

APP II – 33
VEHICLE IDENTIFICATION AND ACCESS
March 12, 2019

A. Purpose

The property within the Kala Point Owners Association is private property. With the exception of individual property lots, Time Share Property, and the Condominium Associations, the property is owned in common and financially maintained by the membership of the KPOA. As private property, access to, traversing through, and parking on KPOA common property is restricted to vehicles of members, tenants, invited guests, delivery or service personal. This APP establishes the policy and procedures of authorized vehicles entering KPOA through the main gate on Kala Point Drive; sets forth the policy and procedures for identifying all vehicles entering KPOA or parking on KPOA common property; and assigns responsibility for its implementation.

B. Applicability

This policy applies to all vehicles entering KPOA through the main gate on Kala Point Drive and it establishes identification requirements for vehicles parked at any time at specified KPOA common property, to wit beaches, sport courts, and State Park access trails.

C. Vehicle Identification

All vehicles entering or parking at specified KPOA common property shall appropriately display current KPOA vehicle identification, a guest pass or a Time Share pass with exceptions noted below. Any vehicle not in compliance is subject to towing as outlined in APP II-34.

1. Member and Resident Vehicles. The Administration Office will issue KPOA Vehicle Passes annually. Each member will be issued up to three (3) Vehicle Passes, any or all of which may be used as Guest Vehicle Passes.
2. Guest or Invitee Passes. In addition to the three (3) member Vehicle Passes which may each be used as Guest Vehicle Passes, if a member expects to be hosting more than three (3) vehicles which will use the specified common area facilities, during its normal business hours the Administration Office may issue controlled and dated Guest Passes. These passes must be prominently displayed when the guest vehicle is parked on common property.
3. Registered Private or Public Functions. Passes are not required at the specified Common Areas—to wit, beaches, sport courts, or State Park access trails—for functions pre-registered with the Administration Office during its regular business hours. The duration of such functions shall not exceed six hours.
4. Time Share Passes. The Time Share Office will issue date-limited passes for their guests. The pass must be prominently displayed when the vehicle is parked on common property.
5. Other Exemptions. Commercial, delivery, construction, and service vehicles are not required to display passes but are prohibited from using amenities including beach parking unless issued a guest pass. Vehicles parked on private lots or in KPOA storage lots are not required to display passes.

D. Requirements.

All members must display an authorized current KPOA Vehicle Pass when using specific KPOA Common Property—to wit beaches, sport courts, State Park access trails. If the current pass is issued as a window sticker, then that sticker shall be displayed on the lower left front windshield. If the current

pass is issued as a rearview mirror hanging tag, then it shall be displayed with the logo facing outward. Unless specifically exempted, vehicles on specified KPOA Common Property not properly displaying a current KPOA Vehicle or Guest Pass are subject to towing per APP II-34.

E. Access Devices

When closed, the KPOA Front Gate can be opened using Electronic Transmitters, Access Cards, or the Tele-Entry System.

1. Electronic Transmitters and Access Cards. Members or tenants may gain access using an electronic transmitter or tele-entry access card. Both devices are issued during its normal business hours by the Administration Office and remain the property of the Association.

- a) Only transmitters and cards issued by the Administration Office are authorized.
- b) The Association shall charge members a fee for the use of the access devices as listed on the KPOA website.
- c) Members shall return any Access Cards or Electronic Transmitters to the Administration Office at the time of their property's sale or at the termination of their property's rental lease. Any Access Cards or Electronic Transmitters not returned to the Administration Office shall be inactivated to prevent unauthorized access to Kala Point.

2. Tele-Entry System. When closed, the KPOA Front Gate can be opened using the Tele-Entry Screen and Keypad. Any visitor simply locates the resident's last name on the screen and enters in the corresponding number. The System then calls the resident's registered phone. Voice communication is established and the resident may enter "9" on their registered phone's keypad to open the gate.

- a) Residents must register a phone number with the Administration Office during its normal business hours.
- b) Any non-resident—including guests, Time Share renters, and vendors—must use the Tele-Entry System to enter through the KPOA front gate.
- c) Any member lacking an authorized Access Device must use Tele-Entry System to enter through the KPOA front gate.
- d) Vendors such as newspaper delivery, landscapers, and delivery services that require regular entry during hours when the gate is closed should contact the Administration Office during its normal business hours to obtain a vendor-specific access code. There may be an administrative fee for the maintenance of these codes which are renewed periodically.
- e) All County Police, Sheriff, Fire, and Emergency services shall be provided with specific access codes without charge. Any similar private services must register with the Administration Office to obtain specific access codes.

F. Responsibility

1. General Manager. The General Manager shall ensure adequate application of this Administrative Policy and Procedure.

2. Members. Tele-Entry information, including the specific phone number to be used for allowing access must be provided to the Administration Office during its normal business hours. Members are also responsible for providing information necessary for the issuance of Vehicle Passes for themselves, and for other Guest Passes for their guests and service providers.