

Association Policy PHOA 014

Pennbrooke Bar Code and Pass Policy

Purpose:

Establish procedures for issuance of bar codes and passes. The bar code along with approved passes will be the only entry devices used within Pennbrooke. All residents owning or living in Pennbrooke can obtain a bar code for each of their vehicle(s). All full time PHOA employees will be issued a bar code during their term of employment. All renters renting more than 90 days will be allowed to request a bar code for each vehicle.

Policy Definition:

1. Bar codes will be approved and issued by the BOD or their authorized person(s). Bar codes will be applied on your vehicle(s) by authorized personnel only.
2. To obtain bar code for a vehicle(s) a resident, as defined in the current "Rules for Community Living", must show proof of residency or lot ownership in Pennbrooke and proof of ownership or lease of the vehicle (current vehicle registration or title).
3. A maximum of two (2) bar codes (per lot) will be issued to residents at no cost. Additional bar codes (if needed) can be purchased at the PHOA office. All new lot owners will get 2 free bar codes.
4. When residents get a new vehicle, they must go to the PHOA office to receive a new bar code for that vehicle (2 free bar codes per lot applies). If this vehicle replaces one that had a bar code, the old bar codes must be returned to the PHOA office, and that bar code will be eliminated in the system.
5. Any residents not willing to obtain bar codes for their vehicles will be required to stop at the front gate upon each entry. Passes can be issued upon showing proof of residence.
6. All full-time residents who are issued a company-owned vehicle for their use will be allowed to have a bar code for that vehicle. Residents must have a letter from the company stating the car is for their exclusive use. A deposit for each bar code will be required. Upon the return of this vehicle, the bar code shall be removed and returned to the PHOA office. The deposit fee (less the cost of the bar code) will then be returned. Failure to return the bar code will result in loss of the entire deposit.
7. Renters renting more than 90 days will be allowed to apply for a bar code on their vehicle(s). The landlord (owner) must supply the renter's name, address, lot number and length of stay to the PHOA office, prior to the bar code(s) being issued. A deposit for each bar code will be required. Upon termination of rental agreement the bar code must be returned to the PHOA office. The deposit (less the cost of the bar code) will then be returned. Failure to return a bar code will result in loss of the entire deposit. All bar codes will expire on the lease ending date.
8. All long-term contractor employees (i.e. golf course, landscape, restaurant, and janitorial personnel) will receive a special pass valid for six (6) months. The pass can be renewed after that period if the employee is still working for the contractor.
9. The purchase amount of bar code and deposit in this document will be established by the PHOA and available at the RSO.

Date approved: 2/22//2011

For Board of Directors: _____

Revised: 3/22/2011, 8/23/2011, 2/28/2012, 1/28/2014, 2/23/2016, 6/27/17