



GATE PASS PROCEDURE

Revised 7.28.21

1. GUEST OF OWNERS (Pink Pass) – Gate Passes are required for all guests of owners that are entering Botany Bay for the day or evening.
 - a. A guest of an owner coming in for the day, evening or short stay must be issued a guest pass.
 - b. Guest pass must be displayed in the car windshield at all times.
 - i. The request for Passes for Owners and Renters must come from the Owner, a family member or from the property manager of that property. The request may be to the Manager: Shawn Thomas: 813-774-1489, SBOAsite@gmail.com
2. OWNERS and RENTERS (Tan Pass) – Gate passes are required for all renters and owners without an Window Owner decal.
 - a. Guest Passes must be issued to Owners in the event they are renting a vehicle, and do not have an Owner decal.
 - a. Guest Passes must be issued to Renters if they bring a rented vehicle(s) on property.
 - b. Guest pass must be displayed in the car windshield at all times.
 - i. The request for Passes for Owners and Renters must come from the Owner, a family member or from the property manager of that property. The request may be to the Manager: Shawn Thomas: 813-774-1489, SBOAsite@gmail.com
3. WORKERS (Yellow Pass) - Gate passes are required for any and all workers.
 - a. Temporary workers - example: a contractor for an on-going project who will be going to an owner's residence several times over the period of a week/month. A temporary pass will be issued for a select time frame that can be renewed if necessary.
 - b. Occasional workers – example: a caterer, computer consultant, massage therapist, yoga instructor, taxi/private driver requires check in at the gate but will not be issued a pass. The occasional worker will check in the guard house and will be instructed they have access to go directly to the property and directly back out upon completion of work.
 - c. Worker passes must be displayed in the car windshield at all times.
 - i. The request for Temporary and Occasional Worker Passes must come from the Owner, family member or property manager of the property where work is to be done or from the property manager of that property. The request may be to the Manager: Shawn Thomas: 813-774-1489, SBOAsite@gmail.com



4. ENTRANCE VEHICLE WINDOW DECALS – OWNERS, PROPERTY CONTRACTORS/EMPLOYEES
- a. Owner Decals will be available on an annual basis.
 - i. An owner may have more than one sticker if they have more than one vehicle, however, the stickers are for owners use only.
 - ii. In the event an Owner is driving a vehicle other than their own, they must obtain a gate pass for their vehicle and display it in the windshield (See #2 Owners and Renters).
 - b. Decals will be issued on an annual basis to regular contractors that are on Property and working at Botany Bay, for example: Landscaping Services, Residence Pool Services Company, Cleaning Company.
 - c. Decals can be issued to employees of Owners that enter the Property on a daily basis, for example: if an Owner is running a business from the home, their employees work from the home also.
 - d. Decals are to be adhered to the Front Windshield on the driver's side.
 - e. Owner, Contractors and Employee Decals are available through the Manager: Shawn Thomas, 813-774-1489, Requests can be made in person, by phone, or e-mail at SBOAsite@gmail.com. Decals may also be requested through the Web site: www.sandybayownersassociation.org.

OWNERS GATE

1. The Owners Gate is for the use of Owners & Renters only – all others are to enter at the general gate next to the guard house.
2. A clicker may be obtained from the General Manager: Shawn Thomas, 813-774-1489, SBOAsite@gmail.com.
3. Owners may also obtain a code to use at the keypad at the Owners Gate – this code is for Owners use only and is not to be given to renters, friends or employees.
4. The clicker opens all gates over SBOA roads.
5. Improper use of either clicker or code will result in loss of privilege to use the Owners Gate.

Senior management is permitted to visit the property and beaches with friends and family. Their guests must be accompanied by the Senior Management person.