

# POLICY BOOK

## POLICY 25 - CCCRO, INC

### ADMINISTRATION

#### AUTOMATED ENTRY SYSTEMS

The purpose of this policy is to establish the instructions for issuing Bar Code stickers/**key fobs** and abuse/violation enforcement of the automated entry systems.

#### RESIDENTS:

1. Residents shall have vehicle registration and driver's license at the time of request.
  - a. An Administrative employee shall make one copy of the vehicle registration and driver's license.
  - b. Resident shall fill out the Bar Code Sticker Registration.
  - c. An Administrative employee shall affix the bar code sticker on the passenger-side window of the vehicle, no more than 15 feet from the front bumper.

**Residents will use their TekWave code for entrance to the activities building and pool area. They may also have the option of purchasing a key fob from the office.**

#### RENTERS:

1. Renters shall rent a minimum of 1 year (12 months) in order to purchase a bar code sticker.
2. Renters shall pay a fee determined by Management (Service fees are available at the Administration office) for the bar code sticker.
3. Renters shall have vehicle registration, driver's license and copy of the lease.
  - a. An Administrative employee shall make one copy of the vehicles registration and driver's license.
  - b. An Administrative employee and Renter shall fill out the Bar Code Sticker Registration.
  - c. An Administrative employee shall note the end of the lease date.
  - d. An Administrative employee shall affix the bar code sticker on the passenger-side window of the vehicle, no more than 15 feet from the front bumper.
4. An Administrative employee shall use the end date of the rental lease to deactivate the bar code.

# POLICY BOOK

5. Repeat renters shall pay the current bar code fee to reactivate the bar code sticker and must have a copy of the new lease.
  - a. An Administrative employee shall verify the copy of the vehicle registration and driver's license.
  - b. An Administrative employee and renter shall fill out the Bar Code Sticker Registration.
  - c. An Administrative employee shall note the end of lease date for deactivation.

## **Abuse/Violation Enforcement**

The automated systems used by the residents, renters and guests make it convenient to enter the community. In the event the systems are abused, management reserves the right to suspend the privilege of automated entry. Access to the community would still be available by checking in at the Community Watch Building as stated in Florida Statue 720.305. Outstanding violations and Operations & Maintenance fees may also result in a suspension of using the systems. Guests may have to be registered daily by the Owner/Occupant that is on file with the Administration Office until the matter at hand is resolved.

Examples of abuse that would lead to suspension of privileges:

- Allowing an individual or party to enter the community and roam the neighborhood in a threatening or suspicious manner.
- Allowing an underage individual or party to exceed the guest policy.
- Not registering Renters with the Administration Office.
- Allowing disturbing activity in the community.
- Sharing of handheld barcode devices.