



Pelican Landing Community Association Policies & Procedures

Title: AUTHORIZED GUEST LIST		Page #: 1 Of: 1
Section: General Administration		
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Department: All	Date of Previous Issue: N/A	
Distribution: Dept. Heads, CAM, UOC Representatives, Board Members		
Reference: Article IX, Section 3 & Article XII, Section 2 (f), of the Covenants		

Approval

PLCA Board	Date

Policy:

Pelican Landing Authorized Guest List

Purpose:

The purpose of this policy is to manage the resident gate guest list to ensure the rights of all residents.

Procedures:

Each resident is allowed to designate a list of regular guests who are able to enter the community at any time. Inclusion of vendors, visitors or guests of any sort on the authorized entry list is a privilege and as such may be revoked if individuals on this list fail to comply with Article XII, Section 2 (f), and any additional rules and regulations of the Association.

The visitor/vendor upon entering the property must know:

- 1) The resident's correct address (quickest and most accurate method);
- 2) or correct spelling of first and last name;
- 3) or telephone number. If the driver does not have this information, he or she will be turned away.

If a visitor/vendor fails to comply with the rules & regulations of the community, at the discretion of the PLCA Privacy Manager and PLCA Community Association Manager, the visitor/vendor may be removed from the authorized guest list. Consequently the guest/vendor must then be pre approved by the resident for each visit.