

Gate Card Policy

Gate Policy:

Definition of terms

1. Proximity **Card**- This card is very similar to the cards that are being used currently to allow entry
2. Pin Numbers- Numeric **Code** that can be enter by touch pad to allow entry
- 3.eGo Windshield Sticker **Tag**- Adhesive back Sticker Tag, that will adhered to the inside of the windshield
4. Resident **Phone Code**-This is a numeric code that is assigned to each household to allow guest entry for that individual residents
5. Immediate Family- is defined as husband, wife, and children (with valid driver's license). In-laws residing full time at the property owner's abode. In the event that the POA member wants their children not residing in the community to have a sticker the POA member will be responsible for paying for the sticker.
6. Significant others- A spouse who is important to one's well being; especially; a spouse or one in a similar relationship.
7. Windshield tags and accesses card replacement cost: After implementation of the tags and cards there will be a charge of \$35.00 for tags, and \$25.00 for cards.

Entry List/Issuance:

Property Owners

1. Tag will be issued and attached to each vehicle
2. Proof of registration must be provide to receive tag
3. Vehicle and Property Owner must be present for tag to be issued and attached
4. Tags will not be mailed
5. Only Property Owners will be allowed to receive tags
6. Each Household will receive 1-Card
 - o In addition to tags for each registered vehicle

Immediate Family/ Significant others

1. 1- Tag will be issued and attached to each vehicle
2. Proof of registration must be provided to receive tag
3. Property Owner must be present for tag to be issued and attached

Renters

1. 1-Tag will be issued and attached to each vehicle
2. Proof of registration must be provide to receive tag
3. Vehicle and Renter and Land lord must be present for tag to be issued and attached
4. Tags will not be mailed
5. Tag will be deleted when lease is void
6. Landlord and new lessee will follow same process
7. The property owner or sponsor will be responsible for obtaining a facility code for the contractor that will be performing work within Bay Tree community. See attachment for contractor form
8. Code will be issued 1-to each company with Monday through Friday access

Facility codes for Utilities Company

1. Code will be issued by Property Manager
2. Contact person will be accountable for code management
3. Codes will be monitored by system software
4. Progress Energy
5. Four County Electric
6. Start Telephone
7. Bay Tree Water Department

Service

1. Cards will be issued by Property Manager
2. Time and day limits will be set for entry
3. Codes will be monitored by system software
4. Service Group
 1. Gas Company

2. Garbage pick up
3. News Paper
4. US Mail
5. Pest Control Company
6. Realtors
7. Maid service

EMS/ Law enforcement/ Fire departments

1. Will gain entry by dialing 911
2. Dispatch will allow entry via code

Bay Tree Lakes Fire Department

1. Tags will be issued by Property Manager
2. All department vehicles will have tags

Wildlife Officer/ State Park Ranger

1. Cards will be issued by Property Manager
2. Contact person will be accountable for card management
3. Cards will be monitored by system software

Policy for guest entering the Bay Tree community

It shall be the responsibility of the host property owner to identify and authorize their guest into the Bay Tree community. **The host property owner must be present in the community and shall be accountable for the actions and conduct of their guest.** All guests will register their boats, jet skis, etc with the security person before entry. **Property owner that receives phone calls from people that are not their guest should not authorize entry.**

1. If a security person is on duty at the gate he/she will make the phone call to the host property owner for the guest to enter. If host property owner does not answer the phone or denies entry (**guest cannot call other property owners to gain entry**) they must be turned away.

2. Property owners claiming they do not have their card or vehicles without the windshield tag with them should provide **identification** and security person check the list of property owners for verification.

3. Persons desiring to tour the community as prospective property owners. Refer them to the sales office for a sales person to escort them on their tour
4. Property owners having a function at the clubhouse, the host property owner is to provide a list of guest to the security person. Guest will have to sign in on the guest list before entry to the community.
5. Property owners that are expecting guest can provide security person with guest list. Guest will have to sign in on the guest list before entry to the community
6. Breaking or damaging the aluminum gate arm intentional or by tailgating will be a cost of \$500.00 and subject to prosecution for damaging private property.

Instruction for guest using the outside telephone to enter Bay Tree Lakes

1. When Deputy arrives in the mornings install cover over outside telephone
2. When you have to leave the gate area **remove the cover**
3. Use the guest log sheet to log all calls
4. When guest gives you their name and who they are visiting, call the home owner asking for permission for entry (**see telephone list**)
5. The guest only gets one (1) call if no one answers the phone or denies them permission for entry turn them away, they do not get to continue to go through the telephone list to gain entry
6. When permission is granted use your card to let them enter (**Deputy**)
7. Card holders can make entry (we have no way to verifying the card holder, **only telephone users have to use this procedure**)
8. Guest pulling boats and jet skis, **that do not obtain permission** may circle through the entrance gate and back out the exit gate to prevent from backing into traffic and delaying others.
9. When a guest list is provided in advance by a property owner the guest may enter by signing in on the guest register list.

Bay Tree Lakes Contractor Facility Codes

Date of Request _____

Property Owner _____

Lot # _____

Telephone No. _____

Facility Code # _____

Property Owner Signature: _____

Circle Day and insert time AM/PM

Day	M	T	W	T	F	S	S
Time period							
Until							

Type of Contract Service _____

Name and address _____

Of Contractor Company _____

Telephone # Office _____ - _____

Cell _____ - _____

I understand if the Facility code is used other than the type of Contract service provided, this could result in suspension of the code and you will have to use the telephone entry system for access into the Bay Tree Lakes community.

Responsible

Contact person (Property Owner)

Property Owner

Signature/date _____

Contractor:

Print Name _____

Signature _____

Bay Tree Lakes Service Access Cards

Access card # _____

Circle Day and insert time AM/PM

Day	M	T	W	T	F	S	S
Time period							
Until							

Type of Service _____

Name and address of service Company _____

Telephone # **Office** _____ - _____

Cell _____ - _____

I understand if the access card is used other than the type of service provided, this could result in suspension of the card and you will have to use the telephone entry system for access into the Bay Tree Lakes community.

Responsible _____

Contact person

Print Name _____

Signature _____

BAY TREE LAKES PROPERTY OWNERS

Property Owner Vehicle Information

Date: _____

A windshield tag is being applied and an access card is being issued to me as a property owner at Bay Tree Lakes. As a property owner, I understand the importance of keeping my access card in a secure location. The access card should only be used to assist with entering the property when a primary vehicle is not available. I understand that I should not lend my access card to unauthorized individuals.

Property Owner: _____

Address: _____

Lot Number _____, _____, _____, _____, _____, _____, _____, _____, _____, _____, _____

_____ Email Address _____

Homeowner's signature _____ (not required)

Closing Date: _____ Settlement Lawyer: _____

Property Manager To Complete:

Type Of Access Provided: **Bay Tree Resident telephone # 910-588-**_____

*Do not enter non- resident property owner numbers

Directory Code _____

*All property owners have to have a directory code

Access Card: Access Card Number: _____ - _____ - AWID26

Vehicle # 1: Vehicle Make, Model, & Year: _____

Vehicle Color: _____

Vehicle Tag: State _____

Windshield Tag Number: _____ - _____

_____ 7_---_____

Vehicle # 2: Vehicle Make, Model, & Year: _____

Vehicle Color: _____

Vehicle Tag: State _____

Windshield Tag Number: _____ - _____

_____ 7_---_____

Type of identification provided in order to verify property and vehicle ownership:

*May be required for homeowners that are new to the community and not known to property manager in order to verify ownership.

Vehicle # 3: Vehicle Make, Model, & Year: _____
Vehicle Color: _____
Vehicle Tag: State _____
Windshield Tag Number: _____ - _____
7_---

Vehicle # 4: Vehicle Make, Model, & Year: _____
Vehicle Color: _____
Vehicle Tag: State _____
Windshield Tag Number: _____ - _____
7_---

Vehicle # 5: Vehicle Make, Model, & Year: _____
Vehicle Color: _____
Vehicle Tag: State _____
Windshield Tag Number: _____ - _____
7_---

Vehicle # 6: Vehicle Make, Model, & Year: _____
Vehicle Color: _____
Vehicle Tag: State _____
Windshield Tag Number: _____ - _____
7_---

Vehicle # 7: Vehicle Make, Model, & Year: _____
Vehicle Color: _____
Vehicle Tag: State _____
Windshield Tag Number: _____ - _____
7_---

BAY TREE LAKES PROPERTY OWNERS

Property Owner Contraction Information

Date: _____

A gate code is being provided to you and your construction company. This code will allow access to the Bay Tree Lakes Community for the sole purpose of building construction or remodeling. As a property owner and owner of a construction company, I understand the importance of keeping my access codes confidential and will only provide them to employees working at the site. Abuse of this code to enter when unauthorized or destroying the entrance gate could result in action by the board that could delay construction until agreements are reached on entry of workers. Please review the following information:

1. **A \$500.00 deposit will be required in order to receive the code.** This deposit will be returned at the conclusion of construction if there is no damage incurred to the Bay Tree Lakes Community during the construction process. The entry gate is a very costly item and should not be broken or tampered with by anyone.
2. The code issued to you will be good for 9 months. After 9 months, if construction is not complete, you will need to re-approach the property manager for additional codes.
3. If Saturday work is required, the property owner will need to submit a letter to the property manager advising the times work will be performed. Entrance for the purpose of construction will then be allowed for Saturday work. Sunday construction work is not authorized and the codes will not allow access on Sunday for any workers.
4. The contractor is responsible for the vendors he allows to enter the community. Vendors/workers are not allowed in the common areas of the community including fishing areas, common areas to include any piers or buildings, and recreation areas where children play.

Property Owner: _____

Address: _____

Lot # _____

Homeowner's Signature

Contractor: _____

Address: _____

Contractor's signature
List of vendors if known by
contractor

Property Manager to Complete:

Type of Access Provided: _____

Facility code: Facility code number _____

Access Card: Access Card Number _____