

Bear Creek Entrance Gate Access Policy and Procedure

Policy 2022-1

Whereas; Since the first access control equipment was installed, the Association has experienced difficulty controlling access by unauthorized individuals. Members have shared their access codes with vendors/contractors/delivery services etc. Over time, this resulted in a complete loss of control. In order to remedy the situation, new equipment was installed and all access codes were changed.

The Board has concluded that continued sharing and misuse of access codes presents a threat to the integrity of the subdivision.

Therefore; The Board of the BCLOA hereby issues the following policy and procedure regarding issuance, use and termination of access to Bear Creek.

Section 1 – Definitions:

- a. Entrance Access Control Unit** means the equipment located at the end of Bear Creek way which controls access to the Bear Creek subdivision.
- b. Access Code** means a 4-to-8-digit keypad code issued to a property owner or co-owner, vendor, contractor, delivery service, emergency services or other service personnel for authorized access to the Bear Creek subdivision. It is used by entering the code via the keypad on the Entrance Access Control Unit.
- c. Transmitter** means a uniquely coded remote control used for authorized access to the Bear Creek subdivision. It functions similar to a garage door opener.
- d. Proximity Card** means a uniquely coded, credit card sized device used for authorized access to the Bear Creek subdivision. It is used by placing the card in close proximity to the black card reader mounted to the front of the Entrance Access Control Unit.

- e. **RFID Car Tag** means a uniquely coded tag placed on a vehicle windshield or headlight lens for authorized access to the Bear Creek subdivision. A long-range RFID reader scans the tag as a vehicle approaches the gate.
- f. **Member(s)** means a property owner in the BCLOA and includes, for the purposes of this policy, the following:
 - i. Family members who have been invited to or allowed to use the Member's property within the subdivision.
 - ii. Trusted Friends, who are very close and trustworthy acquaintances who have been invited to stay at the Member's property.
- g. **Third Party, or Parties** means non -members of BCLOA who are hired by, or provide services to, a Member, and to do so, need access to the subdivision. By way of example, they include, but are not limited to, independent contractors or companies and their employees, vendors, delivery services, construction contractors, electricians, plumbers, house cleaners, house watchers, delivery companies and similarly situated persons with a legitimate need to enter the Bear Creek subdivision and do so within the scope and course of their employment by a Member of the BCLOA.
- h. **BCLOA** means the Bear Creek Land Owners Association.

Section 2 – Member's methods of access to Bear Creek:

- a. A unique Access Code will be issued to every member of the BCLOA upon the closing date for the purchase of property. Members may also elect to purchase one or more of the Transmitters, Proximity Cards and RFID Car Tags at a rate for each set by the board. When a Member sells property, the Member's Access Code will be terminated upon the closing date for the sale of the property. Any Transmitters, Proximity Cards and RFID Car Tags not conveyed to the new owner(s) shall be terminated.
- b. Members may share their Access Code, Transmitter, Proximity Card and/or RFID Car Tags with Family Members and Trusted Friends.

- c. **Members may not provide their Access Code, Transmitter, Proximity Card and/or RFID Car Tags to Third Party(s) for any reason.**

Section 3 – Third Party methods of access to Bear Creek

- a. Many trusted Third Parties have been issued an Access Code. If a Member needs to hire a Third Party, the Member should inquire of the Third Party about whether they already have an access code. If not, the Member may:
 - i. Provide contact information to the Board President. If deemed appropriate, an Access Code, either permanent or short term, will be issued to the Third Party.
 - ii. Provide their phone number (if it has been programmed into the Entrance Access Control Unit) to the Third Party. The Third Party may then scroll down to the Member's name and call them on the number programmed. The Member will be able to answer the call and if they choose, open the gate by pressing the 9 key on their phone. The call will then disconnect.
 - iii. Arrange to meet the Third Party at the gate.
 - iv. Third Party Access Codes shall be operational from 6:30 AM to 6:30 PM, Monday through Saturday. Some trusted Third Parties may have extended access periods at the discretion of the Board.

Section 4 - Policy Violations

When Members share their Access Codes with Third Parties, it becomes progressively impossible to maintain access integrity to the subdivision. In order to control the unauthorized use of Access Codes, Transmitters, Proximity Cards and RFID Car Tags, it shall be a violation of this policy if:

- a. Any Member provides an Access Code, Transmitter, Proximity Card or RFID Car Tag to a Third Party.

- i. First violation will result in a change of the Member's Access Code and retrieval of any Transmitter, Proximity Card or RFID Car Tag.
 - ii. Second violation will result in the above plus a written warning informing the Member of the consequences of a third violation.
 - iii. Third violation will result in the above plus a fine of \$100 for each subsequent violation.
- b. Any Third Party provides an Access Code, Transmitter, Proximity Card or RFID Car Tag to any person not employed by the Third Party.
 - i. Any violation by a Third Party may, at the discretion of the Board, result in any of the Member sanctions above and may also include suspension of access rights, either permanently or temporarily, to the subdivision, depending on the severity of the violation.

BEAR CREEK LAND OWNERS ASSOCIATION,

A Colorado nonprofit corporation

By: _____

Its: President