

Sea Pines Property Owner Gate Entry Access Rights and Restrictions

Please be aware that there are procedures and guidelines that apply to all Sea Pines Residential Property Owners (RPO's) concerning gate access. These procedures and guidelines are established in accordance with the Governing Documents of Sea Pines and demonstrated in our Sea Pines Gate Entry Policy.

- All RPO's in good standing have been assigned a unique pass code number to request guest/visitor passes. These pass codes are issued by the CSA Administration Office.
- Passes are part of the system designed to ensure that only authorized vehicles are permitted into Sea Pines.
- Passes are valid from 1 to 30 days and prominently display an expiration date. Once vehicles are in Sea Pines, passes help ensure vehicles visit only authorized areas, depart prior to expiration date and park in authorized areas. Passes facilitate passage of authorized vehicles through the gates, while denying such access to unauthorized vehicles.
- The pass system enables security to inspect vehicles and determine whether a vehicle is authorized to be in that location at that time. New or replacement pass codes cannot be issued by the Welcome Center staff.
- Your pass code should be kept confidential and not given out under any circumstances.
- RPO's who rent their property short-term (less than 6 months) will be issued a "Rental Control Number" to be used to request passes for renters. These renters must follow the same rules and regulations and will be required to purchase passes for these short-term renters.
- RPO's who rent their property long-term (6 months or more) are not to share their pass code but instead refer the long-term renter to the CSA Administration Office. The long-term renter will be provided their own pass code.
- Upon being issued a new or replacement pass code, you are authorized to request guest passes through the Welcome Center by calling (843) 671-PASS (7277).
- The Welcome Center Pass Office is open 7 days a week from 7:00am until 11:00pm. Guest can either enter the building using the main entrance or use the drive-thru window located on the backside of the building to retrieve passes. If guest arrives after hours, they can proceed directly to the Greenwood or Ocean Gate for entry.

Guest / Visitor Pass: duration of visit not to exceed 30 days

- 1) RPO's may request guest / visitor passes for their friends, family and guests only.
- 2) RPO's may not request guest / visitor passes, but instead 'domestic passes' for an in-home housekeeper, nanny or home health care worker that works directly for the RPO on a regular basis. Security Administration should be contacted to apply for this type of pass: (843) 671-1343 or securityadmin@csaseapines.com. If the service provider works at other locations within Sea Pines, then the provider would be required to either purchase a daily commercial pass or annual commercial decal for access.
- 3) Passes must be prominently displayed at all times while the vehicle is in Sea Pines.
- 4) RPO's may request bicycle passes for friends, family or guests in the same manner as requesting vehicular guest passes.
- 5) Guest / visitor passes do not permit any type of commercial work or business.
- 6) Short-term renters (less than six months) are not entitled to free pass privileges for themselves or their visitors.
- 7) For a gate clearance of 12 or more guests, an application should be made 48 hours in advance of the clearance in writing to the Sea Pines Security Dispatch Office: dispatch@seapinessecurity.com.
- 8) Sea Pines Security may revoke or suspend any pass due to the failure of the person issued the pass to honor or abide by Sea Pines CSA policies, procedures, rules, or regulations.
- 9) All RPO's, their spouses, and other household members living with the RPO for a period exceeding three months, are entitled to request gate passes without charge for each guest's vehicle and are renewable upon request. Only the RPO can be issued the guest / visitor pass code via the CSA Security Administration Office, Monday – Friday, 7:30am – 4:30pm.
- 10) All RPOs their spouses and others living with the RPO for a (* Revised November 29, 2011) period exceeding three months are entitled to request free gate clearance for commercial delivery vehicles to and from their residence or specific point of delivery. These commercial clearances are for occasional use and are not available to businesses or individuals that conduct business, sell merchandise, provide regular scheduled services, make regular deliveries inside Sea Pines, or are located within Beaufort or Jasper Counties, South Carolina. * (Authorized Example: Furniture delivery truck from Savannah) To request a clearance, RPO's must contact security dispatch 48 hours in advance of the delivery to request a gate clearance: (843) 671-7170. Commercial vehicles will proceed directly to the Greenwood or Ocean Gate for entry.
- 11) Emergency Services: All RPOs their spouses and other persons living with the RPO for a period of three months who experience emergency home, auto or other repair needs can request afterhours access for service vehicles that can address and fix the problem. If these vehicles do not have an annual commercial decal they will have to pay the applicable entry fee at the Greenwood Gate at the time of entry (24/7). For emergency service clearance after hours, RPO's should contact the CSA Security Dispatch Office for clearance authorization: (843)-671-7170.

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RPO's that knowingly violate the Sea Pines Gate Entry Policy are subject to revocation of their gate pass privileges. Violating the Sea Pines Gate Entry Policy includes providing a gate entry code to an individual or organization that is not authorized to possess it.

- I agree that the guest / visitor pass code I am assigned will not be distributed to anyone other than person(s) of my/our registered household. _____ (Initial here)
- I agree that it is my/our responsibility to ensure that the guest / visitor pass code is properly safe guarded. _____ (Initial here)
- I have reviewed and understand the requirements listed in the Sea Pines Property Owner Gate Entry Access Rights and Restrictions Form. _____ (Initial here)

Authority: Under the 1988 Covenants, Community Services Associates (CSA) shall enforce Sea Pines Gate Entry Policy. The Sea Pines Gate Entry Policy can be amended, (subject to all necessary approvals, rights and conditions), by the CSA Board of Directors in accordance with CSA Bylaws or by CSA Members through a Referendum.

Enforcement: A record of all passes and decals issued under the Sea Pines Gate Entry Policy will be subject to routine audit and any abuses of the gate entry privilege will result in appropriate warnings. If abuses continue, the gate entry privileges of the abusers will be terminated. Also, non-payment of the required annual Sea Pines property assessment (1974 Declaration of Covenants and Restrictions) will result in suspension of the RPO's guest gate entry privileges until such time that balance owed to CSA has been paid.