

***SANDY BAY OWNERS ASSOCIATION
VISITORS POLICY***

**Sandy Bay Owners Association
Visitors Policy
Approved on March 12, 2019**

The following policy (the Policy) has been established for the benefit of the owners of and visitors to the Preserve at Botany Bay (the Property). This Policy supersedes all previous policies regarding visitors to the Property.

I. Visitors

- a. Visitors are allowed to park outside of the main gate, to enter the Property at the main gate, and to walk along the roads using the roads and/or the sidewalks to access the beaches at Sandy Bay and/or Mermaids Chair. Visitors may not drive into the Property, but they may walk on the roads and/or sidewalks to get to the beaches only.
- b. Visitors are not allowed to enter other areas of the Property including privately-owned property, the property owned by the Sandy Bay Owners Association (SBOA), and Botany Bay Beach.
- c. Visitors are allowed to enter the Property beginning at 7:00am and must sign out by sunset or before 7:00pm - whichever is earlier.
- d. Visitors are required to sign into the Property prior to each visit with their name and phone number. Visitors must also allow the guard to take a photo of their Identification (ID). If no ID is available, then the visitor must allow the guard to take a full front face photo prior to entry.
- e. Visitors must agree to these conditions for visiting the Property as designated by the Sign-In system at the Guard House by signing there that they agree with these conditions prior to entering the Property.
- f. **Botany Bay Partners, LLP, Sandy Bay Owner's Association, Inc. and By the Sea Resort Properties, LLP are neither liable nor responsible for any injuries that are sustained by visitors while on the Property**

II. Owners

- a. Owners recognize that visitors are required to sign in and to provide sensitive personal information in order to gain access to the Property. By signing the Sign-In system, visitors are accepting the terms and conditions of The Preserve at Botany Bay community.
- b. Sensitive information provided by visitors is private and confidential. Only the General Manager may access sensitive information for security, emergency or other situations which he/she deems appropriate.

- c. Any owners who suspect a loss as a result of visitor actions must report the loss via the “Incident Report” page on the SBOA website (<https://sandybayownersassociation.org/owners/submit-incident/>) for investigation and action.

III. SBOA Board

- a. The SBOA Board is responsible for creating and enforcing the Policy to ensure compliance with applicable association rules, laws and codes.
- b. The SBOA Board Chairman will communicate procedures and concerns as discussed by the Board with the General Manager.
- c. Board members may receive monthly summaries of visitor information, to include visitor numbers, but not names or telephone numbers or other personal information.

IV. General Manager

- a. The General Manager is responsible for administering the Sign-In system.
- b. The General Manager will provide the guards with adequate training.
- c. The General Manager will perform other duties as directed by the SBOA Board Chairman including (but not limited to):
 - i. Monitoring actions to ensure visitors are complying with the Policy
 - ii. Investigation of crime and loss on the Property
 - iii. Following up and investigating “Incident Reports” reported through the Sandy Bay web site
 - iv. Assisting with medical emergencies.