

Springs Operating Policy No. 4

Guest Pass

This category of authorized entry was established for the circumstance when a resident has a guest whom visits on a regular basis or a resident that is unable to place a decal on their vehicle. Guest Passes are the property of the Springs Community Association, Inc. and is a courtesy to our residents. This guest pass does not provide access to the amenities, only to the residence. Guest passes will be collected from those who violate this requirement.

The SCA Business Office, upon written request of an owner/resident issues guest passes. Guest pass authorization forms are available at Security and the SCA Business Office and must be signed by owner/resident (18 years of age or older). Owner/resident or guest (with photo identification) may pick up Guest Passes.

Guest passes are not issued to legal property owners who do not live in the Springs. The legal property owner may authorize their tenant to obtain guest passes in writing or by a completed amenity authorization. This written authorization must be submitted to the SCA Business Office.

Five passes per SCA residence are permitted. All passes expire within a minimum of one month and a maximum of twelve months from the date of issue or upon tenant vacating the property, expiration of lease, or sale of property whichever comes first. Property owners are fully responsible for the actions of all guests.

A valid guest pass will have the date of expiration, list the current owner/resident, the address of the property guest is authorized to visit, the guest's name, and an identification number issued by the SCA Business Office and Security. Security personnel may ask for additional identification if, in the guard's opinion, such is warranted.

The guest pass must be prominently displayed on the driver's side dash or sun visor and visible from the exterior while the guest's vehicle is in The Springs. The pass does not allow the guest use of the resident entry gate.

Persons possessing expired guest passes will be permitted access one time, if the owner/resident is at the property and has given permission for the guest to enter. The expired guest pass must be surrendered to security at the front gate and will not be reissued unless the owner/resident renews the guest pass.

Security or any Springs representatives will collect expired or invalid guest passes.