



GATE PASS PROCEDURE

WHO NEEDS A GATE PASS?

1. GUESTS: Gate Passes are required for all guests of owners.
 - a. Whether for a day, several days or several weeks, guests need to have a guest pass displayed in their windshield.
 - b. The request for the pass must be from the Owner of the lot the person is visiting or from the property manager of that lot.
 - c. Gate passes may be obtained from
 - a. The Manager in person, by phone or by e-mail request. The SBOA web site <https://sandybayownersassociation.org> has a form in the Owners Portal: or by sending an email to: SBOAsite@gmail.com.
 - b. The Security person at the gate, by phone (number to be added when we have phone service in the gate house) or in person
 - c. An Owner may request to have some passes to fill out personally
 - i. The Owner's name should be someplace on the pass in case a question arises on a vehicle and we need to verify the tag was issued by them.
 - ii. The expiration date must be filled in and for a reasonable time frame for the purpose of the pass.
2. WORKERS: Gate passes are required for any and all workers.
 - a. Occasional workers – example: a caterer, computer consultant or those who are going to an owners residence for a short-term project, need to have a paper hanging guest tag.
 - b. The request for an occasional worker must come from the Owner of the property where work is to be done or from the property manager of that property. The request may be to the Manager or to the Security Guard on duty at the gate.
 - c. The tag should be hung where visible on the front windshield.
3. REGULAR SERVICE PEOPLE: Service people/companies who regularly do work at Botany Bay
 - a. Will be on a list at the gatehouse and do not require an Owner, the Manager or a contractor to request a car tag. Examples would be: Water delivery, known plumbers, propane deliveries, electricians, etc. who are regularly called to perform services for a variety of different owners. Their admittance is for work purposes and their vehicles should be driven only to the work site and during working hours.



4. ENTRANCE DECALS

1. Owner Decals

- b. Owner Decals will be available on an annual basis.
- c. Decals to be adhered to the Front Windshield on the driver's side.
- d. Owner Decals are available through the Manager. Requests can be made in person, by phone, by e-mail at SBOAsite@gmail.com or through the Web site: www.sandybayownersassociation.org
- e. An owner may have more than one sticker if they have more than one vehicle, however, the stickers are for owners use only.
- f. In the event an Owner is driving a vehicle other than their own, you can simply stop at the Guard House and provide your name for entry.

2. Employee Decals

- g. Employee decals will be available on an annual basis.
- h. Decals to be adhered to the front windshield on the driver's side.
- i. Decals are to be requested by an Owner for an employee, by the general contractor of a project, or by the owner of the company providing the services.
- j. Requests for Employee decals should be made to the Manager and the request should give the Manager the vehicle tag number, which will be written on the decal.
- k. Requests may be made in person, by phone, by e-mail SBOAsite@gmail.com or through the Sandy Bay Owners Association web site: (give web site info)

*Note: Guests following an Owner in their car to the Owner's lot do not need to have a guest tag. However, if the Owner and guest plan to have their cars, other than on their own home lots, and will not be with the vehicles – the guest should have a guest tag displayed in their windshield.