



## WIGGINS BAY GATEHOUSE PROCEDURES

### General Procedures:

- 1. The Property Manager for Wiggins Bay Foundation (Maria Ulloa, LCAM (mu@paramontproperty.com) should be called with regards to any emergencies, problems, repairs, or questions.**
2. Resident Lane has right of way to guest lane. Please allow residents to clear gate before opening gate for Guest/Vendors.
- 3. There will be NO “waving” by residents to gain access, regardless if the gatehouse personnel know the resident or not.**
- 4. Gatehouse Personnel are NOT to accept any packages or deliveries for residents.**
5. Barcode installation will only be done Monday – Friday from 3:00 p.m. – 5 p.m.
6. **NO** campers, boats, RV’s, trailers, or commercial vehicles are allowed within the community overnight.
7. Vendors/Contractors are granted access Monday – Saturday from 7:00 a.m. – 6 p.m. with exception of emergency service calls, **NO** deliveries of any kind on Sunday or Holidays, apart from the Club.
- 8. Guests/Vendors MUST be called in prior to their arrival at the gatehouse unless they are on an owner’s permanent list. All will be issued a “Onetime” pass, unless otherwise instructed.**
9. Vendors who are on the “Wiggins Bay Preferred Vendors List” should be granted access once the officer verifies, they are on the list. **No pass is required.**
10. Gatehouse Personnel are to get from all Realtors their name and company affiliation and the address of the property they are showing. This information should be noted on the call list. You may in addition obtain a business card for additional information. **NO** pass is required!

11. Gatehouse Personnel are **ONLY** permitted to make local phone calls. The gatehouse phone does not allow long distance calls.
12. Gatehouse Personnel are **NOT** permitted to call residents to allow Guests/Vendors access. It is the responsibility of each resident to notify the gatehouse.
13. Guests/Vendors are to be turned away if they are not on a resident's permanent list, not on the preferred vendors list or not on the call list. Officers should advise Guests/Vendors to pull around the gatehouse to call a resident who should in turn call the gatehouse.
14. All Wiggins Bay Residents are required to have a barcode. In the absence of a barcode, the officer will ask them for their name and ask to see their driver's license. The officer will check the database before allowing them entry. Until a resident has obtained a barcode; they will be issued a "Onetime" pass. Gatehouse Personnel in addition, will advise the resident that they will need to obtain a barcode, advise them of the days/times they are given out, and provide them with a barcode request form.
15. All Renters are required to have a barcode. In the absence of a barcode, the gatehouse staff will check the database before allowing them entry. If they have not been entered into the database, the owner will need to call the gatehouse to allow entry. Until a renter has obtained a barcode, they will be issued a pass good for **only three days**. The gatehouse personnel in addition, will advise the renter that they will need to obtain a barcode, advise them of the days/times they are given out, and provide them with a barcode request form.
16. All Dock Owners/Dock Renters, who do not live within Wiggins Bay, are required to have a barcode. The gatehouse personnel will check the database before allowing them entry. If they have not been entered into the database, the owner will need to call the gatehouse to allow entry. Until a dock owner/dock renter has obtained a barcode, they will be issued a pass good for **only three days**. The gatehouse personnel in addition, will advise them that they will need to obtain a barcode, advise them of the days/times they are given out, and provide them with a barcode request form.

#### **Tarpon Cove Yacht and Racquet Club Entrance Procedures:**

1. Entrance will be granted to anyone stating they are going to "The Tarpon Cove Club" i.e.: "The Club".

#### **Open House Procedures**

1. All Realtors/Residents are required to use **ONLY** the Wiggins Bay Foundation provided “Open House” signs within the community.
2. The gatehouse personnel will issue the signs after a deposit of **\$50 per sign** is received.
3. Everyone will be required to fill out an “Open House Sign Rental Agreement” which will be kept on file at the gatehouse.
4. The gatehouse personnel will return the check if the signs are returned at the agreed upon time as indicated on the Rental Agreement or no later than 48 hours after the weekend scheduled Open House and if the signs are returned in good condition.
5. The gatehouse personnel will advise everyone that **NO** other commercial signs will be allowed, i.e., Real Estate company logo signs or other commercial open house signs and if used they will be removed.
6. The gatehouse personnel will advise everyone that nothing is to be affixed to the signs.
7. “Open House” signs are only to be used on weekends between 1:00 p.m. – 5 p.m.
8. Realtors/Residents are permitted to leave handouts to be given out if anyone should ask.

**Dock Owners/Renters:**

Barcodes issued to dock owners/renters that do not live within Wiggins Bay are good for the calendar year, and **MUST** be renewed each year. Renewal will be at **NO** cost to the dock owner or dock renter. If not renewed, they will be deleted from the database.

**Tarpon Cove Yacht & Racquet Club Members:**

Club Members can purchase barcodes at a cost of \$10 each. **No Portables.** The barcodes are good for the calendar year, and **MUST** be renewed each year at a cost of \$5 each, and \$10 if needs replacement. If not renewed, they will be deleted from the database.

**Tarpon Cove Yacht & Racquet Club Employees:**

Club Employees, at the discretion of the Club Manager, will issue barcodes at **NO** charge and will have no expiration date.