

## **GATE ACCESS POLICY AND PROCEDURES**

9/1/2025

### Non-Resident Access

A general access gate is available to guests, vendors, and all others requesting access to Portofino Shores. This entrance is managed by a guard 24/7 and requires the entrant to present a valid driver's license to the on-duty guard, as well as any other required identification documents. No other entry is permitted, including, without limitation, entry through the back gate of Portofino Shores. No resident or other person shall permit or assist a guest, vendor, or other non-resident vehicle to enter Portofino Shores through the back gate or by any other unauthorized or improper means. All individuals found to be in violation will be fined \$100. The Association may also pursue any other available legal remedies.

Residents whose privileges have been revoked may request admission through the Non-Resident gate.

### Resident Access

A resident access gate is available to all registered homeowners and residents for convenient access to the neighborhood. Use of this gate is a privilege. Only registered residents in good standing with properly applied bar-codes may utilize the resident gate.

1. Barcodes may be acquired at the Clubhouse office. The vehicle registration and the resident's driver's license must be presented to obtain a barcode. All bar-codes are applied to vehicles by office personnel.
2. Bar codes are permanently applied to the outside of the vehicle.
  - On a car or truck, the sticker is applied to the right-hand window.
  - On a motorcycle, the sticker is applied to the right front fork.
3. Initially, two barcodes are provided to the Homeowner free of charge. Replacement bar codes are available for \$10.00. This includes the replacement of damaged barcodes and any additional barcodes requested by a resident.
4. Upon replacing a vehicle, a resident must update their Resident Access Form with the office and purchase a barcode. The attempt, by a resident or owner, to provide a bar-code or a facsimile of a barcode for use on any vehicle shall result in a \$100 fine and suspension of use of the resident gate by all vehicles of the household for 90 days.
5. Upon a change in property ownership, all previously issued barcodes for the property will be deactivated, and the Association will issue two new barcodes at no charge to the new owners.
6. Upon a change in occupancy without a change in ownership, all previously issued barcodes for the property will be deactivated. Replacement barcodes are not provided.