

## **Magnolia Point Community Association (MPCA)**

### **Remote Access System (RAS) Policy**

The purpose of this policy is to identify who is eligible to purchase gate access remote control units (aka clickers). Remotes control units enable residents the ability to access Magnolia Point 24/7 without stopping at the gate and going through security. Therefore, it is necessary for the MPCA Board of Directors to restrict who is eligible to purchase and own gate access remote control units.

This policy was approved by the MPCA Board of Directors on month day, year and shall remain in effect until it is revised, replaced or cancelled by future actions of the Board.

References and Authorities:

- a. *MPCA By-Laws dated December 11, 2012 (Article VII)*
- b. *Declaration of Covenants, Conditions, Easements and Restrictions (3.17)*
- c. *MPCA Community Handbook of Covenants and Guidelines, dated July 30, 2018*

1. Reference (a), “*Section 1. Powers. The board of directors shall have power to: (a) Adopt and publish rules and regulations governing the use of common areas and facilities including the personal conduct of the members and their guests thereon...*” In accordance with references (b) and (c), the “*Association reserves and shall have the unrestricted and absolute right to control access and deny ingress to the community to any person who, in its opinion, may create or participate in a disturbance or nuisance in the community.*”

2. Access Control policy is prepared by the Access Control Committee, approved and published by the Board, and executed by MPCA’s contract security staff. The Community Association Manager (CAM) works in conjunction with our Security contractor to monitor the operation of the gate house, security staff and related equipment.

3. MPCA’s Remote Access System (RAS) was procured to establish controlled yet convenient resident access to the Magnolia Point community. The RAS is comprised of (1) the front and back entrance gates, (2) remote control units (RCUs) to remotely operate the gates, and (3) computer software to activate/deactivate and report usage of each individual RCU. Each RCU has a 5-digit code on the back to identify the user and can be used to open the walkway door at the back gate.

4. Purchasing Remote Control Units (RCUs).

- a. RCUs are available for purchase (\$40 each, check or money order only) at the MPCA Admin office located in the Exit Realty Building, adjacent to the front gate on Magnolia Point Blvd. All purchases must be accompanied by a Gate Remote Request Form available at [www.magpt.com](http://www.magpt.com) (under Access Control) or at the front entrance Gate House.

- b. Batteries are available free of charge at the Gate House located on Magnolia Point Blvd.
  - c. Defective RCUs can be returned to the MPCA Admin office for deactivation and replaced at no charge within 30 days of purchase.
5. Persons authorized to purchase remotes. Remote ownership is a MPCA resident privilege and responsibility. The Access Control committee will periodically review the remote database to ensure these rules are enforced and deactivate remotes that are not compliant.
- a. Current property owners and their resident children with driver's licenses reflecting a Magnolia Point address.
  - b. Residents who sell their homes may give their remotes to the new owner(s). Once notified of a change in ownership, the MPCA Admin office will deactivate the seller's remotes if not transferred to the new owner.
  - c. New owners shall present either a driver's license, Warranty Deed, or a copy of their HUD-1 Settlement Statement to validate their address in the community.
  - d. Other adults residing in the community (e.g. adult children, live-in medical assistance) with a driver's license reflecting a Magnolia Point address.
  - e. MPCA property renters cannot purchase remote control units. However, MPCA property owners/landlords or their agents can purchase RCUs for their renters. They shall provide their renters information to the MPCA Admin office including: renter's name, address, and term of lease; or a copy of the current lease. This information will be used to facilitate owner/landlord purchase of RCU(s) for their renters and enable the renters to create a guest list. Gate Remote and Guest List forms are available at [www.magpt.com](http://www.magpt.com). The owner/landlord is responsible to update their current contact information including new address and phone number with the CAM. Owners/landlords may retain their RCUs in order to readily access their property. Owner/landlords are responsible for notifying MPCA of lease renewal, early termination of lease, or new renter information. Renters' remotes will be uniquely identified in our remote database.
  - f. Property owners are prohibited from purchasing remotes for or transferring remotes to contractors, lawn services, etc.
6. Limited exceptions to the resident remote policy (section 5).
- a. Exit Realty and Magnolia Point G&CC is located within our gates. Exit Realty and the club "ownership" may purchase remotes for themselves and their active employees. These remotes will be uniquely identified in our remote database. Remotes may NOT be purchased for guests, non-resident members or vendors.

- b. Green Cove Springs police, fire, utilities and compliance authorities may purchase remotes. These remotes will be uniquely identified in our remote database.
- c. MPCA support organizations may purchase remotes. This includes security management, gate repair, and ARC architect. These remotes will be uniquely identified in our remote database.

7. Guest Access to Magnolia Point (not eligible for remotes).

Guest are always welcome in Magnolia Point provided they comply with MPCA rules. Security staff located at the front gate maintains a computer system that contains both permanent and temporary guest lists for each property owner and renter. All residents are encouraged to notify the security staff with any changes/updates to their personal and vendor/contractor guest lists. This can be done by Magnolia Point Access form (available at [www.magpt.com](http://www.magpt.com)) or by calling the front gate. Personal guests shall be granted 24/7 access. Vendors and contractors shall be limited to normal business hours (M-F 7am-6pm and Sat 8am-3pm) except for emergency repairs or as needed to accommodate resident's work schedules. Police, Fire, EMT and other emergency vehicles are automatically granted access by security staff and do not require remote controls. Security staff can be reached at (904)-284-6813.

8. Points of Contact.

- a. CAM, Ms. Karen Gowen, (904) 362-0023, [karen@mylrw.com](mailto:karen@mylrw.com)
- b. Admin Office Assistant, Ms. Bette Saffran, (904) 362-0023, [adminmag@mylrw.com](mailto:adminmag@mylrw.com)
- c. Access Control Chairman, Mr. Jon Bastress, (904) 531-9144, [jonbastress@gmail.com](mailto:jonbastress@gmail.com)