

Homeowners Responsibilities

1. Be courteous and patient.
2. Provide contact information and approved lists (form enclosed).
3. Keep your clicker in your vehicle and replace batteries as needed.
4. Notify the gate attendant in advance of deliveries, guest visits, etc.
5. Provide an advance written list of a large party of guests.
6. Provide the gate attendant with any names of trespass barred individuals.
7. Prepare your guests in advance to show valid ID for entry.
8. Owners of rental properties need to inform tenants of these procedures.
9. Do not allow tailgating through the gate. Stop after your vehicle clears the control arm to prevent others from following you through.
10. Be responsible and report abuse to the POA representative at the clubhouse and/or to your HOA board.
11. On selling your home, provide the new owner with these instructions and clickers.
12. On renting your property, be sure your new tenants have the same material.

Gate Attendant Responsibilities

1. Be courteous and demonstrate professional authority at all times.
2. Move visitors through the checkpoint in a timely manner.
3. Call the resident to verify a guest's visit before allowing entry.
4. Check the directory for regular visitors both social and commercial.
3. When there is a delay, have the visitor pull over to clubhouse parking until access is resolved.
4. Check ID for all visitors (and residents without clickers) who travel through the guest lane.
5. Answer the phone and collect visitor information from residents.
6. During evening and night time hours conduct a walk through inspection of the clubhouse and pool grounds at random intervals.
7. Always be aware of clubhouse/pool activity. Leave access checkpoint to inspect only when necessary.
8. Lock the access checkpoint when making rounds.
9. Call the authorities in case of emergency (police, fire, POA Management).
10. Report any problems with the checkpoint or procedures to POA Management no later than the following business day.
11. Be knowledgeable to provide residents and visitors with instructions on gaining access and on general procedures.
12. Do not give residents telephone numbers to anyone. Give the clubhouse number for persons seeking general information.
13. All questions and concerns should be directed to the POA Management.

HOA Responsibilities

1. Notify new owners of Access Checkpoint procedures.
2. Maintain a list of owners (and tenants) contact information and provide updates to the gate attendant and POA.
3. Report concerns to the POA management representative.

POA Responsibilities

1. Bill associations for the cost of service.
2. Maintain contact with services provider.
3. Manage contract with services provider.
4. Facilitate gate and access checkpoint maintenance.
5. Maintain tele-system and update as needed.
6. Communicate with HOAs on all issues.