



STONE CLIFF OWNERS ASSOCIATION, INC.

PO Box 2705, St George, UT 84771 - www.stonecliffhoa.com

NEW SECURITY PROCEDURES DECEMBER 2010

OWNERS: Please read carefully through this document and make sure that all members of your household understand it. Your Guest list should be updated frequently with Security and a copy is enclosed which we encourage you to fill out and return to Security promptly. It can also be found on the HOA website.

Security at Stone Cliff comprises two entry/exit gates, the main gate and the construction gate, and each gate is maintained for specific Security purposes.

All Residents must enter and exit through the main gate at all times. Construction personnel and various suppliers must enter and exit through the construction gate. Guests, Visitors, Day Workers, and all others must enter and exit through the main gate, security side, and will be identified and directed by the Security guards.

The success and level of security at Stone Cliff depends on the extent to which the security procedures are implemented and followed by both the Residents and the Security personal. Resident participation is very important for success and it is understood that the Operating Procedures may not be covered in all instances and selective judgments will have to be determined by Security personal on occasion.

Residents should not tailgate as this has been the major cause of the boom gate arm breakage. If there is a resident in front of you who has just gone through the gate, please wait the few seconds for the gate to return to the down position, then proceed forward and the reader will open the gate for you again. If a Resident breaks the lift gate arm they will be responsible for replacement cost, which is \$285 at this time.

Over time, the Security Procedures are subject to change as may be necessary and all concerns, complaints, suggestions, or notices regarding these Security Gate procedures by any Resident or other person shall be in writing and directed to Security to the attention of the manager.

DESCRIPTION OF GATE USERS

Resident: This term shall include any resident, owner, or tenant.

Guest: Any person authorized to access the property by a Resident.

Visitor: Any person other than a guest or vendor requiring access, such as Realtors and persons visiting the model home. A guest is different than a visitor.

Vendor: Any person that requests entry for commercial purposes.

Day Worker: Any person hired by a Resident specifically for their residence.

Construction: All construction personnel must enter through the construction gate. Residents are not permitted to use this gate for entry.

Legal and Government: Any federal, state, county, city, or other government body in their official capacity.

Process Servers: A properly identified and licensed process server will be allowed entry as a visitor without notification to the person being served.

Any Others: Access is denied. If someone comes to the gate for a Resident and is not listed on their Guest list, Security has not been notified that they are coming, and the Resident does not answer the phone, the person will be turned away.

UN-RESTRICTED ENTRY

Residents: Have Un-Restricted Entry using an authorized decal installed on their vehicle window by Security that allows entry through the main gate and a Key Fob with a sticker allows entry into the other facilities. Residents not having a windshield sticker must go through the security gate side and be identified.

Fire, Police, Ambulance: Have Un-Restricted entry when operating in an official capacity.

Specified Vendors: Have Un-Restricted entry if approved by the HOA Board.

RESTRICTED ENTRY:

Guests: All must enter and exit through the main gate and be identified by Security through the Resident's Guest list. If on the Guest list, the guest is allowed entry. As an alternative, guests may call the Resident indicating their arrival by using the Call Box and the Resident can buzz the guest in. At times, Security may call the Resident if the person is not on the Guest list, then that person is classified as a Visitor and the Visitor rules apply. In order to minimize entry problems Residents are encouraged to register their authorized guests and their authorized vendors for their residence on the Security Guest list.

Visitor: All must enter and exit through the main gate, security side, present identification and be authorized by Security for entry. Visitors are different than guests. The owner, resident or tenant should give prior notification of their visitors to Security to minimize entry problems. This is the preferred method; Residents should call Security and notify them that someone is coming. No further notice will be given to the Resident when the Visitor arrives. As an alternative, upon their arrival, Visitors may call the Resident indicating their arrival by using the Call Box and the Resident can buzz the visitor in. At times, Security may call the Resident.

Vendor: All must enter and exit through the main gate, security side, or the construction gate and be authorized entry by Security.

Day Workers: All must enter and exit through the main gate, security side, verified by Security as per the Guest/Vendor list. These persons include domestics, babysitters, health workers, etc.

Construction Personnel: All must enter and exit through the construction gate and be identified by Security to allow entry. General Contractors may be issued a sticker allowing self-entry.

Legal / Government: All must enter and exit through the main gate, security side, and be authorized entry by Security.

Process Server: All must enter and exit through the main gate, security side, Security will obtain server's name, complainants' name and the address of person sought.

OPERATING PROCEDURES:

The front entry is manned by Security personnel from 10:00 a.m. to 10:00 p.m.; however, Security may be present at other times. Security can be contacted for entry or any other issues at any time by cell phone at 435.680.5923.

The construction gate is open from 6:00 a.m. in the summer / 7:00 a.m. in the winter to 7:00 p.m.

Identification: Security personnel shall stop every person entering Stone Cliff excepting those who have un-restricted entry, subject them to an identity check including name, license plate number, etc., and if not on guest list ask the purpose of the visit.

Enforcement: Security may enforce any rules or regulations established by the HOA by warnings or recommend to property manager fines for infractions and violations including speeding, tailgating, improper entry, etc.