

Subject: Entry into Rossmoor

Purpose: To Establish a Policy for Entry into Rossmoor, Residents and Guests

I. Background:

The Golden Rain Foundation (GRF) maintains a gate facility at the entrance to Rossmoor to control access. In order to provide a convenient method for vehicles to enter and facilitate better access to residents, employees and approved guests, an automated vehicle identification access system is in place, which scans for a vehicle access device before allowing access. The system is supplemented by manned checkpoints for vehicles without a current vehicle access device. A vehicle access device is not required for entry but merely provides a faster more convenient means of entry. Gates one and two will be designated for use by vehicles with or without Devices. All other gates will require the use of a vehicle access device for entry.

II. Definitions:

For purposes of this Policy, the following definitions apply:

- A. Authorized GRF Employee: Employees designated in writing to the security contractor by the Manager of Public Safety as being authorized to request issuance of Vehicle Access Devices.
- B. Guest: Any non-resident visitor for any purpose, including without limitation, family, friends, contractors or domestic employees and those making deliveries to or transacting business with a Member or Non-Member Resident, and those making deliveries or conducting business with GRF or otherwise visiting employees of GRF.
- C. Member: One or more individuals including an owner-occupant or Designated Occupant of a Manor as set forth in Article II, Section 1.d. of the Bylaws of GRF.
- D. Non-Member Resident: A tenant or registered co-occupant as set forth in Policy 104.1.1.
- E. Sponsor: A Member, or, Authorized GRF Employee who requests/authorizes issuance of a Vehicle Access Device to a Guest.
- F. Sponsored Device: A Vehicle Access Device affixed to a Guest's vehicle at the request of a Member or Authorized GRF Employee.
- G. Vehicle Access Device ("Device"): A physical tag or other appliance attached to a vehicle that uses any technology to automatically verify the vehicle's authorization to enter Rossmoor.

III. General Information:

- A. Devices will be issued, renewed, replaced, activated and installed by Public Safety/ GRF employees after all requirements are met and necessary fees, if applicable, are paid.
- B. Any attempt to remove/transfer a Device may render the Device inoperable, requiring replacement at the Sponsor or user's expense.
- C. Fees for purchase, replacement, renewal and reactivation of Devices will be determined by the GRF Board and reflected in the minutes of the GRF Board of Directors and maintained by Public Safety.
- D. If Devices malfunction due to manufacturing flaws or improper installation, they will be replaced by GRF at no cost. All other replacement Devices must be purchased.
- E. Device fees cannot be prorated and refunds will not be issued.
- F. Public Safety will periodically verify continued active use and authorization to use Devices. Failure to renew or respond to requests for verification will result in the suspension of the Device.
- G. Any Device which is lost, stolen, destroyed or no longer in use must be reported to Public Safety as soon as possible by the user, or by the Sponsor if applicable, for immediate suspension.
- H. The Foundation reserves the right to suspend any Device, at any time, for any reason, with or without cause at its sole discretion.
- I. Upon any subsequent determination that a Device was suspended by mistake or otherwise improperly suspended, the Device will be reactivated by Public Safety without cost.
- J. No Device will be affixed to any vehicle without the following:
 - 1. a valid driver's license in the name of the operator;
 - 2. proof of registration in the name of the individual or entity to whom the Device is being issued;
 - 3. if applicable, a copy of the trust or other instrument named on the vehicle registration authorizing use of the vehicle by the operator;
 - 4. proof of compliance with state insurance laws.

IV. Resident Devices:

- A. Each Manor will be allowed one (1) Device at no cost for a vehicle owned and/or registered for use by or in the name of any Member or Non-Member Resident occupying such Manor. This right to receive a Device at no cost cannot be transferred.
- B. Additional Devices may be purchased by Members and/or Non-Member Residents as needed at the then applicable fee.
- C. Devices issued to a Member or Non-Member Resident will not be subject to renewal fees regardless of whether such device was issued at no cost or purchased.
- D. Devices issued to Members and Non-Member Residents allow unrestricted access for an indefinite period of time provided the applicable vehicle registration has not changed and the Device remains in use by such Member or Non-Member Resident.
- E. Devices issued to a Member or Non-Member Resident must be renewed or re-verified by Public Safety annually at no cost for such renewal or re-verification.
- F. Member Records will notify Public Safety to suspend all Devices associated with any individual(s) who ceases to be a Member or Non-Member Resident.

V. Employee Devices:

- A. Employees of GRF shall be issued a Device at no cost to the employee.
- B. Devices for employees are issued at the request of the HR Department and remain the property of GRF.
- C. Devices may only be affixed to vehicles registered to or owned by the employee or a member of his/her household.
- D. Only the employee to whom the Device was issued may use the Device for entry into Rossmoor.
- E. Employee Devices may be restricted by days and hours based on expected working hours.
- F. Fees for replacement of Devices issued to employees will only be charged if the Device was deliberately or carelessly damaged or destroyed by the employee.
- G. Employee Devices will not automatically expire during the term of employment.
- H. When an individual ceases employment with GRF, HR shall notify Public Safety to immediately suspend any Devices issued to such employee.

VI. Sponsored Devices:

- A. Members may sponsor up to ten (10) additional Devices for Guests or Non-Member Residents who are expected to need frequent access to Rossmoor for the Member's purposes.
- B. Authorized GRF Employees may sponsor additional Devices for Guests conducting business with the Foundation who are expected to need frequent access to Rossmoor for the Foundation's purposes.
- C. Sponsored Devices will be active for up to one year unless the Sponsor requests a shorter activation period.
- D. Sponsored Devices may be restricted by days and hours at the request of the Sponsor.
- E. Sponsored Devices may be purchased and/or replaced only upon payment of the applicable fee.
- F. Sponsored Devices must be renewed or re-verified by Public Safety annually at the then applicable fee.
- G. Requests for Sponsored Devices must provide information about the specific vehicles to which the Device will be affixed and the vehicle's owner/operator as required by Section III.J. above.
- H. Members will be required to sign a form accepting responsibility for the acts of individuals they sponsor.
- I. Guests who have demonstrated a pattern or practice of misuse/abuse of facilities or guest privileges or who have engaged in unlawful conduct, or harassed residents or employees may be denied a Sponsored Device or have any Sponsored Devices suspended and may be denied access to Rossmoor unless escorted by a Member or Non-Member Resident or GRF employee, at the discretion of the Foundation.

VII. Entry Without a Device

- A. Guest entry (except for non-resident owners and those with administrative passes) must be preauthorized by a Member, Non-Member Resident or GRF employee or they may be authorized by a call to a Member, Non-Member Resident or GRF employee by the gate officer.
- B. Phone-in Guest pre-authorization is good for up to 72 hours.
- C. Guests not authorized as set forth above will be denied entry.

- D. Members and Non-Member Residents may place up to ten (10) pre-authorized Guests on a permanent guest list with Public Safety. This list may be updated as needed.
- E. Clubs and Members or Non-Member Residents may authorize guests to attend their meetings/events by notifying Public Safety. Entry may also be authorized if the meeting/event is listed in the daily event list created by Recreation Services.
- F. Guests desiring to enter Rossmoor to attend a GRF sponsored class, meeting or event must be cleared at the visitor's gate.
- G. Prospective buyers or tenants must be accompanied by a Member, Non-Member Resident, real estate agent or be pre-authorized as a Guest.
- H. Administrative Entry for individuals administering the affairs of a Resident or their estate may be authorized by the General Manager or his /her designee or by Member Records for a specific purpose and pre-determined period.
- I. GRF employees may authorize guests to attend meetings/events by notifying Public Safety.

Authority: Policy

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