



SKYECROFT HOMEOWNERS ASSOCIATION

GATE SECURITY POLICY

Established Gate Hours:

The front gates will be open on Saturday and Sunday only from 12 noon to 5pm, as well as appropriate hours to accommodate school bus transportation.

Policy Objective:

Skyecroft is a gated community in Waxhaw, North Carolina. This gate code policy has been designed to make it easy for residents, guests of residents and authorized vendors to gain entry into the Skyecroft community while maintaining privacy and security. Consistent with this general policy, the following rules are in effect regarding gate operations, including the provisioning and management of access codes and transponder devices.

Resident Gate Access:

A Resident is defined as any homeowner who currently resides in the Skyecroft community.

1. Each owner shall have one family entry code for the gate. The family entry code shall be formatted as #ABCD, where A, B, C, and D, are digits. The family code should only be shared with members of the immediate family living at the residence, never to vendors, guests, or delivery people.
2. Families with teenagers should ensure their children do not share gate codes with their friends who then use the code to gain entry even when not visiting the residents. (This tends to be one of the biggest problem areas with gate security).
3. The family code will be changed on the earlier of:
 - a. Every four years or
 - b. Evidence that the entry code has been misused or has been compromised
4. If a resident's family code has been misused, the management company may, *at its sole discretion*, change the family code and notify the resident of such change.

Note: If there is a cost to change the code due to misuse, the HOA may charge the resident with the expense to make such change.



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5. Each resident shall also receive one vendor code for regular services provided to a residence. *Examples are yard service, household help, cleaning services, etc.*

These codes will be changed on the earlier of:

- a. Every two years or
- b. Evidence that the vendor entry code has been misused or has been compromised

Note: The vendor entry codes shall be valid only from 7:00 am to 6:00 pm, Monday through Saturday, or at times otherwise requested in writing to the management company.

6. Gate access and adherence to this policy for Renters will be the sole responsibility of the Primary Homeowner. Only the residing single family renter will be allowed the Primary Homeowner entry code upon registering with the management company. The registered renter family will then be issued vendor codes as per section 5.

Note: The Skyecroft HOA ("SHOA") will hold the Primary Homeowner responsible for all policy non-conformances. Any evidence of misuse will result in the code being changed and a violation fine issued.

7. "One-time" entries (e.g. pizza delivery, small number of friends, furniture delivery, etc.) must "page" the homeowner for entry by utilizing the front gate directory. The homeowner can admit entry to such a person(s) by pressing "9" from the phone which is used to answer the page.

Note: a homeowner can allow entry by pressing "9" from their landline phone or their cell phone even if they are not physically present at the residence, depending on which phone is paged from the gate's directory.

8. If the homeowner is scheduling an event with more than 5 different vehicles requiring access at different times during the event, pressing "9" to answer this many pages may be impractical. By notifying the management company two weeks in advance, the gate will be programmed to be opened with a special "party code". The party code will be a simple 4-digit code which will be changed annually. (The party code will only be active during the period of time requested.) At no time is the party code to be posted on the keypad.

9. There will be a realtor code available to be assigned to each homeowner who is selling their home or lot owner who is selling their lot. The realtor



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code will be valid from 8:00am to 8:00pm (during daylight savings time), and 9:00am to 6:00pm during other times. The realtor code will be deactivated once the house/lot is sold or if there is evidence that the code has been misused. In no case should a homeowner's pass code or transponders be given to a realtor.

No codes should be published in marketing or MLS publications.

It is the homeowner's responsibility to contact the management company to obtain a realtor code.

Note: In the case that the Resident decides to change their realtor during the marketing of their property, it is the Resident's responsibility to notify the management company so that a new temporary realtor code can be issued.

10. In the event of a perceived security or safety problem in the community, computer records of gate entry as well as other evidence will be turned over to the local law enforcement authorities.

Non Resident Gate Access:

A Non Resident is any builder, lot owner, and property owner not currently residing in the community.

1. All lot/property owners will be issued an entry code (format is #ABCD, A, B, C, and D are digits). The entry code will be changed every 2 years or earlier if there is evidence that the entry code is being misused.
2. There will be a unique code for each home that is being built in the community, i.e. the Home Construction Code. The Home Construction Code will be established when the construction plans have been approved by the Skyecroft Architectural Review Committee. It is up to each builder to notify their subcontractors of the Home Construction Code. The Home Construction Code will be valid from 7:00am to 7:00pm, Monday through Friday and 7:00am to 5:00pm Saturday and Sunday. This code will be deactivated once the house has been built and the homeowner has moved in. In the event there is evidence of misuse, this code will be deactivated.
3. The entry code for all other traffic (i.e. UPS, FedEx, U.S. Postal Service, Public Utilities, Cable, Telephone, etc.) will be set up by the SHOA management company and communicated to those companies. This code will be changed every 2 years.



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Note: Any actions that prevent/allow anything other than single car access through the gate will be considered abuse and will immediately be cause for action by the management company up to and including deactivating code and fines issued.

Provisioning and maintenance of Gate Access Transponders

1. 2 Transponders will be issued per residence upon permanent residence in Skyecroft.
2. All replacement or additional transponders require a \$50 fee for each which will be collected in advance and can be requested through the management company.
3. Additional transponders will be approved for Residents of Skyecroft only.

Management Company will monitor access logs:

Any evidence of misuse or abuse will be reviewed and pass codes and transponders will be changed at the sole discretion of the Management Company. If any costs are incurred to make such changes, those costs will be passed on to the property owner responsible for the misuse or abuse.

Security Camera Monitoring:

To guard against vandalism to the gate infrastructure and the community, security cameras will monitor 24/7 vehicle access in and out of the community. All media captured by the security system will be solely used to support the investigation of unlawful activities specific to the community and its residents. Evidence of unlawful activities may result in camera media being turned over to the authorities as evidence.

Questions:

All questions with regards to this policy should be directed to Ben Rhodes, Kuester Management Companies 803.802.0004.

Any violation of this policy will result in a \$100 fine.