gate, both for entry and exit. Vendor cards may be deleted from the system at any time it is determined by the Orange Tree Management Office, in its sole discretion, that the vendor has abused his or her use of the card, the gates, or the Orange Tree Common Areas. Vendor access must be limited to Monday through Saturday, 7 AM to 6 PM, at the Dr. Phillips gate only.

NOTE: *Vendors such as FedEx, UPS, the USPS, Duke, Spectrum, and the local newspaper, have their own Call Box codes for access via the Dr. Phillips gate only.*

Emergency Access

Emergency service vehicles, i.e., police, fire, and medical, are already provided a key and/or Call Box code for emergency access. Siren-activated keys have also been installed at both the Dr. Phillips and Turkey Lake gates for speedier emergency vehicle access. In addition, Sheriff's deputies who are hired by the Orange Tree Master Maintenance Association to patrol the community will be provided with their own individual prox cards for use when they are working in the community.

Real Estate Agents

Realtors or other real estate professionals must not use a resident's barcode or prox card. Just like vendors, Realtors need ready access; but unlike a vendor who can perform their services 7 AM to 6 PM, Monday through Saturday, Realtors need a more flexible schedule. Like a vendor, Realtors will be allowed to apply for a prox card and must provide profile information to the Orange Tree Management Office in the same manner as residents, and must pay an annual, non-refundable, use fee of \$100.00 per prox card. Realtors must always be obligated to provide the Orange Tree Management Office with up-to-date information of any active listings that the Realtor may have on an Orange Tree home. Under no circumstances must the Realtor be allowed to distribute his or her prox card to another agent or individual. Access for those with Realtor prox cards must be limited to 7 AM to 11 PM, seven days a week, at the Dr. Phillips gate only.

Construction Access

As residents periodically upgrade their homes, there will be a need for contractor and sub-contractor access, which is more intense than normal vendor access and for a longer period than a long-term guest - often more than 2-6 months. In this instance, the resident can apply for a long-term guest prox card(s) for their contractor and his or her sub-contractors, which must be renewed every thirty (30) days for as long as needed. To secure the prox card(s), similar profile information must be provided to the Management Office as with any vendor or long-term guest. A contractor long-term prox card is \$20 non-refundable.

Non-Resident Family or Friend

If a resident desires a barcode or prox card to be issued to a non-resident family member or friend who is not already an owner or tenant within Orange Tree (which must be determined at the sole discretion of the Management Office), then the resident must fill out a sponsoring affidavit for that individual before a prox card or barcode can be issued. The purchase fee for the prox card or barcode must be \$25.00. Non-resident family or friend access automatically expires every 12 months. For renewal, homeowners must provide updated information to the Orange Tree office. There is no renewal fee for parents, children, and siblings (immediate family) of a homeowner. Those who are not immediate family members are subject to a \$25 annual renewal fee. Under no circumstances will a Non-Resident "Friend" be allowed a prox card if they do not provide regular, personal service or upkeep to you or your residence.

Shuttle Providers

If a family friend needs gate access to provide a school shuttle service for the children of a resident, they can apply for a Non-Resident Friend prox card (see above).

Lost, Destroyed, or Stolen Cards and Outdated Information

It is the sole responsibility of the resident or non-resident Golf Club Member to update the Orange Tree Management Office within forty-eight (48) hours if a vehicle barcode or prox card is lost, destroyed, or stolen, or for changes in their resident information, such as the substitution of any vehicle, change in resident status, etc. If such information is found to be outdated, or should a barcode or prox card be lost, destroyed, or stolen, the corresponding numbers must be immediately deleted from the gate access system. If the resident or non-resident Golf Club member then requests a replacement barcode or prox card for the one lost, destroyed or stolen, they must pay another fee of \$10.00 per vehicle barcode or \$20.00 for each prox card.

NOTE: *If it is discovered that a barcode or prox card was not timely reported as lost, destroyed, or stolen, the resident may be held responsible for any damage to any Association or resident property as a result of unauthorized use of the barcode or prox card.*

New Residents

A new resident will *not* be allowed to use the previous resident's barcodes or prox cards but must be required to have new prox cards or barcodes issued by the Orange Tree Management Office. New homeowners need to provide their own individual profile information. When an existing resident moves out of Orange Tree, their prox cards and barcodes are deleted from the Orange Tree gate access system.

Penalties for Unauthorized Use

Should a prox card or barcode be found to be in the possession of a non-resident or unregistered guest, the resident responsible for the prox card or barcode must be assessed a \$50.00 fine as allowed under the terms of Article 7, Section 3 of the Master Covenants for Orange Tree.

System Failure

In the event of a failure of the access system, such as a malfunctioning card reader or a broken gate arm, the gates are programmed to automatically reset into the open position until the problem is corrected.

Questions of Possession or Rights to Use

Assuming the resident has provided all profile information as required, and that the resident is not under penalty as outlined above, Orange Tree must not deny access for barcodes or prox cards to a resident of record without a properly executed court order, i.e., divorce decree, restraining order, etc.

Registration Procedure for Gate Access

1. Resident Profile:

- a. Before barcode decals or prox cards can be issued and/or renewed, each holder or applicant for a barcode or prox card must provide the Orange Tree Management Office with all the required resident profile information for both the applicant and/or the vehicles for which access is being sought.
- b. As to vehicles, the information provided must include, at a minimum, the make and model, color, and license tag number, as well as a copy of the vehicle(s) current vehicle registration. The car for which a barcode is sought must be registered to the Orange Tree Resident, or in the case of a Non-Resident Golf Member or non-related family member, etc., at their residence. If an applicant cannot provide proof of vehicle registration, no barcode will be issued, only a prox card upon furnishing proof of residency at the Orange Tree address. A valid Government ID is required to be issued a prox card. Motorcycles must have a flat, vertical surface, about 4"x6" upon which to mount the barcode decal. If not, the resident will need to use a prox card to gain access for that vehicle.
- c. As to all applicants, pictures must be taken and incorporated into the Orange Tree resident database. In addition, adult applicants must provide a copy of a valid Florida driver's license or other recognized picture ID; school-age minors must provide a copy of a school picture ID; and for non-school-aged minors, a picture must be taken at the Orange Tree Management Office and placed in the resident's information profile.
- d. On an annual basis, tenants must be required to provide a copy of a current signed and executed lease for the residence per the terms of the applicable sub-association declarations.
- e. If a prox card is issued to a non-resident friend or family member who is not an owner or tenant, then a resident affidavit must be filled out and signed by both the owner and the non-resident and placed with the applicant's information profile.
- f. All the above information has been deemed to be necessary for emergency situations, such as vehicle accidents within the community or instances of vandalism of association property, weather disasters, urgent community notices, etc. Other information, such as e-mail addresses, etc., is also required by each applicant at the time the barcode decal and/or prox card is issued.

2. Registration Procedure:

- a. All vehicle barcode decals must be installed on the vehicles at the Rec Center *by Association staff only*; and
- b. Where at all possible, individual prox cards must be graphic cards that must allow the name and photograph of the cardholder to be attached or printed on them by the Orange Tree staff before the card is issued; and
- c. The following colors bands must be visibly incorporated somewhere in each prox card:
 - Orange Tree Resident:Orange
 - Non-Resident Golf Club Member or Employee:Green
 - Vendor/RealtorBlue
 - Non-Resident Family/Non-Family Resident:Yellow
 - Long-term Guests/ContractorsRed

- d. Temporary visitor cards for long-term guests, as referenced above, while not including a picture, must be clearly marked with the word "VISITOR"; and
- e. Individual barcode decals and prox cards must be provided to residents for a fee of \$10.00 for each barcode decal and \$20.00 fee for each prox card.
- f. To accommodate the above annual registration procedure, as well as the ongoing replacement of barcodes and/or prox cards, appropriate Association staff must be available at the Rec Center for reasonable periods of time, Monday through Friday.

Special Operational Rules - Dr. Phillips Entry

1. Gate attendant regular business hours: Monday through Friday 7 AM – 6 PM, Saturday 8 AM – 6 PM, and Sunday 8 AM – 4 PM, except holidays, or as may be changed from time to time by the Master Board.
2. Resident or Non-Resident Golf Club Member access via barcode decals and/or prox cards.
3. All other non-resident vehicle access via prox cards only.
4. Access for short-term guests via a daily call-in sheet or Call Box dialing.
5. Long-term guest vehicle access via prox cards only, and only if their names are first registered with the Orange Tree Management Office.
6. All vendor access is via Call Box dialing unless they have acquired a Vendor prox card by payment of an annual “use” fee.
7. Operable cameras are activated for monitoring the Dr. Phillips gates.
8. Appropriate signage is installed to clearly mark residents (and Golf Club members) versus non-resident access lanes, etc.

Special Operational Rules - Turkey Lake Entry

1. Resident, Non-Resident Golf Club Members, Non-Resident Golf Club Employees, and Long-Term Guest access only. Residents and long-term guests, twenty-four (24) hours a day/seven (7) days a week. Non-Resident Golf Club Members, 6 AM to 11 PM, seven (7) days a week. NO EXCEPTIONS.
2. Resident and Non-Resident Golf Club Member access via barcode decals or prox cards.
3. No Vendor, Realtor, or short-term guests will have access via the Turkey Lake gate.
4. Operable cameras are activated for monitoring of the Turkey Lake gates.

Frequently Asked Questions

As a resident, how many barcodes and decals am I entitled to?

Each Orange Tree residence will be entitled to one (1) barcode for each car registered at their Orange Tree address, and one (1) prox card for each resident 12 years of age, or older. Proof of vehicle registration at your Orange Tree residence will be required to secure a barcode. A valid ID showing residency at your Orange Tree address will be required to secure a prox card - that's a Florida driver's license for adults, school picture IDs for school-age children, or a parent's signature for non-school aged children.

What are the residents' costs for a vehicle barcode or a prox card?

All vehicle barcodes can be purchased for a fee of \$10.00, and all prox cards can be purchased for \$20.00. Non-Resident Golf Club members are subject to the same fees for their prox cards and barcodes as residents.

What if a vehicle barcode or a prox card is lost, stolen, or destroyed?

If lost, stolen, or destroyed, the barcodes or prox cards will be immediately deleted from the gate access system computer. Replacements must be available for the same fee as outlined above. If a barcode or prox card is found in the possession of a person not authorized to use them, they will be immediately deleted from the system computer, and the resident to whom the barcode or prox card was originally issued, must be assessed a \$50.00 fine. Non-Resident Golf Club members are subject to the same rules and fees as residents.

Can I let my friend use my prox card or barcode?

No. If a barcode or prox card is found in the possession of a person not authorized to use them, it will be confiscated. It will be immediately deleted from the computer system, and the resident to whom the barcode or prox card was originally issued, must be assessed a \$50.00 fine. Every resident in your Orange Tree home should have their own personal prox cards. Non-Resident Golf Club members are subject to the same rules and fees as residents.

What if I have a housekeeper or landscaper who needs to get in when I'm not at home?

If you are not going to be home, and have a vendor (i.e., lawn care, pool maintenance, etc.) who needs to get in the gates, you must either phone or e-mail the gate house with your entrance request no more than 24 hours before they are to arrive. If you have not called to put their name on the gate attendant's guest list, and you are not at home to let them in via the Call Box, the gate attendant will not let them in the gates.

If you are going to be at home when your vendors arrive, it would help if you could furnish them with your Call Box code (i.e., 000) beforehand. While your Call Box number is, indeed, in the Call Box directory for your vendor to look up, if vendors have it when they arrive, the guest-side entry process would speed up.

Finally, allowances have been made for vendors who provide regular services to Orange Tree residents when those residents are not at home. These vendors will be allowed to purchase prox cards for an annual, non-refundable, fee of \$50.00, and will be required to provide profile information at the Orange Tree Management Office. Vendor access via these prox cards will be limited from Monday through Saturday, 7 AM to 6 PM.

What gates are vendors allowed to use?

Please let your vendors know that they are to use only the Dr. Phillips gate, not the Turkey Lake gate - for both entry and exit.

I have a son who regularly checks up on me personally, or my house when I'm away. How will he get in?

If you are going to be on vacation for a few days and you need a family member or friend to check up on your home for a period no longer than thirty (30) days, you can purchase a long-term guest card, or visitor prox card, for \$20.00.

If your family member needs a prox card for longer than thirty (30) days, you will need to purchase them a prox card made available for non-resident "family" for a fee of \$25.00. Renewal conditions apply.

I have a child, under 12, who is brought home by a friend or private shuttle. How can they get in?

Orange Tree allows a resident to sponsor a family friend or company who provides shuttle services for their minor child (less than 12 years of age) either to and from school, or to and from after-school events.

Residents can apply for a Non-Resident Friend prox card for Shuttle Providers.

How do I let in a guest if I have to be outside for a few minutes when they arrive at the gate?

Guests of Orange Tree residents will be allowed entry by the gate attendant, but only for one specific day, and only if their name is called in to the gate attendant beforehand, no more than one day in advance, along with a personal verification code, the same as was provided to the resident when they secured their barcodes and/or prox cards. All guest lists for a particular day will be purged at the end of the day and cannot be used by the gate attendant to grant access to guests on any successive day. There are no exceptions. Residents can add their mobile number for the Call Box for access outside the home.

What do I do if I buy a new car? And what do I do if I need to rent a car?

If you buy a new car, your old barcode will be discontinued, and you will need to purchase a replacement barcode for \$10.00. If you rent a car, you can use your prox card for access to the Orange Tree gates.

What if I have a car supplied by my employer and the car is not registered to my Orange Tree address?

Again, you can use your prox card for access to the Orange Tree gates. If the resident desires a barcode, an exception is allowed for a company-supplied vehicle; however, the resident must provide a "Certification of Company Vehicle" Form (as provided by the Orange Tree Management Office) executed and notarized by his or her employer.

I have a motorcycle. How will I access the gates?

To use a barcode on a motorcycle you need a flat, vertical surface, approximately 4"x 6 ", upon which to mount the barcode. if not, then you will need to use your prox card.

What do I do if the gates break down and I can't get in?

The gates have been designed so that if the power should go out, i.e., in a hurricane or major thunderstorm, they will automatically revert to the "open" position so that residents can access and/or leave the community. However, if the gates should somehow malfunction, they may not operate properly until they can be manually opened. If that happens, please go around to the other gate. But if the gate arms won't open or have been damaged, please do not attempt to remove them, for this may result in serious damage to the gate access mechanism. For instance, if the Dr. Phillips gate should not open, just drive around to the Turkey Lake gates and try to enter there. If the Turkey Lake gates fail, you'll need to drive around to the Dr. Phillips entry. If it's after hours and all else fails, dial the Orange Tree after hours emergency number **407-784-8685** and leave an emergency message. If you call before or after the regular office hours, your call will be transferred to the assigned On-Call person.

What happens if someone tailgates in or out of the gates and a gate arm is subsequently damaged?

We have several cameras located at key points that record such incidents. If the video is reviewed and it is determined that the gate was damaged by a resident, the resident is immediately contacted and asked to make restitution. If the damage was done by a non-resident, a criminal complaint, along with a copy of the video, is filed with the Orange County Sheriff's Office in hopes that restitution will be made.

What do I do if someone, clearly a non-resident, is sitting at the gate arm and refuses to back away from the gate, but instead, is waiting for me to let them in?

Whatever you do, do not let them in. Vendors and uninvited guests have been doing this to try and "force" their way into Orange Tree. If you're in a hurry and are tempted to let them in, you might think you're saving yourself some time, but you might also be putting your fellow residents in danger. Try, instead, to use the other gate. If you have a cell phone, please call the Sheriff Department's non-emergency number at **407-836-4357**, and give them the vehicle tag number.

Summary of Gate Access Policies

| Access Type | Bar Code | Prox Card | Call Box | Notify Gate |
|---|--------------------------------------|---|---------------------------------|--|
| RESIDENT | \$10 per vehicle. | \$20 fee per card. | N/A | N/A |
| Non-immediate Family | \$10 per vehicle. | \$20 fee per card. | N/A | N/A |
| GUEST (VISITOR) | | | | |
| Short-Term | N/A | N/A | Call Resident. | Resident gives name to gate. One day list. |
| Long-Term | N/A | \$20 deposit. Temporary card. Up to 30 days. | Call Resident. | Resident gives name to gate. One day list. |
| GOLF CLUB | | | | |
| Member (non-resident) | \$10 per vehicle. | \$20 fee for card. Front/Back Gates. 6 AM – 11 PM | N/A | N/A |
| Guest of Club | N/A | N/A | Call Pro Shop. | Daily Tee Time and Guest List |
| Guest of Member | N/A | N/A | Call Pro Shop. | Daily Tee Time and Guest List |
| Employee/Management Office not charging \$20 fee. | N/A | \$20 fee. Front Gate Only. 5 AM – 11 PM | N/A | N/A |
| Vendor | N/A | N/A | Front Gate Only. Call Pro Shop. | List of Golf Club Regular Vendors |
| OTHER | | | | |
| Vendor FedEx, UPS, USPS, Spectrum, Duke, etc. have own codes. | N/A | \$50 annual card fee. Front Gate Only. Mon-Sat 7 AM -6 PM | Call Resident. | Resident gives name to gate. One day list. |
| Real Estate Agents | N/A | \$100 annual fee. Front Gate Only 7 AM to 11 PM | Call Resident. | Resident gives name to gate. One day list. |
| Construction | N/A | \$20 card fee. Up to 30 days. Renewable. | Call Resident. | Resident gives name to gate. One day list. |
| Non-Resident: Family or Friend | \$25 annual fee. Renew at no charge. | \$25 annual card. Renew at no charge. | Call Resident. | Resident gives name to gate. One day list. |
| Emergency Access <i>Gates siren activated</i> | N/A | N/A | Special Code for Gate Access. | N/A |

NOTE: Badges are color-coded as shown on the table.

Revision History

| Revision Number | Revision Date | Revision Description | Approved By |
|------------------------|----------------------|--|--------------------|
| 0 | x/xx/xx | Original Gate Access Policy and Procedures. | Master Board |
| 1 | 5/15/24 | Added Table of Contents and Page Numbering. Change Section Title from Friends to Non-Resident Friends. Clarified Definition of Resident. Added No Cards or Decals for Commercial or Work Vehicles or Vehicles with Signage. Changed from Guardhouse to Gatehouse. Changed from Guard to Gate Attendant. Revised Non-Resident Family Members for Free Renewal. | Master Board |
| 2 | 9/17/25 | Numerous edits for readability, including larger font. Corrections (e.g., hours, OCSO non-emergency number). Reference to an On-Call person for after-hours calls. Replaced shall with must. Removed use of Multi-Vendor cards. Added mobile phone number can be listed at Call Box. Merged Non-Resident Friend with Non-Resident Family. Shuttle Provider now uses Non-Resident Friend category. Removal of daily guest list from Golf Club. Added Summary table for comparison of access types. | Master Board |