



## Security Policy

1. Owner/Tenant and Guest registration Policies.
  - a) All vehicles left overnight in outside parking area must have Bel Mare decal or visitors pass.
    - (i) Owners/Tenants can obtain a Bel Mare decal for one more car than they have inside parking spaces from the Site Administrator.
    - (ii) Visitor passes may be obtained from the Bel Mare Security Guards during guard hours. Auto license numbers, name and host Owner/Tenant must be identified.
    - (iii) Visitor passes for any one vehicle cannot be issued for more than 21 days per year.
  - b) Owner/Tenant Security for Keys, Fobs, Cards, and Codes.
    - (i) All of our security depends on everyone protecting the use of these entry devices. To the extent possible owners should rely upon the phones to “buzz” guest & repairmen into the premises and not give out entry codes.
    - (ii) Keys for the entry and common areas should only be distributed to residents and continue to be marked “do not duplicate”. Owners/Tenants/Guests must return keys at departure or be fined \$250.
    - (iii) All Fobs shall be registered to the individual using them, not just the owner, so security can screen and prevent unauthorized usage.
    - (iv) Likewise, all individuals using Owner/Tenant’s codes for entry shall be registered so security can screen and prevent unauthorized usage. Security is instructed to enforce unauthorized usage and suspend code usage for Owner/Tenants who violate the policy.
  - c) Owner/Tenant is responsible for registering any Guest staying more than three (3) days with Site Administrator when the Owner/Tenant is present during the Guest visit. However, Guests using a Unit without the Owner/Tenant being present must be registered 48 hours prior to the guests arriving so that Administration and Security can be informed and prepare appropriate orientation.