

Prestwick Property Owners Association, Inc.
ACCESS CONTROL GUIDELINES
Effective as of November 2004

The intent of these guidelines is to delineate responsibilities as they pertain to vehicle or pedestrian access to Prestwick. This instruction will serve as a living document and will be revised as the need arises.

1) GUARDS:

a. Conduct

- i. While on duty, always display a courteous and professional attitude.
- ii. Ensure all guests have proper property owner authorization before entry is permitted.
- iii. Never leave the guardhouse post unless properly relieved.
- iv. An effort should be made to greet each property owner and guest entering the gate with direct eye contact.
- v. Challenge all construction vehicles on every entry.
- vi. Total confidentiality must be maintained at all times. Supervisory or Board authority must be obtained before divulging any personal type information, to anyone requesting it, regarding an incident involving any property owner or guest.
- vii. Should a specific situation arise that warrants additional counsel, contact the Management Company, the Board President or your Supervisor immediately. Never hesitate to contact someone for assistance as needed.
- viii. All situations out of the ordinary should be documented immediately in the guardhouse log and brought to the attention of the Supervisor as soon as possible.
- ix. Televisions or Internet video games are NOT permitted in the guardhouse at any time. Radios are permitted with low volume.
- x. Regarding all situations that may not be covered by these guidelines, it is agreed and understood that common sense and sound personal judgment must be employed.

b. Passes

- i. Residential houseguests can be issued passes for up to 7-day duration only.
- ii. With each pass issuance, instruct the driver regarding the gate lane to be used for each subsequent entry and how to properly display the pass in the vehicle windshield. Officers should suggest that the passes must be displayed from the mirror of the vehicle with the termination date clearly visible.

- iii. Never issue a pass to a commercial vehicle, vehicle towing a trailer, or a vehicle towing a boat or motorcycle without first explaining to the driver the daily restrictions associated with their pass. Golf carts, motorcycles, and motorbikes can enter; however, must be on a trailer at all times and must be garaged overnight.
- iv. Receive property owner authorization, via telephone, for all pizza, food delivery, repairman, etc., entry requests.

c. Back/Rear Gates

- i. Residents:
Should a resident or member forget his/her transmitter or card, guards may NOT open any gate remotely unless identity can positively be assured. When in question, property owner or member should be requested to enter property via the main gate.
- ii. Guests:
No guest is to be manually granted access through the east or center gates. All access must be obtained through magnetic card or transmitter. Anyone who cannot gain access with a card, transmitter, using the keypad or via the property owner must enter via the front gate.

d. Walkers, Joggers and Bike Riders

- i. Walkers, joggers, or bike riders should NOT be allowed access via the main entrance gate unless they can prove residency. All should be challenged prior to entry. Should someone be challenged, fail to prove authenticity, and continue on through the gate, the guard should make a log entry stating time and any physical descriptions of the perpetrator, if possible.

e. Miscellaneous

- i. Vehicle "REPOS" must not take place without a Law Officer present with a certified court order.
- ii. Yard sales of any kind are NOT permitted.
- iii. Open House direction sheets may be given out at the guardhouse for Prestwick Properties once proper property owner has granted authorization.
- iv. Real Estate agents must follow the same access guidelines set forth for contractors unless specifically requested and authorized by the property owner.

2) PROPERTY OWNERS, MEMBERS AND STAFF:

- a. Must display a current sticker on their vehicle or show proper identification prior to all entry.
- b. Notify the guard shack in advance for all pending guest or contractor (pizza, food deliveries, repair, etc.) arrivals.

- c. Property owners must be responsible for their houseguests and advise them on the proper display of vehicle passes, driving regulations, etc., while on the Prestwick Property.
- d. Regarding extensive social events, prior to the entry of the first guest, responsible property owner must provide Main Gate a listing of all guests that plan to attend function. Latecomers will not be allowed entry without proper authorization.
- e. Follow the posted instructions at the electronic gate and use the four-digit code to contact your residence or a neighbor to be buzzed into the development.
- f. Property owners may grant access to visitors who contact them directly and use the phone gate opening option. Visitors who have obtained a daily pass and have a valid number on file may use the back gates.

3) CONTRACTORS, VENDORS AND DELIVERY SERVICES:

- a. All initial daily entry to Prestwick must be through the front gate.
- b. Vehicle passes will be issued on a daily basis only and should be properly displayed in the vehicle at all times while on the Prestwick Property.
- c. Construction hours within Prestwick are from 7 AM until 6 PM Monday through Saturday. There are special instances where permission can be obtained via the Management Company to allow entry on Sunday or after hours provided all work is internal and no motors or construction noise is created. If the Management Company is not available for permission, permission can be obtained from the Board President.
- d. Absolutely NO residential construction is allowed on designated holidays, i.e. New Year's Day, Easter, Thanksgiving, and Christmas unless the Management Company or Association Board President specifically grants prior approval.
- e. Trucks used for commercial trade and display enterprise identifications on the exterior of the vehicles are NOT permitted to park overnight within Prestwick unless garaged.
- f. Parking of all construction vehicles must be on the property where the work is being performed. Parking on neighboring lots or properties will NOT be tolerated and is NOT allowed.
- g. Contractors should refrain from driving large trucks or trucks pulling large trailers through rear gates. Contractors will be held accountable for any resulting gate damage.