

# RANCHO MURIETA COMMUNITY SERVICES DISTRICT

<b>Category:</b>	Security	<b>Policy #</b> 91-5
<b>Title:</b>	RMA - CSD Gate Procedures	

## PURPOSE

### Resident Gate Access

Rancho Murieta Association member's vehicles will be provided gate decals for each of their vehicles. A gate entrance card will be provided for access through the resident lanes at the North and South Gate. \$25.00 for the first card and \$10.00 for each card thereafter.

Residents who choose not to secure entrance cards will use the visitor lane at all times. The resident must show identification to the gate officer if the resident is unfamiliar to the officer.

Residents that arrive at the gate in rental vehicles, or vehicles driven by their guests, will be issued a guest pass. The resident must show identification to the gate officer if the resident is unfamiliar to the officer.

### Resident's Guest Access

Guests of RMA members will be allowed access by approaching the restricted non-resident lane closest to the gate house. The Gate Officer will request appropriate information and, if warranted, a guest pass will be issued.

Residents **shall** pre-register their guests by calling the gate in advance or by providing a list (for larger groups) to the gate of entry.

A minor of a resident may give permission for visitors under the following circumstances:

- 1) A child being driven home by their guest. A guest pass will be issued to the vehicle with the child's lot number on the pass and also recorded on the guest register as a transport home.
- 2) If the minor is at his residence and no adults are at home. The call will be confirmed by the gate officer with a return call to the residence. This also shall be recorded on the guest register.

### Country Club Access

Guests will be issued a one-day pass that will entitle them to drive to, and park at, the Country Club. Outside tournaments will be issued pre-dated access passes once the contract is approved by the Country Club.

## Construction Access

A construction pass will be issued (each day) to contractors. This will allow access through the gate during construction hours only, and will permit parking at the job site specifically noted on the construction pass. Passes will vary in color each day.

## Real Estate Access

Any Realtor will be given a gate pass to show property. The Realtor must show identification to the gate officer if the Realtor is unfamiliar to the officer.

FOR SALE by OWNER and OPEN HOUSES will be allowed. The homeowner or Realtor must escort the prospective buyer to the property or pre-register the buyer at the gate. The buyer will then be given a guest pass to the specific property. Entry to see unspecified property will not be allowed.

## Lodge Guests

Lodge guests will be provided a guest pass of the duration of their stay. The pass will have the expiration date on the pass and will be displayed in the vehicle the lodge guest is operating.

## Officers of the Court

Process servers and those repossessing vehicles will be given a guest pass when they present proper identification or Court Order. Service may occur at any time of day or night.

## Marked Delivery Vehicles

Any delivery vehicles, excluding contractors' trucks that are identified by large markings on both sides of the vehicle will not be required to be tagged. UPS, Sears, Wards, Federal Express, Operating Engineers, cement trucks, lumber trucks, etc.

## Guest Register

Each Gate Officer shall keep a guest register and all guests shall be recorded on this register in the following manner:

- 1) **Time:** The time that the pass is issued to the guest will be recorded on the register.
- 2) **Pass Number:** Record the pass number that is stamped on the pass in the register.
- 3) **Type of Pass:** Check the type of pass issued in the appropriate box.
- 4) **Location:** Record the destination of the pass in the register.
- 5) **License Number:** Record the license number of the vehicle that the passes is issued to in the register.

## Resident Gate Arm

The resident access arm shall be operated 24 hours a day. If a malfunction occurs with a resident's card, the gate officer shall over-ride the system only after he/she has determined that the person entering the gate is, in fact, a resident. The following information should be obtained prior to opening the lane:

- 1) Resident's name
- 2) Resident's lot or address. After verifying this information in the computer, the lane may be opened.

If the Gate Officer notices a potential traffic hazard he/she may open the gate arm and let traffic pass until the hazard has ended. However, the lane shall be monitored for resident decals.

During the Senior Gold Rush and other large golf tournaments, the potential for traffic hazard is high. This may require the Gate Officer to take extraordinary measures to prevent traffic buildup on Highway #16.

### **Guest Lane**

The guest access arm shall be closed at all times when no vehicles are present. It will be opened only after the incoming vehicle has been processed and the proper pass issued. If more than one vehicle has entered the visitor lane at one time, the gate arm may be left in the "up" position until all vehicles have been processed; but it will be closed immediately after the lane clears.

### **Power Failures**

In the case of power outages, the Gate Officer will open all gates manually, but as soon as the power is restored, the gates will be closed.

<b>Approved by the CSD Board of Directors</b>	September 18, 1991
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