

Date of Adoption: May 14, 2007

Motion #: 07-05-22

Revised: September 10, 2007

Motion: #07-09-84

**SUBJECT: GUEST ENTRY POLICY**

Reason for Policy: To provide a fair and secure procedure for allowing the entry of individuals and groups who are not property owners but are visiting property owners or conducting business within Lakengren.

Source of Board Authority: Code of Regulations and Corporate By Laws of Lakengren Property Owners Association, Inc. Article XIII-b.

**POLICY:**

1. LPOA members must either register all guests in person at the Guard House or telephone in their guests' name(s). LPOA members are required to give their names and lot numbers to the guard when registering a guest.
2. LPOA members are directly responsible for their guests' conduct. If Lakengren rules, regulations or policies are violated by a guest, a citation, fine or legal action may be taken by the LPOA against the guest, the responsible member, or both.
3. Unregistered guests may use the telephone outside the Guard House to contact the LPOA member whom they wish to visit. The guard must verify the LPOA member's authorization.
4. Upon an unregistered guest's arrival, if the property owner is not currently present in the community, and can not be contacted by telephone, the guest(s) will be refused entry at that time.
5. Unregistered guests arriving at the Guard House who intend to look at real estate must offer Security their name, and make, year, color and license number of their vehicle. Security will offer them a two hour pass.
6. Guest lists for LPOA members will not be maintained on a permanent basis. A seven (7) day maximum period for a guest list will be kept at the Guard House. Extensions of another seven (7) days may be requested by the LPOA member. Exceptions may be granted for individuals who house sit while the LPOA member(s) are away for an extended period.
7. When a member requests that all guests are allowed in, LPOA Security has, within its authority, the right to request verification of any such guest coming in. Verification can be made via telephone or by the member in person. If proper verification can not be obtained, the guest will be refused entry.
8. LPOA members not in good standing are denied the use of any of the LPOA facilities. The same applies to any of their guests who are allowed into the community. Authorized guests are to travel to and from the member's property via the most direct route available. Guests in violation of this rule will be requested to leave Lakengren by Security escort, and trespassing charges may be filed if such request is not carried out.
9. Violations of this policy may result in a warning, citation, or fine of \$25 - \$50.

Submitted by: LPOA Board of Trustees, revised by Lakengren Safety Committee

