

CYPRESS HEAD RESIDENTIAL HOMEOWNERS ASSOCIATION

“The Lakes at Cypress Head”

BAR CODE GATE ENTRY SYSTEM **POLICIES AND PROCEDURES**

RESIDENT BAR CODE GATE ENTRY STICKERS – Form A

Each residence will be issued one resident bar code gate entry sticker for each vehicle that is permanently housed at the residence. The resident bar code gate entry sticker must be permanently affixed to the rearmost, passenger side window (for example; the rear seat, passenger side window in a four door sedan). Each residence will receive one free resident bar code gate entry sticker. Additional resident bar code gate entry stickers are \$4.00 each for each additional vehicle registered at that Lakes residence address. The registration card for each vehicle must be shown in order to obtain a resident bar code gate entry sticker for that vehicle. In addition, the vehicle must be present so that the vehicle information can be verified and the resident bar code gate entry sticker can be permanently affixed to the vehicle by a designated representative of the Lakes HOA board of directors. Non-logged company vehicles which normally park at the residence will also be eligible for bar code gate entry stickers upon proof of resident possession or issuance.

NON-AFFIXED BAR CODE STICKERS and BAR CODE GATE ENTRY CARDS – Form B

For those residents and tenants who either cannot or choose not to have a resident bar code gate entry sticker affixed to their vehicle (e.g. jeeps with no windows, collector cars, exotic cars, etc.), a “non-affixed” resident bar code sticker may be requested at a cost of \$4.00 each. Alternatively, a bar code gate entry card, which is approximately the size and shape of a regular credit card, can be purchased by Lakes homeowners and tenants at a cost of \$20.00 each.

“Non-affixed” resident bar code stickers or bar code gate entry cards **are not** to be loaned out to non-residents except to owner-authorized, out-of-area, visitors and guests to the residence where the portable bar code device was issued. Violation of this rule will cause immediate deactivation of the portable bar codes. Lost or damaged “non-affixed” resident bar code gate entry stickers will be immediately deactivated and will be re-issued at a cost of \$20 each. Lost bar code cards will be immediately deactivated and will be re-issued at a cost of \$30 each. There will be an additional \$100 fee to re-issue “non-affixed” resident bar code gate entry stickers or bar code cards that were deactivated for improper use.

The number of portable bar code devices is limited to one (1) per residence: either one non-affixed bar code sticker or one portable bar code gate entry card.

PERMANENT NON-OWNER RESIDENT/GUEST BAR CODE GATE ENTRY STICKERS – Form C

Each residence can obtain up to three permanent non-owner resident/guest bar code gate entry stickers. These will be issued to immediate family members, caregivers, significant others, and emergency contacts. They will not be issued to short term visitors, non-Lakes residents of Cypress Head (unless

they meet one of the above listed criteria), or to service providers. The vehicle and the registration card must be present when the permanent guest non-resident bar code security sticker is issued. The permanent non-resident guest bar code gate entry sticker will be permanently affixed to the vehicle for which it was issued by a designated representative of the Lakes HOA board of directors. Permanent non-resident bar code guest stickers cost \$4.00 each

TEMPORARY NON-RESIDENT BAR CODE GATE ENTRY STICKERS – Form D

Temporary non-resident bar code gate entry stickers can be obtained by contacting the Lakes Homeowners Association's Management Company by email or by phone at 386-767-8282. The contact information is shown in the monthly homeowners' newsletter. Temporary non-resident bar code stickers will be issued for a designated time period (up to 30 days) and will be automatically deactivated at the end of that designated time period. These are for out-of-town guests and **will not** be issued to local residents. Temporary non-resident bar code gate entry stickers cost \$4.00 each. Please order temporary non-resident bar code gate entry stickers at least one week before your guests arrive. Also, please request temporary non-resident bar code gate entry stickers only when you know that your guests will be entering the community in a non-registered vehicle during gate closure hours and at times when you will not be available to answer the "call box". NOTE: Please use your portable bar code gate entry card and the call box to the extent possible to avoid the inconvenience and additional administrative costs associated with the issuance of temporary non-resident bar code gate stickers for your out-of-town guests - Thank You.

TENANTS AND LEASEHOLDERS – Form E

Renters and Leaseholders: In order to obtain a resident bar code sticker(s), a copy of your lease or rental agreement must be on file with the Lakes HOA management company.

CALL BOX NUMBERS

Each residence will be permitted to enter up to three numbers in the call box system (front gate only). Non-Lakes resident's phone numbers **will not** be entered. Each phone number can be entered under the same name or under a different name – Examples: John Smith (home phone) and J. Smith (his cell phone): J. Smith (his cell phone), P. Smith (her cell Phone) and John Smith (home phone). There will be no charge to enter phone numbers in the system. The phone system will accept all local and long distance (domestic only) phone numbers. You will be able to enter the front gate or allow others to enter the front gate when you are not at home by using the cell phone option.

CHANGES TO INFORMATION IN GATE ENTRY SYSTEM

The gate entry system will be administered by the Lakes Homeowners' Association's management company. All changes need to be submitted to them as soon as possible. Items requiring change include obtaining a different vehicle, getting a new phone number, a change in the number of vehicles housed at the residence, a change in a license plate number, lost portable bar code cards, lost "non-affixed" stickers, moving out of the community, and the addition or deletion of a permanent non-resident guest bar code gate entry sticker.

PAYMENT

All charges must be paid by a check made out to the Lakes Homeowners' Association. Cash and/or credit/debit cards will not be accepted.