
GATE ACCESS FOR RENTAL PROPERTY OWNERS, RENTERS, LEASING AGENTS

Purpose:

To provide guidelines for gate access to the Cape Royal Community by rental property owners, renters, and leasing agents.

Scope:

This document is applicable to the owners of rental property, renters utilizing those properties, and owner-specified property managers/leasing agents.

Responsible Party:

The Community Access Committee (CAC), in concert with the Block Captains, is responsible to administer this policy. That shall include collection of data, window sticker distribution, sticker placement on renter-owned vehicles, (3) digit codes, and/or Personal Access Cards. That said, it is the property owner's responsibility for anyone they let into our community, so they are responsible for providing the CAC and Block Captains with instruction on how to handle their renters.

I. Policy Statement

It is the policy of the Cape Royal Homeowner's Association (HOA) that Cape Royal property owners who wish to lease or rent their property shall be limited to 30-day minimum rental/leasing terms, not to exceed four times per year. Renters with rental terms of 30 days or longer are eligible to receive a vehicle gate sticker, three-digit code, and/or personal access cards. It is the responsibility of the property owner/leasing agent to provide the information necessary for the CAC to grant gate access and to inform the CAC when to issue gate access.

II. Procedure

A. PROPERTY OWNER / LEASING AGENT

1. Renters or Mangers should contact their Block Captain so the *Family Data Sheet* form (FDS) can be updated. Information needed is the renter's name, phone numbers, vehicle information for each renter vehicle to be housed at the rental property, etc.
2. Provide a copy of page 1 of the lease agreement between the property owner and renter(s) to the Block Captain or CAC for CAC files. This document shall include the name(s) of the renter(s), lease terms, and lease commencement and termination dates. If this document is not available, then the owner is responsible for the renter's ingress and egress to the community.
3. Rental periods must be no less than thirty days. If lease period is one (1) year or less, inform the CAC thirty (30) days prior to the lease expiration date.
4. If the renter's stay will be extended beyond the original date of lease termination, notify the CAC prior to the end of the original lease agreement and specify the new end-of- lease date.

5. No more than five (5) cards total per property (across both owners and renters) will be issued. The first two PAC's for a property are free of charge; up to three (3) additional PAC's may be purchased at the prevailing rate for each.
6. Personal access cards, stickers, and three-digit codes will be deactivated at the end of the lease/rental period. The property owner/property manager shall inform the CAC via email if personal access cards were left behind by renters and report all card numbers. This allows the CAC to determine if renters left with access cards.
 - a. If a renter leaves with a card, it can be reactivated at no additional charge once it is returned to the property owner. Please notify the CAC via email.
 - b. If personal access cards are not left behind by a renter, additional cards may be purchased by the property owner/property manager. The CAC will require 24 hours to process such a request. Please notify the CAC via email.

B. RENTER:

1. Purchase a sticker for each vehicle noted on the FDS as being housed on the rental property.
2. Provide Block Captains or CAC with a copy of page 1 of the rental agreement which indicates start and end dates of rental period.
3. If personal access cards are requested, it may result in an additional charge.

C. DATABASE ADMINISTRATOR

1. Only accepts FDS changes approved by the Block Captain and CAC. (FDS changes from other sources are sent to the Block Captain for resolution and approval and the CRAA marks the file as Pending.)
2. Once approved, the CRAA updates the database and sends updated FDS sheets to the Block Captain and CAC.

D. COMMUNITY ACCESS COMMITTEE

1. Upon receipt of completed FDS from the Database Administrator, we will contact property owner for code and sticker information. Maintain a file on each FDS received and update the gate system when new information is received from a property owner.
2. Record all needed information into our Door King System with property owner's name, address and property owner vehicle information.
3. Ensure an appropriate phone number is available for each new resident so a three-digit code can be issued for front gate access.
4. Update the newly collected CAC information into the Airtable Database system.
5. Maintain gate devices to keep them in working condition through assistance of volunteers or outside vendors.
6. Remit any funds received to the HOA accountant.

E. CAPE ROYAL BLOCK CAPTAIN

1. Assist property owners by adding new information to the FDS and obtains page 1 of the Rental agreement.
2. Notify CAC of need for stickers/bars and three-digit codes.
3. Remit any funds and page 1 of rental agreement received to CAC
4. Provides Accountant with any mailing address changes for billing purposes.

Links:

- Cape Royal Website: www.caperoyalhoa.com
- CAC Email address: CapeRoyalCAC@CapeRoyalHOA.com
- Block Captain contact information: <http://www.caperoyalhoa.com/Block-Captains.html>