

## CEDAR BLUE RV PARK

### ELECTRONIC GATE, GUESTS, AND URGENT MAINTENANCE ISSUES

([www.cedar-blue.com](http://www.cedar-blue.com))

The following document outlines the policies and procedures with regard to accessing the electronic gate, guest access, and urgent maintenance issues at Cedar Blue RV Park and are in line with the Covenants and Bylaws of Cedar Blue.

#### NOTE THE FOLLOWING:

- All gate cards/codes issued to lot owners will be tied to their individual lots and can be activated/deactivated as necessary.
- A phone that dials 911 only will be located on the back of the gate shack.
- All emergency departments (Sheriff, Fire, National Park Wardens, and Ambulance) have gate cards to enter the park at any time.
- An emergency contact number and information will be listed on the board inside the entrance gate.
  - **Forgetting your gate card or reporting a lost gate card does not constitute an emergency. Staff will not respond if after hours.**
  - Should one of the maintenance personnel come to the park outside of work hours to assist a lot owner and it is determined that the problem is on the owners lot, the owner will be charged for the employee's time which includes a minimum 3 hours' time for the call at that employees loaded rate (includes taxes, SSAN, workmen's comp, etc.).
- Office Hours: 8:00 am – 5:00 pm.

#### PENALTY FOR INTENTIONALLY BREAKING THE GATES AND/OR EQUIPMENT

If a vehicle and/or individual(s) intentionally break a security gate arm or security gate equipment and the vehicle and/or individual(s) can be traced back to a specific lot, the lot owner will be assessed the cost of replacing the gate equipment (including parts and labor). In accordance with Sections VIII and XII of the Covenants, a \$200 penalty will also be assessed the lot owner for the first offense and \$400 for the second offense. If the fees and penalty are not paid by the date indicated in the notification letter, all of the lot owner's cards will be deactivated. These charges will be added to their account and will be treated as part of their annual assessment. If they remain unpaid, the Park may seek legal action to collect them by filing a lien on the property and possible foreclosure action as allowed in Section VIII B and D of the Covenants.

#### PROCESS FOR GATE CARDS

1. Each owner within Cedar Blue will be issued 2 gate cards per lot. These can be obtained from the front office during business hours and will require proof of identity. No additional cards will be sold to lot owners
2. If lot owners lose a card, replacement cards will cost \$15. Should frequent requests for a lost card occur, replacement cards will be subject to an amount increase to be determined by the Board of Directors.

If the cards lot owners were issued have numbers on them, they should make a note of those numbers. If they lose a card or if a card is damaged, the owner needs to contact the front office so that card can be deactivated. If their cards have the numbers blacked out and they lose a card they need to bring the remaining card into the office so it can be determined which card was lost so it can be deactivated.
3. Per the Covenants, guests are only to be in the park when the lot owner is present and owners are allowed one guest family per visit
  - a. Lot owners are to register their guests and will only be able to do this in person during park office hours and they will be issued one (1) guest card.
    - i. Guest cards will require a deposit of \$50.00 which will be added as assessment deposit for the card and this will be added to the Owner's account so no cash or credit cards are required. When the guest card is returned the deposit will be removed. The owner is responsible for insuring this transaction is handled properly. In case of a dispute arising from whether the card was returned or not will result in the \$50.00 remaining on the account.
    - ii. Guest cards will only be active for the dates the guests are visiting up to a maximum of 5 days. If the guest is going to stay longer then the owner must go to the office to renew the card.
    - iii. One additional card per lot can be leased for \$120/year. See the last two pages of this document for further information.

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- b. Lot owners that have reserved the Family Center/Pavilion for a family reunion or event may request an access code they can give to their family members for access to the park. When reserving the family center/pavilion and requesting the access code a specific date and times must be listed for the event and the code will only be active during the date and times listed for a maximum of one day.

**4. Tailgating through the gates**

Property owners, their family and guests are not to tailgate other vehicles through the gates that they are not associated with. Property owners are responsible for providing access through the gates of their family and guests. We ask that all please be considerate of others.

Anybody passing through the gate that has a vehicle behind them that is not one of their family members or guests, should stop immediately past the gate arm to allow it to come down thereby making the vehicle behind them use their own gate card to access the gate.

**5. Contractors doing permitted work on lots will require an access card.**

Contractors **MUST** report all building materials to the park office before entry, during office hours. Lot owners do not need to be present at their lot while the work is being done. However, they will need to have an approved and funded permit in order to request these cards and will have to obtain this card for the contractor in person at the Park office during office hours. A \$50 deposit will be required for this card and will be added as an assessment to the lot so no cash or credit cards are required. When the card is returned the deposit will be removed. Owners will need to list ending dates for the work (not longer than 90 days) at which time the card will be deactivated (see Environmental Committee Rules and Regulations #4). All companies making deliveries will need to be listed as well and the contractors will need to meet them at the gate to give them access. Large delivery trucks, such as lumber, gravel, cement, etc. will need access through the gate in the large parking lot and will require **PRIOR** arrangements with either the front office or maintenance as there is not staff at the front at all times.

**6. Giving service providers access to the park.**

Lot owners that need access for service providers (not building contractors or services associated with this) who are dropping off items, lawn care, satellite services, etc. where the owners do not plan to be present, can gain access for these business as follows:

- The lot owner must contact the office to get the information on a list. They can either come by or call the office. If they come by in person, they will be asked for their driver's license as proof they are the lot owner. If they call the office they will be asked for the last 5 digits from one of their gate cards as proof of who they are.
- They will need to provide their name, lot number, name of the business and the date the business will be coming into the park.
- They should strongly encourage the business provider to call the Park office prior to their arrival to be sure there will be somebody there to give them access to the park or to be given the access code over the phone.

**7. Gates Not Working:**

- a. If the gate becomes inoperable it will be left open until it can be repaired.
- b. Should the gate(s) not work it is possible the access card has been deactivated. Should this occur, please either park and check with the park office if it is during park office hours, or if the office is closed, please call the number posted on the back of gate shack for assistance.

Cedar Blue Property Owners Association

**Electronic Gate Leased Access Cards**

In order to accommodate property owner's desires for additional electronic gate access cards, the following process is established.

**Procedures**

1. One additional electronic gate access card per lot may be purchased on an annual basis.
2. Owners of record and in good standing may complete the attached form, which acknowledges the rights, privileges, restrictions and penalties of misuse, and purchase a card at a cost of \$120 per year.
3. The cards will be issued on the calendar year. The first year a card is purchased the price will be prorated based on the month purchased. The cards must be paid for by check or credit card. Credit card payments will include a convenience fee.
4. The card may be renewed annually starting January 1<sup>st</sup>, if the owner is in good standing and has no violations. The cost will be \$120/year regardless of the month it is renewed following the first year it is purchased. The cards cannot be paid for on a month-to-month basis.
5. Property owners will be able to include their annual renewal payment with the first (1<sup>st</sup>) half of their annual assessment (due January 31<sup>st</sup>) in order to keep their card active.
6. All cards not renewed by January 31<sup>st</sup> will be deactivated annually the 1st business day in February and will not be reactivated until the owner pays \$120 and is in good standing with the Park.
7. If the card is misused it will be cancelled with no refund of monies and the owner cannot reapply for a new card for at least one year.
8. If the card is lost or stolen this is to be reported to the Park office immediately so it can be deactivated. Replacement of the card it will cost \$120 for the remainder of the year.
9. If the owner sells their property, the card is to be returned to the Park and no refund will occur.

Of note, in addition to this additional card, lot owners are still able to obtain one guest card for up to 5 days with a \$50 deposit which is refunded when the card is returned.

## Additional Gate Access Card

### Request Form

1. I \_\_\_\_\_, the owner of lot(s) \_\_\_\_\_, request one additional electronic gate access card per lot.
2. I have read and understand the attached procedures for obtaining the leased gate card.
3. I and my family agree to follow the Covenants and Bylaws of the Cedar Blue Property Owners Association as well as all other rules/regulations regarding golf carts, swimming pool, etc. I also understand that I am responsible for the actions of my family and guests while in the Park.
4. I understand that this card will be issued at a cost of \$120 and is good for the calendar year it was issued in. I understand it can be reissued annually if I and my family are in good standing with the Park.
5. I understand if the card is lost or stolen a replacement card may be issued at a cost of \$120 for the balance of the calendar year and the lost/stolen card will be deactivated.
6. Any violation of the Covenants, Bylaws, and/or Park rules and regulations will result in the cancellation of this card with no refund of the fee paid. This includes nonpayment of assessments when due. Should this occur, I will not be able to apply for an additional card for one year.

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Date