

5-6-11

Portofino Shores

Gate Access Policy and Procedures

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1. Portofino Shores has a general access gate for guests, vendors and all others. This gate is managed by a guard 24/7. All vehicles entering through the guest gate shall be checked in by the guard and upon approval to enter, will be issued a guest pass that shall be placed conspicuously on the dashboard, so as to allow verification, while on-site.
2. Portofino Shores offers a resident gate system at its entrance with a bar-code reader for access. This gate is intended for the convenient access to the neighborhood and use of this gate is a privilege offered only to residents.
3. Only registered residents may utilize the resident gate.
4. All stickers are applied to your vehicle by office personnel.
5. All stickers are permanently applied to the outside of the vehicle.
 - a. On a car or truck, the sticker is applied to a right side window.
 - b. On a motorcycle, the sticker is applied to the right front fork.
6. Replacement stickers are available at a cost of \$10.00. This includes replacement for a damaged sticker and any additional stickers requested by the resident.
7. Stickers found to be defective due to fading or cracking shall be replaced at no charge.
8. Upon replacing a vehicle, the resident shall update their Resident Access Form with the office and a replacement sticker will be issued.

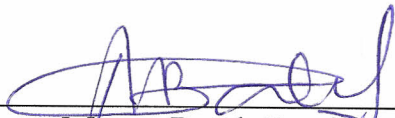
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9. Any attempt, by a resident or owner, to provide a sticker or a facsimile of a sticker for use on a vehicle shall result in a \$100 fine and suspension of use of the resident gate by all vehicles of the household for 90 days.
10. The Association will initially issue a bar-code sticker for each registered vehicle of each owner or their tenant, at no charge.
11. **Upon a change in ownership**, all previously issued stickers for that home will be deactivated and the Association will issue (2) new stickers at no charge.
12. **Upon a change in occupancy without a change in ownership**, all previously issued stickers for that home will be deactivated and no free stickers are provided.
13. The residents of each home shall submit to the office, a completed Resident Access Form, including each resident vehicle, in order to receive their bar-code stickers.

This policy has been approved by the Portofino Shores Board of Directors and is in effect as of this 6th day of May, 2011.



Mayur Patel, President