

**Policy for Security Gates
Waterlefe Community Development District (CDD)
Adopted August 19, 2014**

POLICY:

To help ensure the security of all residents, employees, and visitors to Waterlefe; and to protect community assets, this policy shall govern vehicle access into the community.

All vehicles entering Waterlefe are required to check in with gate personnel assigned to the front gate located on Upper Manatee River Road. The only exceptions are authorized emergency vehicles and those vehicles that have been granted an Automated Gate Pass (AGP). Those vehicles equipped with an AGP will have access to both the front and rear gates.

EXCEPTION – AUTHORIZED EMERGENCY VEHICLES:

All law enforcement, fire suppression and emergency vehicles shall have access to Waterlefe using either gate.

EXCEPTION – VEHICLES WITH AGPs:

For most vehicles, the AGP shall be a sticker with an embedded chip, that when activated, will be able to raise the gate arm at either entrance to Waterlefe. The stickers shall be permanently affixed to the upper part of the windshield on the driver-side. In vehicles where this is not possible, a different type of AGP will be issued.

Once an AGP has been registered to the vehicle and activated, the vehicle may use either entrance to Waterlefe.

ELIGIBILITY FOR AN AGP:

The following will be eligible to have an AGP assigned to their vehicle:

- Residents of Waterlefe
- Renters within Waterlefe
- Vehicles that are owned or leased by Waterlefe
- Personnel assigned to regularly work within the Waterlefe Community
- Commercial Vehicles that are approved by the District Manager or his/her designee
- Decisions by the District Manager or his/her designee may be appealed to the CDD Supervisory Board

ELIGIBILITY FOR AN AGP: (continued)

- Outside residents possessing a social membership or passport membership to Waterlefe Golf and River Club
- Other governmental vehicles whose department regularly conducts business at Waterlefe

APPLICATION FOR AN AGP:

An application must be submitted by the primary user of a vehicle prior to the issuance of an AGP. The application shall be reviewed and approved by personnel authorized by the General Manager. At a minimum, the application shall require the following information:

- Name
- Address
- Phone Number
- Vehicle: year, make, model, License Plate Number and Vehicle Identification Number (VIN)
- Signature of the Applicant

Authorized personnel shall:

- Verify the accuracy of the information on the application
- Indicate if the application has been approved or denied
- Record the date of the transaction
- Record the unique identifier of the AGP assigned to the vehicle
- Sign the Application

The personnel approving an application shall permanently affix the AGP to the vehicle's windshield. Under no circumstances shall an AGP be given to a person.

Personnel working at Waterlefe, who are deemed eligible for an AGP, shall be issued one AGP to be placed on the windshield of the vehicle they use to drive to and from work. The person approving the application for the AGP shall affix the AGP to the windshield of the vehicle.

FEES:

All resident owners; renters; and social and passport members in Waterlefe as of August 1, 2014, shall be eligible for up to two AGPs, free of charge. Any additional AGPs will require a \$25.00 fee.

After an AGP has been issued to a particular vehicle, it may not be transferred to another vehicle.

FEES: (continued)

If a resident owner; renter or social member or passport member obtains another vehicle after August 1, 2014, and desires an AGP for that vehicle, he/she may purchase one for \$25.00.

After August 1, 2014, new resident owners, renters, social members or passport members, who desire an AGP, shall be charged a \$25.00 fee for each authorized AGP.

Personnel working at Waterlefe that have been approved for an AGP shall not be charged a fee.

An AGP issued to vehicles owned or leased by Waterlefe shall not be charged a fee.

An AGP issued to an authorized emergency vehicle shall not be charged a fee.

An AGP issued to any governmental vehicle whose department regularly conducts business at Waterlefe shall not be charged a fee.

Any commercial vehicle receiving an authorized AGP shall be charged a fee of \$50.00.

IMPLEMENTATION:

The General Manager shall be responsible for developing processes and plans for the following:

- Application Process
- Authorization Process
- Designating authorized personnel as defined by this policy
- Training of designated authorized personnel
- Process for issuing and affixing AGP
- Scheduling of the initial conversion to the new gate pass system
- Process for reactivating AGPs that have been deactivated
- Record Retention
- Securing AGP Inventory
- Maintaining an accounting of fees collected and report to CDD on a monthly basis.