

GATEWAY GREENS COMMUNITY ASSOCIATION, INC.

ACCESS CONTROL POLICY & PROCEDURES

MAY 20, 2021

INTRODUCTION

The purpose of this Access Control Policy and Procedures document is to set forth the requirements that will govern approved access by owners, guests, tenants, vendors and others within Gateway Greens. The policy provisions stipulated herein have been established by the Association's Access Control Team and approved by the Board of Governors and will be subject to ongoing review and modification at the sole discretion of the Board of Governors.

Access Control and oversight of the Association's dwellingLIVE Visitor Management Entry System is performed by our Access Control Team, consisting of its Director and the Access Control Committee Chairman. Gatehouse Supervision and Community Roving Patrol is performed by the Association's contracted private gate security firm.

GENERAL RULES FOR GATEWAY GREENS COMMUNITY ASSOCIATION ACCESS

The Association's Access Control Office is located in the Golf Maintenance Bldg., which is located at the west end of Gateway Greens Drive adjacent to the Tennis Facility. Our Access Control Director is Chris Johnson, who can be contacted at vms@gatewaygreens.com or accessggca@gmail.com or by phone at 239-990-6647. His regular office hours are 8:00 AM to 4:00 PM, Monday thru Friday; however, since he is frequently in the field, he may be temporarily out of the office. He is in the office full time on Tuesday & Thursday from 1:00 to 5:00 PM and on Wednesday from 9:00 to 1:00 PM to address transponder registration. To accommodate Owners who cannot meet this time schedule, they can contact Chris at the above e-mail or phone number to specifically schedule an appointment with him to address transponder issues.

Alliant Property Management and our Property Manager, have no responsibilities associated with our Access Control process.

Our Access Control Team primarily issues and registers Community Credentials (Transponders and Passes), registers Golf Carts and Low Speed Vehicles and maintains our gate operating system including security cameras, video recorders, kiosk callboxes and guest pass scanners.

Entrance to the Gateway Greens Community can be achieved at one of three principal entrances and a separate fourth entrance to our Hidden Links Neighborhood Association. Besides the Hidden Links (Gated) entrance, the other entrances are Walden Lakes (Gated), Westlinks (Gated and Part-time Manned) and our Main Gate (Gated and 24 hr. manned). Our Main Gate Is located off Gateway Blvd. Domestic Protection Service provides the guards for our manned gates and operates our Community Rover Vehicle 7 days per week from 11:00 PM to 5:00 AM.

While our Private security firm implements and enforces our Access Control Policy, they are not Police and DO NOT offer law enforcement or security protection. Anyone having law enforcement issues or security concerns, please call the Lee County Sheriff's Office at 239-437-1000. This includes issues such

as uninvited fishermen, door to door vendors/solicitors, wild animals/gators, automobile accidents, neighbor disturbances, etc.

The following provides general information and requirements for Community Entry:

1. Property Owners—Property Owners shall be required to fully complete and submit to the Access Control Office a copy of Alliant’s Owner Contact Information Form [Go to Form](#) and Gateway Greens Owner Information Form [Go to Form](#). in order to obtain their two (2) free windshield or headlamp type stick on transponder which will be attached by our Director. Additional transponders may be purchased by Property Owners for \$35 (subject to change) each; however, the vehicle to which it is to be assigned must be present and vehicle registration provided. Transponders may be paid by check or Money Order payable to the GGCA. For new Property Owners, whose property transfer papers have not yet been approved by Alliant, may still receive its access transponders by bringing a copy of the Warranty Deed to Access Control’s offices.
2. Guests and Vendors—Guests and vendors will be allowed community access provided they are listed on the Owner’s dwellingLIVE account OR they call the Owner from the Visitor Lane Kiosks located at all but the Main Gate. If the Owner desires entry, the Owner presses “9” into his phone and the gate will open. All guests and vendors with absolutely NO EXCEPTION must possess a valid drivers’ license to enter the Community. Guests/vendors attempting to enter and not registered on the Owner’s dwellingLIVE guest or vendor list and/or not possessing a valid drivers’ license will be turned away.
3. Realtors and Special Delivery Vehicles—Real estate agents will be granted access upon presentation of a current business card and valid drivers’ license. Potential home buyers must be attended by a licensed realtor to visit the community. Special delivery vehicles such as Amazon, UPS, Fed Ex, DSL, etc. will be granted entry to the Community.
4. The Club at Gateway Members and Staff—Non-Gateway Greens Property Owners that are members of the Club and Club Staff will be allowed access if and only if they are on the Club’s current Staff and Membership Lists. Staff and Members living outside Gateway Greens may purchase stick on type transponders at \$35 (subject to change) each. Each transponder must be registered to a vehicle. If a transponder is not purchased, they will have to present ID at the Gatehouse before entry is granted. Upon termination of either employment or membership, non-Gateway Greens members’ transponders will be de-activated. There is no refund or return of Staff/Club Member transponders. Portable transponders are not allowed to be purchased or used by non-Gateway Greens Owners or Club Staff. The Club’s Summer members will be issued time sensitive paper GATE PASSES.
5. Tenants—Tenants with approved Leases on file can purchase one (1) transponder for each person named as a Lessee on the lease. The vehicle registration must match the Lessee name. The windshield or headlamp type transponder cost is \$35 (subject to change) each and can be purchased upon bringing the vehicle to be registered to the Access Control office. These transponders will be deactivated upon the completion of the lease period. If the same Tenant leases the next year, the transponder can be reactivated at no charge.
6. EVAC—All gates are equipped with EVAC to allow immediate access to the community by all Police, Fire and Emergency Vehicles. Unauthorized EVAC usage will be reported to authorities.

7. Unlisted Guest and/or Vendors—Unlisted guests and vendors will not be allowed community entry except as permitted above.
8. Guests of Owners—Guests of Owners are not allowed to invite other guests or vendors. Such access approval can only be made by the unit or property Owner.
9. Portable (Handheld) Transponders—Portable transponders can only be sold to Owners on a case-by-case basis as determined by the Access Control Team and Board of Governors and in NO case to guests, tenants, vendors or non-residents. Golf carts and LSV's are not authorized portable handheld transponders.

dwellingLIVE

In 2019, the GGCA Board of Governors introduced a new Owner and Visitor Entry Management System - dwellingLIVE - to the Community. dwellingLIVE offers many features that allow residents, and in some instances their approved Tenants, to manage their personal User information.

Owners can perform the following functions within the system:

1. You can enter up to two (2) names and two (2) phone numbers (land or cell) into the Telephone Entry Directory. These names then appear on the Visitor Entry Gate Kiosks and allow visitors to scroll to and dial your number. Upon answering your phone and verifying the guest or vendor is valid, you then press the "9" on your phone and the visitor gate will open at that entrance.
2. You can add or delete entries on your guest and/or vendor list.
3. You can update phone numbers, registered vehicles and other personal information.
4. You can also enter an Alternative Address, receive E-Mail/Text Message notifications and even identify your Pets.
5. You can print or e-mail Guest Passes to visitors, family or vendors.

Attached are two (2) informational documents pertaining to dwellingLIVE. One describes the login and system activation process and the other addresses Frequently Asked Questions (FAQ's).

GATE PASSES AND PHONE ENTRY (dwellingLIVE VOICE) AND NON-EMERGENCY GATE CONTACT

As indicated above, with dwellingLIVE all Owners have the ability to e-mail or text an electronic GUEST PASS or print a GUEST PASS for your guests and/or vendors. These passes can either be scanned at the unmanned gate kiosks or by the gatehouse guards. The guest pass will have an expiration date that you, the Owner/approved Tenant, can establish.

In special instances, it may be necessary for Owners/approved Tenants to "call-in" guests or vendors. The Association has purchased the dwellingLIVE Voice option which allows Owners/approved Tenants to call 239-356-6766 and enter guests and/or vendors. However, this option will not solve "last minute" requests to register guests or vendors and was not created to avoid the use of your online dwellingLIVE account. Under the Voice option, the guards in the Main or Westlinks Gatehouses will frequently review the dwellingLIVE Voice calls and enter any guests or vendors phoned in by our Owners. This entry will not be instantaneous, so again, this is not for "last minute" requests.

In NON-EMERGENCIES, for example, to report power outages, fallen trees and limbs, water issues, streetlight outages, wildlife issues and gate malfunctions, etc. Owners may call 239-888-6552. For Accidents, Medical issues, Assaults, Fights, Suspicious Incidents and Persons, call LCSO/911.

TRANSPONDER REGISTRATION/USAGE

1. Application Procedure and Installation

a. Owners and Approved Tenants

All Property Owners are eligible for two (2) transponders at no charge. All vehicles being registered must be brought to the Access Control Office with registration and a windshield or headlamp type stick on transponder will be installed. The cost of any additional transponder is \$35 (subject to change) each and must be paid with a check or money order made payable to GGCA. Approved Tenants are eligible to purchase one (1) transponder per name on the unit Lease. Transponders will expire at the end of the lease period.

b. Club at Gateway Members

All non-Gateway Greens Club members may purchase transponders for registered vehicles. The cost per transponder is \$35 (subject to change) each. Non-resident Club Members are not allowed to purchase nor have Portable Transponders. Transponders for Club members will be deactivated when Club membership expires.

c. Vendors

Any vendor with multiple clients in Gateway Greens may purchase transponders. Transponders must be attached to registered vehicles and are required to be renewed annually. The cost of transponders is \$35 (subject to change) each.

2. Additional Information

a. Transponder Deactivation

The GGCA , through its Access Control Team and its Board of Governors, reserves the right to deactivate any and all transponders assigned to any dwelling unit that fails to remain current with all GGCA dues and assessments or are assigned to any individual who is found to be in violation of established GGCA Covenants, Rules and Regulations. To aid in removing transponders that are no longer in use, the GGCA from time to time will require updated information forms to be submitted by all parties holding current transponders. Active transponders which are not verified by the new information form will be deactivated and removed from the system.

b. The Club at Gateway Employees and Membership List

The Club at Gateway will be responsible for keeping an up-to-date employee and club membership list and notifying the Access Control Office of any additions or deletions from either list.

c. Leased Units

The number of transponders available for purchase in a leased unit will not exceed the number of Lessees named on the GGCA approved lease form. The lease must be at least 30 days in length and no unit may be leased more than three (3) times per year. Leased unit transponders will only be activated for the term of the lease. Returning tenants who leave

the transponder attached to their vehicles can have the transponder reactivated the next year at no charge.

There is a total 5 Board members. The number of Board members who voted in favor of this Resolution is 5. The number of Board members who voted against this Resolution is 0. The vote of each Director is reflected in the minutes of the meeting at which this Resolution was adopted.

Gateway Greens Community
Association, Inc.

By: _____
President

Date: _____

(CORPORATE SEAL)