

Gateway Greens Community Association, Inc.

Community Access Policy and Procedures

Recognizing the competing control and accessibility needs of our community it is the intent of this document to set forth the policy and procedures which will govern approved access by residents, visitors, employees, vendors, emergency personnel, and all others to Gateway Greens Community Association. The provisions of this policy are established by, and will be subject to continuing review and modification at the sole discretion of the GGCA Board of Directors.

1. **General Rules for Approved GGCA Access.**

Forms indicated below are available for download on-line at

<http://www.gatewaygreens.net>, or may be picked up at the Main Gate. Completed forms may be returned to the Main Gate, or to: Alliant Property Management, LLC, 6719 Winkler Road, Suite 200, Fort Myers, FL 33919.

- a. Homeowners. Homeowners will be required to complete and submit a Homeowners Information and Transponder Request Form (Attachment A) to the GGCA Property Manager. Appropriate ownership documentation may be required for verification at the discretion of the Property Manager.
- b. Short-term Guests. Short-term guests will be allowed GGCA access for a period not to exceed three (3) months at the specific request of residents. An approved access pass (Attachment B) will be issued by Gate Personnel which must be displayed in the short-term guest's vehicle windshield when entering, and at all times when parked within the community. Guests requiring access for longer than three months will be regarded as "Permanent Guests" (Section 1.c.). See Section 1.f. for "Day Pass" guests/vendors.
- c. Vendors, Permanent Guests, and Non-Resident Family Members. Vendors, Permanent Guests, and Non-Resident Family Members will be allowed GGCA access provided they have been listed by the Homeowner on the Homeowner's form (see Section 1.a.).
- d. GGCC Non-Resident Members, GGCC Employees, and Renters. Gateway Golf and Country Club Non-Resident Members, GGCC Employees, and Renters will be allowed GGCA access after completing and submitting a Non-Homeowner Information and Transponder Request Form (Attachment C). This form must be endorsed with the signature of the GGCC Manager (for Non-Resident Members and Employees), or with the signature of the Homeowner (or the Homeowner's agent) for Renters. In addition, Renters must have on file an approved GGCA Notice of Lease Form, signed Lease Guidelines, and signed Lease Agreement.
- e. Emergency. Emergency vehicles and personnel (fire, rescue, police, ambulance, etc.) will be permitted access at all times.
- f. Other guests/vendors. Gate Personnel will attempt to contact the resident (if they have a working phone number on file) for authorization. Gate Personnel will not attempt to contact residents after 10:00 p.m. or before 7:00 am. If the resident is unavailable to authorize the entry or does not allow entry, the guest or vendor will not be allowed access to the property. Real estate agents will be granted access upon presentation of a current business card, driver's license,

and property listing. **Guests authorized access under this section will be issued a one-day Short-term guest access pass (See Section 1.b). Guests requiring access for a longer period will be regarded as either “Short-Term”, or “Permanent Guests” (See Sections 1.b. and/or 1.c above).**

2. Automated Access.

Automated access to the community will be available to residents (homeowners, and renters), non-resident family members, permanent guests, vendors, GGCC non-resident members and employees, USPS, and private delivery service vehicles by means of a transponder system. The transponder system uses devices (transponders) which are installed in approved, registered vehicles and which are scanned at the time of vehicle entry into the community. Transponder scanning allows GGCA to identify and approve entry for registered vehicles. Transponders will be available for installation in approved, registered vehicles in accordance with the following provisions:

a. **Transponder Eligibility and Pricing.**

Individuals and organizations eligible to receive transponders, as well as transponder purchase prices are shown in the list of “GGCA Transponder Eligibility and Prices”, Attachment D. Vendors will be required to renew their transponder application annually.

b. **Transponder Application Procedure.**

Eligible parties may apply for a transponder, as outlined below, by submitting an appropriate new or updated **Information and Transponder Request Form** (Attachment A, or C, as appropriate), and a **check payable to GGCA** in the amount shown in Attachment D.

- 1) **Homeowners and other residents listed on the Homeowner Information and Transponder Request Form.** A new or updated “Homeowners” Form (Attachment A) and check may be dropped off at the Main Gate, or delivered or mailed to: Alliant Property Management, LLC, 6719 Winkler Road, Suite 200, Fort Myers, FL 33919.
- 2) **All Other Eligible Parties.** A new or updated Non-Homeowner Information and Transponder Request Form (Attachment C), following endorsement of the Homeowner, or GGCC Manager as appropriate, and check may be dropped off at the Main Gate, or delivered or mailed to: Alliant Property Management, LLC, 6719 Winkler Road, Suite 200, Fort Myers, FL 33919. Alliant must also verify that renters have all required additional paperwork on file (see Section 1.c.) A transponder may not be approved until Alliant verifies that all required forms are on file. The requirements for Homeowner endorsement and check payable to GGCA will be waived for all US Postal Service (USPS) and Private Delivery Services.
- 3) **Emergency Vehicles.** Police, Fire, and Ambulance vehicles will access automated gate entry without the need of a transponder. Attended lane access will be granted without delay.

c. Transponder Installation.

It will normally take five (5) business days to process a transponder application. When the transponder request has been processed the applicant will be notified by the Property Manager. The applicant must then present himself/herself with the vehicle identified in the application, and their **driver's license and vehicle registration** at the Main Gate, where Gate Personnel will install the transponder. Only Gate Personnel or Alliant Property Management personnel will be authorized to affix the transponder to the vehicle.

3. Additional Information.

a. Transponder Limits. There is a limit to the number of transponders that will be made available to eligible parties, as indicated in the list of "GGCA Transponder Eligibility and Prices", shown in Attachment D. Terminating authorization for a permanent guest may take at least five (5) business days to process.

b. Transponder Deactivation. GGCA reserves the right to deactivate any and all transponders assigned in connection to any dwelling unit that fails to remain current with all GGCA dues and assessments, or which are assigned to any individual who is found to be in violation of established GGCA governing documents and/or policies. To assist in cleansing the database of transponders which are no longer eligible for activation, from time to time GGCA will require updated forms to be submitted by all parties holding approved transponders. Active transponders which are not verified via this process will be deactivated.

c. Appeals. At the request of a homeowner or the GGCC general manager a transponder application denial may be appealed to the Gate Access Committee. The request must be submitted in writing via the Property Manager, specify the application denial being appealed, and be signed by the appealing homeowner, or the GGCC Manager. Gate Access Committee review of, and response to, a written appeal will take place within thirty (30) days of receipt of the appeal. Denied appeals may be further appealed to the GGCA Board of Directors at the discretion of the appealing party.

d. GGCC Employee & Membership Lists. The GGCC General Manager will be responsible for keeping an up-to-date employee list, as well as an up-to-date non-resident membership list, and notifying GGCA of any additions or deletions to these lists.

e. Unit Rentals. The number of transponders available for purchase in a rental unit will not exceed the number of individuals named on the GGCA-approved lease. The lease must be for 30 days or longer, and no dwelling unit may be leased more than three (3) times in any calendar year. The transponders will only be activated for the duration of the lease. Returning renters may have their transponders reactivated at no charge.

f. Rental Vehicles. Parties eligible to receive transponders may do so for rental vehicles. The transponder prices shown in the list of "GGCA Transponder Eligibility and Prices", Attachment D, will apply. Frequent, short-term vehicle rentals may qualify for a "portable" transponder, which may be acquired or renewed on a case-by-case basis under Section 3.c. ("Appeals") of this policy.

- g. Policy Exceptions. Exceptions to this policy will be administered as an “appeal”, as set forth in Section 3.c. of the policy.

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