

VINEYARDS COMMUNITY ASSOCIATION

GATE ACCESS INFORMATION SHEET

The primary responsibilities of our community access control staff are to manage entry into the community, maintain a visible presence at the gate, provide information to residents and guests, and report any unlawful activity to the appropriate authorities. Please note that our personnel are not police officers, do not have arrest powers, and do not carry firearms. In the event of an emergency, residents should call 911 immediately.

We encourage all residents to take appropriate precautions to protect their homes and belongings, as good security begins at home. Recommended measures include using an alarm system on a 24-hour basis, keeping doors locked, ensuring garage doors remain closed when not in use, securing windows, and utilizing outdoor lighting where practical.

There is no substitute for staying alert and taking appropriate precautions to safeguard yourself and your home. Each resident, family member, and guest is solely responsible for their own safety. Neither the Vineyards Community Association nor the Property Management Company shall be considered an insurer or guarantor of security within the community.

The gatehouse at 70 Arbor Blvd. (the South Gate) is the hub for the Vineyards Access Control program and therefore is a remarkably busy place. Our staff will make every effort to allow quick and proper entry to you and your guests/vendors. Occasional delays will occur, and we request your patience and understanding. Adherence to Access Control guidelines will streamline your involvement with Gatehouse.

Barcodes may be obtained by residents only at the South Gate, seven (7) days a week, between 8:00 a.m. and 8:00 p.m., or during times when staff is available. A completed Bar Code Form, obtainable from the VCA website or at the South Gatehouse, together with a valid vehicle registration and photo identification, must be provided at the time of issue.

Residents with a barcode are required to use the right-hand lane and must follow the gate attendant's instructions when entering the community. Only one vehicle is permitted through the gate at a time. Attempting to follow too closely (tailgate) may cause the gate to close and result in damage to your vehicle. Any damage to the gatehouse, gate equipment, vehicles, or other property will be the sole responsibility of the resident, contractor, and/or guest involved. The Community Association assumes no liability for such damage.

GUESTS

All vehicles entering the property without Vineyards passes must stop at the Gatehouse. Guests will not be permitted access unless the gatehouse has been notified. Advance notification by residents will facilitate guest screening and prevent inconvenient delays. If the guest has not been pre-approved, the gate staff will attempt to contact the residents for authorization. If

authorization if not received, the guest will be denied entry. If you wish to give a blanket authorization to a specific guest, you may do so by contacting either gatehouse or by accessing your Dwelling Live account and adding your contractor or guest.

SERVICE COMPANIES AND VENDORS

Residents must pre-authorize all service companies and vendors requiring access to the Vineyards. This may be done by contacting the gatehouse at (239) 353-1700, or logging into your Dwelling Live account to add your contractor or guest. Contractors and service vendors are permitted entry Monday through Saturday, between 7:00 a.m. and 7:00 p.m. They are not permitted on Sundays or holidays, except in the case of emergencies (e.g., plumbing, electrical, HVAC).

LESSEE

Residents who intend to lease their property must notify the gatehouse and provide the lessee's name, address, phone number, and rental unit. Providing accurate information is essential to ensure proper gate access. Short-term lessees will be issued a temporary pass valid through the last day of their lease. Long-term lessees (over six months) must apply at the South Gate for a barcode. On the first day of the lease, either the owner or the lessee must provide a copy of the signed lease to the south gate so staff can enter the new information into the Dwelling Live account. Failure to do so may result in the lessee being denied access to the community. If a lease is extended, the owner or lessee must submit the newly signed lease to the south gate before the current lease expires. Failure to provide the updated lease will result in removal of the lessee's information from the system and interruption of community access.

REALTORS

Residents who are selling or leasing their homes must notify the gatehouse so that their realtor may be added to the permanent guest list. You may remove the realtor's name at any time by notifying gatehouse staff. If you plan to hold an open house, you must inform the gatehouse staff in advance. Visitors requesting access to that residence will then be granted entry. Please note that open houses are only permitted on Sundays between 1:00 p.m. and 4:00 p.m. Once a home has been sold, the new owners must present their Warranty Deed and a valid photo ID at the South Gate. Staff will then add the new owners to Dwelling Live and issue barcodes. Failure to complete this process may delay the new owners' access to the community.

UBER/LIFT DRIVERS

Uber/Lift drivers must be called in by the residents prior to arriving at the gate. If they are not on the list, the driver will be instructed to pull around the gate house and call the vineyards resident who should in turn call the gatehouse. Any owner or guest entering the Vineyards in an Uber/Lift vehicle MUST provide their name, address, and photo ID prior to accessing the community. There will be NO "waiving" by resident to gain access, regardless of if the personnel know the resident or not. The uber/lift drive must provide the Vineyards residents' name and address.

MISCELLANEOUS

1. NO package of any type, keys, flowers, etc., are accepted at the gatehouses.
2. Access Control will not inspect homes or property for owners.

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VINEYARDS COMMUNITY ASSOCIATION ACCESS CONTROL POLICIES & PROCEDURES

- Only those who live inside the gated area of the Vineyards will be able to obtain the bar code sticker, this will give the residents unencumbered access through the gate. You can receive a bar code at the south gate only, seven (7) days a week from 8:00 am to 8:00 pm or, when staff are available.
- Bar codes will only operate at entrance gates; they are NOT needed to open exit gates.
- Residents without a bar code are required to use the inside guest lane.
- Residents need to call the gate at (239) 353-1700 to announce guests, service agents, etc. Failure to do so will result in undue delay to your guest or refusal to access the property if we cannot contact the appropriate individuals for approval.
- Owners who rent or lease their property are responsible for notifying the gatehouse to authorize access for their renter.
- Keys, packages, flowers etc. are not accepted at the gatehouse under any circumstance.
- A permanent guest list is maintained at the gatehouse. If you would like to authorize someone for permanent entry, please notify the gatehouse staff. Authorized individuals may be removed from the list at your request at any time.
- Residents who jump from resident's lane to guest lane must show ID to gain access.