

## LAKE OF THE PINES ASSOCIATION RULES & REGULATIONS

### Contractors/Workers and Others

1. Lake of the Pines has a duty to control access into the community. In the ordinary course of business contractors, subcontractors, or workers need access in order to provide services to the membership.
2. No contractor, subcontractor, or worker will be allowed to enter if they are accompanied by non-working family or friends. They may enter with a pet, if the pet is kept under the owner's control while the work is being performed.
3. All contractors, subcontractors, or workers, who have been engaged to perform services for the construction, improvements, or maintenance of homes/property in Lake of the Pines (which includes, but is not limited to: landscaping, tree trimming or painting) shall be afforded entry. This includes use and/or presentation of an LOP Business Vehicle Decal or Business Employee Entry Card w/photo issued by the Association, or as otherwise specified in the Gate Entry Procedures of the LOP Policies and Procedures. This restriction does not apply to utility companies and delivery services such as water, power, telephone, Waste Management, propane and fuel oil companies, postal services, and communication service providers.
4. If contractors, subcontractors, or workers do not have identification as listed above, notification for gate access is required for entry. This includes contractors, subcontractors, or workers performing normal appliance, electrical, or plumbing "repairs" and the like. Prior to such visits, residents or property owners are required to contact the guard gate via phone or online, with identification information before access will be permitted.

NOTE: EMERGENCY services to be provided by any contractor, subcontractor, or worker will require notification to the gate of the emergency in question and access will be approved, 24 hours a day, seven days a week, at the discretion of management.

5. **BUSINESS VEHICLE DECALS: (Primarily Owners)** Decals are only available to licensed contractors, owners, or managers who **employ** other individuals or business entities. These individuals or entities must be engaged to perform services for the construction, improvement, maintenance, or servicing of homes within Lake of the Pines.
6. A current DMV registration showing the vehicle in either the companies' or the business owners' name will suffice. Business Vehicle Decals are for each company owned vehicle only, and more than one vehicle decal can be obtained. In addition to proof of company ownership of each vehicle the following must be provided:
  - i. Acceptable and satisfactory evidence that the applicant is in fact the "owner."
  - ii. Evidence of a valid State Contractor License or Business License

- iii. Payment of the initial annual Business access fee as stated in the current Lake of the Pines Fee Schedule.
- iv. A signed agreement of understanding with Lake of the Pines Association.
- v. Any other information deemed by the Association to be of importance.

Pertinent information regarding the recipient of a Business Vehicle Decal will be entered into the computer system for authorized entry and given an identification number (AKA) PIN # which must remain CONFIDENTIAL. This unique number can only be used to authorize entry of other persons or entities. Misuse of this number can result in financial liability and/or the cancellation of this privilege.

7. **BUSINESS EMPLOYEE ENTRY CARD: (Regularly Scheduled Full Time Workers ONLY)** The contractor, owner or manager who obtains the above referenced entry status must arrange, and sponsor entry, for the full-time workers who will perform the work. These identified full time workers will be eligible to obtain a Business Employee Entry Card (**with photo ID**). A fee, as listed in the LOP Fee Schedule, will be charged for each card. These full time workers will then be entered into the computer system for authorized entry.

Requirements to obtain a Business Employee Entry Card:

- i. An authorization of sponsorship from a Business Vehicle Decal owner in good standing.
- ii. A valid Driver's License or Government issued Identification Card.
- iii. Payment of the annual fee as stated in the current LOP fee schedule.
- iv. A signed agreement with Lake of the Pines Association.
- v. Any additional information deemed necessary.

Each January the individual who holds the Business Vehicle Decal is required to apply for renewal of the particular decal plus all Employee Entry Cards which have been sponsored. Fees will become due and payable based on the current fee schedule. At each renewal all pertinent information will be reviewed and updated if necessary. Periodic verifications of listed information may be performed.

Each holder of a Business Vehicle Decal shall immediately notify LOP Administration of any changes in status to their sponsored full time workers that were issued a Business Employee Entry Card. Lack of proper and timely notification may result in a fine or other penalty.

Holders of a Business Vehicle Decal shall be responsible for their actions and the actions of their employees. Violations of the Lake of the Pines Governing Documents by them or their employees may result in the suspension or revocation of the gate entry and other privileges authorized under this document. No use of Association facilities, except the roads and restrooms are allowed. If any unauthorized use occurs, it shall be grounds for fines, other penalties, and/or revocation of the Vehicle Business Decal and all the sponsored Business Employee Entry Cards.

All Business Vehicle Decals and Business Employee Entry Cards are valid ONLY from 7:00 AM to 7:00 PM, Monday through Saturday and are not valid on Sundays or LOP recognized holidays per the Hours of Construction Rule. This means that all work crews should arrive at the work site no sooner than 7:00 AM and they should have cleaned up

and departed the work site no later than 7:00 PM.

Business Employee Entry Cards shall be for entry purposes of the individual only and does not authorize the holder to sponsor anyone else, including other employees.

Holders of a Business Employee Entry Card shall be responsible for their actions. No use of Association facilities, except for roads and restrooms, are allowed. If any such unauthorized use occurs, it shall be grounds for fines, other penalties, and/or revocation of the entry card.

8. OCCASIONAL WORKER ENTRY PROVISIONS: From time-to-time Business Vehicle Decal holders will need to arrange entry for an occasional worker, the delivery of supplies and materials, county inspectors, etc. Entries of this kind can only be arranged by the Business Vehicle Decal owner. The gate house must be called in advance with the necessary information as to who needs entry and when entry will be needed. **This can only be done using the Confidential PIN.**
9. OTHER VENDOR AND BUSINESS ENTITY ENTRY: The owner of a business that provides services to the membership may purchase one or more Business Delivery Cards for gate entry. The process to obtain Business Delivery Cards is identical to that in place for contractors.

Non-specific Business Delivery Cards can be purchased by the abovementioned owner for transferable use by employees of that entity.

Courtesy gate entry cards may be granted to certain entities or individuals who provide special services for the benefit of the Association as a whole.

Restrictions to any such entry in this category will be identical to those listed in the main body of this document under Contractors.

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