Gate Card Policy

Gate Policy:

Definition of terms

1. **Proximity Card**- An electronic card used at the guest side keypad station to allow entry. One card is allowed per property owner.

2. **Access Code**- Numeric code that can be entered by key pad to gain entry.

3. **eGo Windshield Tag**- Adhesive backed Tag, which will adhere to the inside of the windshield that will open the gate by radio frequency.

4. **Resident Phone Codes** - Numeric codes that are assigned to each owner to facilitate guest entry via the key pad and telephone.

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**- An individual or spouse who is important to one's well-being or one in a similar relationship.

7. **Windshield tags and proximity card costs including replacements.** $35.00 for windshield tags, and $25.00 for cards.

Entry List/Issuance:

Property Owners

1. Windshield tag will be issued and attached to each vehicle by Property Management.

2. Proof of registration must be provided.

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 permitted to receive tags.

6. Each Household will receive 1(one) proximity card in addition to windshield tag(s) for each registered vehicle.

- If a windshield tag is transferred to another vehicle, notify Property Management within 30 (thirty) days of transfer.

Immediate Family/ Significant others

1. 1 (one) Tag will be issued and attached to each vehicle by the property manager.

2. Proof of registration must be provided to receive tag.

3. Property Owner must be present for tag to be issued and attached.

4. Tags will not be mailed

Renters (6 Months or More)
1. One (1) windshield tag will be issued and attached to each vehicle by the property manager.
2. Proof of registration must be provided to receive tag.
3. Vehicle, Renter and Landlord must be present for tag to be issued and attached.
4. Tags will not be mailed or handed out.
5. Landlord will notify Property Management of changes in lessee. Tag will be deleted when lease is void.
6. Landlord and new lessee will follow same process.

Utility Companies
1. Access code will be issued by Property Management.
2. Contact person will be accountable for code management.
3. Use of codes for access will be monitored by gate system software.
      Examples of utility companies authorized:
            Duke/Progress Energy
            Four County Electric
            Star Telephone
            Bladen County Water

Contractor / Repair Services
1. Cards will be issued by Property Management.
2. Time and day limitations will be set for authorized entry periods.
3. The property owner or sponsor will be responsible for obtaining an access code for the contractor performing work within the Bay Tree Community. See attached Contractor Form.
4. Codes will be issued 1-to each company with Monday through Friday access
5. Codes will be monitored by gate system software
6. Service Group
        1. Gas Companies
        2. Garbage collection
        3. Newspaper delivery
        4. US Mail, UPS, Fed Ex
        5. Pest Control Companies
        7. Cleaning services

EMS/ Law enforcement/ Fire departments
1. Will gain entry by dialing 911, dispatcher will allow entry via telephone code OR emergency vehicle(s) operators can use the siren to activate the SOS device.

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 Management
2. Contact person will be accountable for card management
3. Use of cards will be monitored by gate system software

Policy for Guest Entering the Bay Tree Community
The telephone entry system enables the opening of the gate remotely when the gate system calls a number specified by the host property owner being visited. The call is answered and a specified number is entered to allow the gate to open. In order to participate, the host property owner must have a home within the community at Bay Tree Lakes and must have entered phone numbers in the gate system by filling out the proper forms with the property management. Each participating home owner may enter up to two phone numbers into the directory, either a landline, a mobile number, or a combination of the two. No international numbers are permitted. There will be no direct charge to the home owner. Each entry in the directory will be assigned a Phone Code, usually a 3 digit number. This phone code must be used via the key pad or use the directory and press the "CALL" button at the guest gate in order to make the call to the host property owner.

It is the property owners' responsibility to identify and authorize their guest(s) entry into Bay Tree Lakes Community. The host property owner must be present in the community and shall be accountable for the actions and conduct of their guest(s). A property owner receiving a call from someone that is not their guest should not authorize entry into the community.

If a gate attendant or security person is on duty at the gate, he/she will make the system phone call to the host property owner for the guest to enter. If host property owner does not answer either of the two phone numbers allowed then entry will be denied. **(Guest cannot call other property owners to gain entry)** The guest must be turned away.

Property owners claiming they do not have their card or vehicles without the windshield eGo tags on them should provide **identification** to the gate attendant or security person so that the attendant can check the property owners list for verification.

Persons desiring to tour the community as prospective property owners should be referred to the sales office or property manager. **Do not allow them access.**

Property owners hosting a function at the clubhouse or expecting several guests are to provide a list of guests to the gate attendant / security person. Guest will have to sign in on the guests list before entry to the community.

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. Failure to pay or intentional disregard of the gate security system will result in suspension of the property owners rights to use the common areas and the right to vote on property owners issues.

Instruction for gate attendant / security person using the key pad to enter Bay Tree Lakes Community
1. When the gate attendant / security person arrives in the mornings, they will install a cover over the entry key pad.
2. When leaving the gate area, **remove the cover.**
3. Use the guest log sheet to record 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 to call the 2 (two) listed phone numbers for the host property owner to gain entry. If they are denied then they must be turned away.
6. When permission is granted use the card provided to let them enter.
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 traffic issues.
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.