



GRAND HARBOR

Property Owners' Association

✓ 18956 Freeport Dr, Suite A
Montgomery, Texas 77356

Grand Harbor Property Owners' Association Safety and Access Control

POLICY AND PROCEDURE

**Revision B
October 3, 2012**

GRAND HARBOR

Property Owners' Association
Montgomery, Texas

Essential elements of the Policy have been amended to reflect consistency with other POA Policies, changes in State Law or changes to Safety and Access Control Policies and Procedures for clarity and simplification.

Revision Log

Revision No.	Type	Revision Location	Revision Description	Date of Change
Basic	--	--	Baseline Document	05/15/12
A (1)	Add	Sec. IV.A.3; Attachment 2	Callout and Add Attachment 2: "UNIT COSTS AND SET-UP CHARGES"	08/06/12
A (2)	Add; Edit	Sec. IV.B; Appendix A	Revise: Section IV.B and Add Appendix A "Procedure For Disabling Access Devices"	08/06/12
A (3)	Edit	Sec V. A.	Simply process and requirements for the Permanent Visitor List	8/6/12
A (4)	Delete	Sec. V.B. "Do Not Admit" Visitors	Delete from V.B any ability to process "Do Not Admit Visitors.	08/06/12
A (5)	Delete	Sec. VIII	Delete Incident Investigation	8/6/12
A (6)	Add; Edit	Section IX; Attach. 1, 3	Revise Section IX for "unregistered vehicles" & "unlicensed drivers." Revise Attachment 1 and Attachment 3.	08/06/12
A (7)	Add	Section X; Appendix B	Add Section X and Add: "Access Control Staff's Post Performance P&P" as Appendix B.	08/06/12

On January 12, 2012, the Board of Directors of the Grand Harbor Property Owners' Association (GHPOA) adopted, by Resolution, **Safety and Access Control Policies and Procedures**. This Resolution was filed for record with the Country Clerk's Office in Montgomery County, Texas and recorded as Document #2012013296 on February 15, 2012.

In accordance with the GHPOA By-Laws, the **Safety and Access Control Policies and Procedures** were amended, submitted for review by the Board of Directors, posted for resident comment and subsequently approved on October 3, 2012 by the Board of Directors of the GHPOA.

These **Safety and Access Control Policies and Procedures**, dated October 3, 2012 (POA #SACPP10032012), supersede and render obsolete all previous **Safety and Access Control Policies and Procedures**.

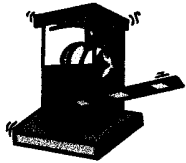
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GRAND HARBOR

Property Owners' Association
Montgomery, Texas



GRAND HARBOR PROPERTY OWNERS ASSOCIATION SAFETY AND ACCESS CONTROL (SAC) POLICY AND PROCEDURES (P&P)



I. POLICY

The Grand Harbor Property Owners Association (GH POA) has responsibility for subdivision Safety and Access Control which originates from within a hierarchy of controlling documents, specifically the subdivision's: 1) Articles of Incorporation, 2) Covenants, Conditions and Restrictions (CCR's, a.k.a., Deed Restrictions) and 3) By-laws. CCR's for each of the Grand Harbor Subdivision's eighteen Sections all include the inferred right of property owners to a reasonably safe, secure and managed living environment, in part as follows:

ARTICLE II, Section 8, "Road and Street Easements:" *The roads and streets in the Properties are not dedicated to the public, but shall be operated as private streets with each Owner having an easement for the use and benefit of such Owner of a Lot fronting thereon or adjacent thereto,...easements shall include rights of ingress, egress and passage over and along said streets in favor of ..., the Association, the Owners and their ... successors and assigns, guests, invitees, licensees, designees and the successor(s)-in-title to each Lot Owner, and in favor of the invitee and designees of each successor(s)-in-title to each Lot Owner, but not in favor of the public.*

ARTICLE III, Section 9, "Annoyance or Nuisances:" *No noxious or offensive activity shall be carried on upon any Lot nor shall anything be done thereon which may become an annoyance or nuisance to the neighborhood.*

ARTICLE III, Section 21, "Motor Vehicles:" *No unlicensed motor vehicles shall be allowed within the subdivision. No motor bikes, motorcycles, motor scooters, go-carts, or other similar vehicles shall be permitted to be operated on the Properties, if, in the sole judgment of the Association, such operation, for reason of noise or fumes emitted, or by reason of manner of use, shall constitute a nuisance or jeopardize the safety of the Owners, his tenants and their families.*

ARTICLE VII. Section 2. "Control:" *The right of control of access through such entry way and gate by owners, their guests and invitees, shall be upon such terms as determined by the Property Owners Association.*

Grand Harbor residents and property owners access their property on private roads which are regulated by Association imposed traffic rules. This P&P attempts to further explain the

significance of subdivision rules and the enforcement of these rules through the use of contract personnel and equipment.

Through the use of full-time POA staff and contracted enforcement personnel, the P&P enforcement areas shall include:

- Visitor and Contractor Access Control
- Vehicular Traffic Control
- Crime and Mischief Prevention

II. DEFINITIONS

ACCESS CONTROL – The regulated entrance into Grand Harbor and Harbor Side.

ACCESS CONTROL OFFICER – Personnel stationed at the Gate House at the entrance of Grand Harbor who are responsible for providing access control to Grand Harbor and Harbor Side.

AUTOMATED GATE ENTRY SYSTEM (AGES) – An access control system utilizing swing arms, sliding gates, electronic identification tags, callbox entry systems, and access control personnel.

BUILDERS LIST - A record of builders, contractors, and tradesmen maintained by the ACO who have been given access authority by the Architectural Control Committee. Since access will generally be required for an extended duration, these groups will be provided with a Gate Pass that will specify an expiration date.

DAILY VISITOR LIST – A record of people maintained by the ACO who have been given access authority by a resident. This list is for a single access, is date specific and is arranged for by calling the Access Control House.

EZ TAG – Harris County Toll Road Authority windshield RFID used as part of the GH Automated Gate Entry System.

GATE PASS – A document issued to workers who require extended periods of access. The document includes an expiration date and should be displayed on the dashboard of the vehicle.

CALL BOX – Telephone intercom system located at each subdivision gate. Visitors and contractors use 3-digit codes to call residents who can grant or deny access.

PERMANENT VISITOR LIST - A record of people maintained by the ACO who have been given access authority by a resident or property owner. This record is specific to each resident or property owner and is comprised of visitors and domestic service workers who require frequent access.

PROPERTY OR PROPERTIES – Any of the residences or residential lots within the Grand Harbor/Harbor Side subdivision.

PROPERTY OWNER – Grand Harbor or Harbor Side real estate owners as recorded in the Montgomery County Property Records.

REMOTE ACCESS DEVICE – A portable RFID.

RESIDENT – A person who lives in Grand Harbor or Harbor Side.

RADIO FREQUENCY IDENTIFICATION (RFID) – An electronic tag used to automatically open gates within Grand Harbor and Harbor Side. Some tags are designed to be affixed to the vehicle such as an EZ-Tag and some tags are designed to be portable such as the hanging tag.

RECREATIONAL VEHICLE – A class of three basic unregistered vehicles that are allowed to be operated in Grand Harbor and Harbor Side. 1) Recreational Off-Highway Vehicle (ROV). 2) Utility Terrain Vehicle and Tray Utility Vehicle (UTV/TUV). 3) Golf Carts.

UNREGISTERED VEHICLE – A motorized vehicle without proper registration by the state of Texas.

UNLICENSED VEHICLE OPERATOR – A person in control of a motorized vehicle without a valid State driver's license.

VEHICLE OPERATOR – A person in control of a motorized vehicle.

VEHICLE REGISTRATION FORM – POA documentation required for identifying a property owner's vehicle, establishing automatic gate access and/or assigning 3-digit access codes.

III. VISITOR AND CONTRACTOR ACCESS CONTROL

As a gated community, unpermitted persons and associated vehicular traffic into and through the Grand Harbor/Harbor Side subdivision will be subjected to vigorous scrutiny and control.

a. Residents and Property Owners

Residents and Property Owners can enter and exit the subdivision using any of the various access means provided by the Automated Gate Entry System.

b. Resident's Guests/Visitors

Invited visitors must coordinate with residents to gain entrance into the subdivision.

A resident may request that a visitor be placed on the Daily Visitor List maintained by the Access Control Officer. This will provide access during normal hours of operation. The arriving visitor will notify the Access Control Officer of who they are visiting. The visitor's information will be verified with the information provided by the resident. The Access Control Officer will grant access if the information is confirmed.

A resident may also provide their guest with the resident's personal 3 –digit access code. This code will be entered into the Call Box located at the resident's entry gate. At any hour of the day, once the 3-digit code is entered, a call will be automatically placed to the resident who can then remotely open the gate.

C. Construction Builders, Contractors and Subcontractors/Tradesmen

Construction personnel can only gain access to Grand Harbor or Harbor Side through the main entrances on Walden Road. Contractors need to be listed on the Builders List access list that is submitted with Architectural Control Committee application. The Access Control Officer may issue a Contractor Pass to the Project Manager.

d. Residential Services Contractors

Domestic service workers can only gain access to Grand Harbor or Harbor Side through the main entrances on Walden Road.

A resident may request that a domestic service worker be placed on the Daily Visitor List or Permanent Visitor List maintained by the Access Control Officer. This will provide access during normal hours of operation. The arriving service contractor will notify the Access Control Officer of who they are visiting. The service contractor's information will be verified with the information provided by the resident. The Access Control Officer will grant access if the information is confirmed.

Service contractors can be placed on the residents Permanent Visitor List with expiration not to exceed 6 months. The resident can renew the service contractor's access after expiration.

e. Realtors and Prospective Buyers

Real estate agents may access Grand Harbor and Harbor Side with a prospective buyer to show property in the subdivision. The real estate agent must submit a business card with the following information: Agent's name, phone number and Property Company or the name of the real estate brokerage company who holds their license. Prospective buyers accompanying their agent are not required to show ID.

Unescorted prospective property/home buyers will only be allowed between the hours of 7:00 AM and 7:00 PM. The Access Control Officer must log the prospective buyer's name, address, driver's license number, vehicle license plate number and vehicle description in the Daily Visitor List.

f. Events, Open House, Parades

If a GH POA Board sanctioned committee plans a community-wide event and the event would benefit from unrestricted access to the community, the committee chair must explain the following points to the Board:

1. How the event will benefit the members of the Property Owners Association.
2. How the committee will address traffic disruption in the community.
3. How many volunteers will be needed for the event?

For Ad Hoc community organization's events or resident-specific events (e.g., weddings, funerals, etc.), the event organizers must contact the GH POA Office in advance with the details of the event.

g. Unauthorized Access Enforcement

Enforcement personnel will be randomly placed throughout the community to monitor for trespassers. Vehicles not displaying the current Grand Harbor Registration Sticker and are stationary at the entrance/exit gates will be considered potential trespassers and will be investigated for further information and possible intervention.

SPECIAL NOTICE: *First time entry infractions will be documented on GH POA Form, "Notification of Unauthorized Trespass." (See Deed Restriction Violation Control Policy and Procedure schedule for infractions.) Completed GH POA Form originals will be given to the offender at time of incident or mailed at a later time. 1st carbon copy will be filed at the GH POA Office, with 2nd carbon copy retained by the enforcement personnel. Repeated infractions by the same individuals/vehicles WILL BE ADDRESSED with INCREASING INTERVENTION MEASURES (on a per-instance basis) that can include GH POA legal action or formal criminal complaint against the repeat-offending entity.*

IV. VEHICLE ACCESS/CONTROL MEASURES

a. Gate Remote Access Management

Radio Frequency Identification devices (RFID), Harris County Toll Roads Authority "EZ Tags" or Remote Access Devices (Hanging Tags) will allow subdivision property owners unrestricted access through the Walden Road "Resident-Only" swing arm gate and the back gate on Grand Harbor Blvd. Access through other subdivision gates will be made available to property owners upon request. RFID devices establish communication with the RF readers in the vicinity of each gate in order to complete the opening function. Because of the limited memory in the AGES, property owners may be limited in the number of RFID or Remote Access Devices of their choosing.

Issuance of RFID and/or programming existing EZ Tags requires the following:

1. The property owner must be a member in good standing with the POA.

2. A property owner must provide the necessary documentation to prove property and vehicle ownership. A valid photo ID with a GH/HS address or a Montgomery County Property Tax receipt is required to prove property ownership.
3. A State issued vehicle title and registration document or a current vehicle liability insurance card is required to prove vehicle ownership.
4. A Lessee must make available to the POA the following:
 - a. A copy of the Lease Agreement.
 - b. A valid photo ID
 - c. A State issued vehicle title and registration document or a current vehicle liability insurance card.

NOTE: Access devices for a lessee will automatically be deactivated on the termination date specified in the contract.

5. Licensed drivers who are dependents of property owners residing in GH/HS must provide the following:
 - a. A valid photo ID.
 - b. A State issued vehicle title and registration document or a current vehicle liability insurance card.
6. Residents must complete a Vehicle Registration form which may be obtained on the Grand Harbor/Harbor Side website or at the POA office (See Attachment 1).

b. RFIDs

Residents may purchase a fixed RFID device and a maximum of two (2) remote access devices which includes the item's cost and an administration fee. See Attachment 2. If the GH POA member is NOT current on annual maintenance dues and/or fine payments, RFID devices will not be programmed for gate use and may be deactivated without one of the following:

1. Full payment of all balances due the POA, or
2. Making a payment towards the balance and establishing a payment plan.

The procedures for Disabling Access Devices are contained in Appendix A.

If a replacement RFID device is purchased, prior RFID devices will be deleted from the database and will no longer be operational.

c. Auto Registration Form

Residents must complete a Vehicle Registration form which may be obtained from the Grand Harbor/Harbor Side website or from the POA office (See Attachment 1). A property owner or resident must bring the completed form, supporting documentation and each vehicle to the POA office for registration.

d. Insurance

A Liability Insurance Card provided by an insurance carrier with a Grand Harbor or Harbor Side address is an acceptable ID for proof of vehicle ownership and residency.

e. Screening of Vehicle Windshield Stickers

The screening of vehicle windshield stickers is required so that Access Control personnel and GH residents can quickly establish vehicle registration. Each registered vehicle in GH/HS must display the current windshield sticker provided by the POA.

Stickers will be issued:

1. At the time a vehicle is registered, or
2. When the POA determines that stickers are in need of blanket updating.

V. PROPERTY OWNER ACCESS LISTING

a. Permanent Visitor List

Grand Harbor and Harbor Side residents may establish a Permanent Visitor List for use by the Access Control Officer. The resident is responsible for providing the following information in the designated order.

Resident Information:

1. First Name
2. Last Name
3. Address
4. Phone Number

Visitor Information:

1. First Name
2. Last Name
3. Company (for domestic service workers)
4. Relationship
 - a. Relative
 - b. Friend
 - c. Domestic Service Worker (i.e. maid, yard man, pool man)
5. Activation Date
6. Expiration Date if needed – Note: Domestic Service Workers are not to exceed 6 months without renewal.

b. Visitor-Denied Entry

The POA and Access Control staff lacks the means to guarantee non-admittance into the subdivision. The POA assumes no responsibility for people who enter the subdivision unlawfully or without permission.

VI. VEHICLE/DRIVER JURISDICTION AND TRAFFIC ENFORCEMENT

a. Enforcement of State Laws

The gated status of Grand Harbor and Harbor Side places it in a category that generally exempts enforcement of state and local traffic laws within the subdivision boundaries. Law enforcement personnel can make arrests when there is egregious violation of the laws such as reckless driving, excessive speeding so as to endanger, etc. Because of this relatively unique and restrictive safety status, the POA utilizes alternative means of traffic enforcement.

b. Enforcement of Vehicle Related Deed Violations

All vehicles operated in the Grand Harbor and Harbor Side community must abide by the procedures in this policy.

The operator of a vehicle shall comply with all traffic control devices and signage represented in recorded Plats and/or installed or placed on roadways within Grand Harbor and Harbor Side. All residents, property owners, guests of residents and property owners, contractors, service personnel and visitors must comply with all posted signage and are prohibited from altering, removing or damaging posted signage.

Failure to comply with traffic control signage and/or devices is an enforceable violation of this Policy.

From time to time, the GH POA will adopt guidelines commonly used on public roads and approve the addition of traffic signs at appropriate locations.

The current approved maximum speed limit within the Grand Harbor and Harbor Side community is Twenty-five (25) miles per hour.

c. Traffic Violations

Failure to comply with traffic control devices and signage will be considered a deed violation and subject to fines and penalties as set forth in the deed restrictions enforcement documents of the GH POA.

1. Enforcement personnel will stop vehicle operators who fail to comply with traffic control signage and devices. At such time, the operator is required to provide his/her name and address. If the operator is a minor or not a licensed driver, he/she is required to provide the name of a parent or legal guardian. If the operator is a visitor or a non-resident/property owner, he/she is required to provide the nature of their business while in Grand Harbor or Harbor Side.

Enforcement personnel will also record vehicle information, time of day, location of the infraction and the nature of the infraction.

Operators of recreational vehicles will be observed to insure compliance with Section IX of this Policy.

2. Speed detection devices (Radar Guns) can be used in Grand Harbor and Harbor Side and are an acceptable means to determine the speed of a vehicle.
3. A "Shift Activity Log" will be completed by enforcement personnel submitted to the POA office at the end of each shift.

SPECIAL NOTICE: *Each documented incident will be processed for resolution and fine collection no different than any other deed restriction violation per the GH POA "Deed Restrictions Enforcement Policy and Procedure," in effect at the time of the violation.*

VII. CRIME AND MISCHIEF PATROL

Without qualification or restriction, law enforcement personnel are permitted to enforce all current Federal, State, County, and City laws, within their particular jurisdiction. This aspect of law enforcement will be advocated for the SAC program within the Grand Harbor/Harbor Side community.

VIII. RECREATIONAL VEHICLE REGISTRATION AND USAGE

Certain types of recreational unregistered vehicles are allowed to be operated in the Grand Harbor subdivision provided they are properly registered, have a registration decal properly attached and are operated in accordance with the Vehicle Operation section listed below.

In a GH POA Board of Directors meeting held on May 6, 2008, a resolution directed toward these vehicles was adopted:

"While Article III, Section 21 of the respective Grand Harbor subdivision section's 'Covenants, Conditions and Restrictions' (CCRs) restricts the use of unlicensed motor vehicles within the subdivision, the wording of this CCR allows some latitude in its interpretation and enforcement. It is therefore resolved that the operation of "Golf Cart" type personal vehicles on subdivision streets (said operation to be only by driver-licensed individuals) shall be exempt from the restriction of this CCR."

a. Explanation of Terms

To avoid confusion and contradiction with the Grand Harbor CCR's for the purposes herein stated, the terms "unlicensed" and "unregistered," when referencing recreational motor vehicles follow the guidelines established by Texas Transportation Code 502 for the Registration of vehicles.

b. Acceptable Recreational Unlicensed Vehicles:

ROV:

- has a non-straddle seat for the use of the operator (and passenger)
- propels itself with four (4) or more tires in ground contact.
- is designed by the manufacturer for off-highway use
- is designed by the manufacturer for farm or lawn-care use

UTV or TUV:

- has a side-by-side seating arrangement for operator and passenger
- has seat belts and roll-over protection
- has a cargo box at the rear of the vehicle
- is designed by the manufacturer for utility use

Golf Cart:

- has no less than three (3) wheels
- has a normal maximum speed of 25 mph or less
- is manufactured primarily for use on golf courses

c. Unacceptable Unlicensed Vehicles:

ATV:

- has three (3) or more wheels
- has a saddle seat
- is designed by the manufacturer for off-highway use
- is not designed by the manufacturer for farm or lawn-care use

Go Cart:

- has an open framework
- has four (4) wheels
- is self-propelled by a small motor

Off-Road Motorcycle or "Dirt Bike:"

- is designed and specialized for off-road use
- has two (2) wheels
- is low-profile, light weight and of rugged construction with little bodywork
- has large, knobby tires often clamped to the rims with rim locks

d. Registration

Recreational vehicles operated on the streets of Grand Harbor/Harbor Side shall be registered at the POA office within thirty (30) days of the vehicle arriving into the community.

An unlicensed recreational vehicle must conform to the list of "Acceptable Unlicensed Recreational Vehicles" above. In order to complete registration, the following items must be provided:

1. completed "Recreational Vehicle Registration Form" (Attachment 3)
2. photograph of the vehicle
3. valid proof of residency presented at time of registration
4. valid state driver's license presented at time of registration

Once registration is completed a GH/HS registration sticker will be issued. The sticker must be applied to the front left side of the vehicle, primarily the windshield when equipped, or in a manner that it is clearly visible.

e. Vehicle Operation

Operation of a properly registered recreational vehicle within the GH/HS community is subject to the Deed Restrictions (Covenants, Conditions and Restrictions) of the community. It is a Deed Violation to operate a recreational vehicle within the community that:

- is not classified as an Acceptable Unlicensed Recreational Vehicle (see above).
- is not registered with the GH/HS POA.
- is not operated on paved roads or on a resident's personal property.
- Is not operated in accordance with the manufacturer's guidelines.
- is not exhibiting a properly attached GH/HS POA registration sticker.
- is not operated in such a manner that posted traffic signs are obeyed.
- is not operated in an safe manner.
- is not operated at night with two (2) operational headlights and two (2) operational taillights.
- Is not operated by a driver with a valid driver's license or by a driver with a valid instruction permit accompanied by a licensed driver who is at least 21 years of age.

Fines for violations will be assessed against the vehicle's registrant owner/resident), regardless of the driver (e.g., relatives/visitors at the residence).

f. Exceptions

Operation of an Unacceptable Vehicle, or an Acceptable Recreational Vehicle without POA registration within the GH/HS community, is strictly prohibited except for the occasions where all of the following requirements are met:

- 1. the vehicle is operated during a POA approved event**
- 2. the event chairperson has given prior approval,**
- 3. the vehicle is not modified or decorated in a manner that is deemed unsafe by the event chairperson,**
- 4. the vehicle is not carrying more passengers for which it is designed,**
- 5. the vehicle is operated in a safe manner,**
- 6. the vehicle has two (2) operational headlights and two (2) operational taillights if operated at night,**
- 7. the vehicle is operated by a driver with a valid driver's license or by a driver with an instruction permit accompanied by a licensed driver at least 21 years of age.**

Operation of a riding lawn mower or tractor actively being used for its intended purpose (cutting grass or construction work) is permitted within the GH/HS community. No registration is necessary for these vehicles. However, the operators of these vehicles must obey traffic signs. These vehicles must be operated by drivers with valid state licenses when operated on GH/HS paved roads.

IX. ACCESS CONTROL STAFF'S POST PERFORMANCE P&P

The Grand Harbor Property Owners' Association Access Control personnel are to provide vehicular access control for the Grand Harbor and Harbor Side Subdivision. At least once a year, these Officers are required to read, initial, sign and date the ACCESS CONTROL OFFICER'S PERFORMANCE AFFIDAVIT (Appendix B) to indicate that each ACO understands the Policy and Procedures and will carry out the intent and purpose of these Policies.

X. Attachment 1

Grand Harbor P.O.A.

18956 Freeport Dr, Suite A
Montgomery, Texas 77356
Website: www.grandharborpoa.com
manager@grandharborpoa.com

Phone: (936) 582-1054
Fax: (936) 582-0880

E-mail:

VEHICLE REGISTRATION

RFID/Decal Request

In order to identify property owners and help prevent unauthorized entry, the association asks that you display a Grand Harbor decal on the inside of your windshield above the registration tag and inspection sticker. Please provide the following information on each vehicle as needed for decals and/or RFID's.

Date: _____ Home Owner: ☐ Lot Owner: ☐ Lessee: ☐ *

First Name: _____ Last Name: _____

Legal Address: GH / HS Section _____, Block _____, Lot(s) _____

Mailing Address: _____

E-mail: _____

Phone Number (Home): _____ (other): _____

Do you want your name in the Call Box? Yes ☐ No ☐
Do you want your name, address and phone # in the Grand Harbor Directory? Yes ☐ No ☐

Decal #	RFID#	License Plate #	Year of Vehicle	Make/Model	Color

Please note: If for any reason, the owner decides to sell this vehicle, this RFID MUST be removed and returned to Grand Harbor P.O.A.

Call Box 3 Digit Code _____ Assigned Phone Number: _____ Cell ☐ Land ☐
Call Box 3 Digit Code _____ Assigned Phone Number: _____ Cell ☐ Land ☐

*Please provide copy of lease.

Ver. 5.12 5/15/12

XI. Attachment 2

GRAND HARBOR PROPERTY OWNERS ASSOCIATION SAFETY AND ACCESS CONTROL

UNIT COSTS AND SET-UP CHARGES FOR EZ TAGS AND RFIDS

A. EZ TAG (HCTX)

Owner Registration and System Set-up Charge \$ 5.00

B. WINDSHIELD-INSTALL RADIO FREQUENCY IDENTIFICATION DEVICE

Purchase of RFID Tag \$ *Cost*¹

Owner Registration and System Set-up Charge \$ 5.00

C. PORTABLE RADIO FREQUENCY IDENTIFICATION DEVICE

Purchase of Portable RFID Tag \$ *Cost*¹

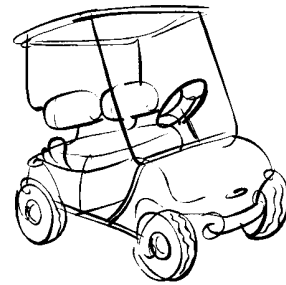
Owner Registration and System Set-up Charge \$ 5.00

Notes:

1. "Cost" is the member's purchase price for each type of RFID Tag, based on prevailing market prices for inventory replacement.
2. For multiple tags acquired in a single instance, Owner Registration and System Set-up Charge is applied only to the first item.
3. For RFID Tags destroyed during windshield replacement, only the replacement Tag purchase charge is applicable, when a windshield repair invoice copy is provided.

XII. Attachment 3

GRAND HARBOR
UNREGISTERED VEHICLE REGISTRATION
Decal Request



Date: _____

Property Owner(s): _____

Address: _____

Is this your permanent address? Yes No

E-mail: _____

Phone # (Home): _____ (Mobile): _____

Property Location:

Grand Harbor: Section _____, Block _____, Lot(s) _____

Harbor Side: Section _____, Block _____, Lot(s) _____

=====

Decal #	Manufacturer	Type	Color	Date Issued

_____, have read and agreed to abide by the
attached Unlicensed Vehicle portion of the SAC Policy/Procedure.

Owner _____ Date _____

If you have any questions, please contact the Grand Harbor P.O.A office.

Grand Harbor/Harbor Side P.O.A. Staff: _____

Date: _____ Photo attached _____

XIII. APPENDIX A

PROCEDURE FOR DISABLING ACCESS DEVICES

The POA is entitled to suspend any services provided to a Lot Owner by the Association in the event that the Owner is more than thirty (30) days delinquent in paying any assessment due to the Association.

The Treasurer or POA Manager will provide a list to the Project Coordinator of which residents/property owners are in arrears. This list will be used by the Project Coordinator to prepare a Notice of Account Delinquency letter to be sent to each resident/property owner via certified mail and regular mail. If the resident/property owner does not clear the balance or set up a payment plan in accordance with the Notice of Account Delinquency, they risk having their Association privileges suspended.

For the purposes of deactivating access devices, a resident/property owner will be considered in arrears once a deadline for payment of any assessments, fees, fines, etc. has passed and the Notice of Account Delinquency letter has been sent to the property owner.

1. Treasurer or POA Manager will:
 - a. Provide a Delinquent List of residents/property owners who are in arrears after a payment deadline has passed.
 - i. Delinquent List Information (See Appendix A(1) for typical):
 1. Resident/Owner Name
 2. Address of residence or legal description of the property
 3. Phone number on record
 4. Date of delinquency
 5. Type of payment that is delinquent
 - b. Submit the list to the Project Coordinator
2. Project Coordinator will:
 - a. Submit a Warning Letter (See Appendix A(2) for example) to each resident/property owner who is on the Delinquent List via regular mail.
 - b. Call each resident/property owner to notify them of their situation.
 - i. Contact must be made with the responsible party. Leaving a voice mail, a message, or speaking with a minor will not constitute a confirmed call.
 - ii. The information conveyed in the phone call should be the same as that of the Warning Letter.
 - iii. Written documentation of the call should be made and should include: the name of the person spoken to, date, time, and phone number called. Any notes of relevance should also be made.
3. The resident/property owner will have 5 calendar days from the date of the Warning Letter to pay the balance in full or make arrangement for installment payments in accordance with the previously submitted Notice of Account Delinquency.
4. If the balance has not been paid in full or if payment arrangements have not been made, the Project Coordinator will deactivate all the access devices assigned to the resident/property owner on the 6th business day.

- a. The Project Coordinator will deactivate all EZ Tags, RFIDs, and Remote Access Devices assigned to the address/property that is shown to be in arrears.
 - b. A record of the deactivation will be made and placed in the resident/property owners file.
 - c. Once the devices are deactivated, the Project Coordinator will provide a Deactivation List (See Appendix A(3) for typical) to Access Control Personnel so they are apprised of the fact.
Deactivation List information:
 - i. Name,
 - ii. Address,
 - iii. Vehicle information (make, model, and color)
 - d. Access Control Personnel will be given a separate written set of instructions with regard to this issue and how to respond to the residents who are on the list.
5. Once a resident/property owner has paid the balance in full or made a partial payment and arranged for a payment plan, the Project Coordinator should be notified and all access devices should immediately be reactivated in the system.
 - a. Reactivation will be based on the timeliness of the payment. It may not be possible to reactivate access on weekends, holidays, after hours etc.
 - b. Access Control Personnel should be advised immediately when a resident has been removed from the deactivation list.
6. If a resident/property owner has made arrangements for an installment plan and misses a payment in breach of that plan, the Treasurer/POA Manager will immediately notify the Project Coordinator.
 - a. The Project Coordinator will contact the resident/property owner by phone and notify the resident/property owner that all access devices will be deactivated on the next business day.
 - b. Access devices will be reactivated once the provisions of the Alternative Payment Schedule are met.
7. When the resident/property owner has met the terms of the Alternative Payment Schedule, the Project Coordinator should be notified and all access devices should be immediately be reactivated.
 - a. Reactivation will be based on the timeliness of the payment. It may not be possible to reactivate access on weekends, holidays, after hours etc.
 - b. Access Control Personnel should be advised immediately when a resident has been removed from the deactivation list.

a. APPENDIX A (1)

(Typical)

**ACCOUNT DELINQUENCY LIST
AS OF (DATE)**

In accordance with the Notice of Account Delinquency, the following property owners have failed to meet the 30 day period in which to act. An access deactivation Warning Letter should be submitted to the following in accordance with the current Access Deactivation Policy.

Name:

Address:

Phone Number:

Date of Delinquency:

Cause:

Name:

Address:

Phone Number:

Date of Delinquency:

Cause:

Name:

Address:

Phone Number:

Date of Delinquency:

Cause:

b. APPENDIX A (2)

**GRAND HARBOR
(POA Letter Head)**

Gate Access Deactivation Warning

Dear Property Owner:

Our records indicate that you are delinquent to the Grand Harbor Property Homeowners Association (GHPOA) as specified in the Notice of Account Delinquency which was mailed to you on (insert date of initial letter).

In accordance with Association By-Laws (Article III, C. Sec 6), services provided to you by the Association may be suspended. This suspension includes, but is not limited to, deactivating your vehicle access devices. Your vehicle access devices will be deactivated if you fail to resolve this issue within 5 business days of this notice.

Once your vehicle access devices (EZ Tag, RFID, and Remote Access Devices) are deactivated, your only methods to gain access to Grand Harbor/Harbor Side will be by the use of your three digit Directory Code at the gate keypad or by dialing the Access Control House from a gate keypad. The Access Control House is manned from 6:00 AM to 10:00 PM.

IF YOU DO NOT HAVE A THREE DIGIT DIRECTORY CODE, YOU MUST COME TO THE POA OFFICE TO ESTABLISH ONE. This is a significant inconvenience that the POA would like to avoid imposing on any Association member.

Sincerely,

**Manager,
Grand Harbor Property Owners Association**

C. APPENDIX A (3)

**DEACTIVATION LIST
AS OF (DATE)**

In accordance with the current Access Deactivation Policy, be advised that the following property owners no longer have access to Grand Harbor/Harbor Side by the use of EZ Tags, RFIDs, or Access Cards.

Means of entry are limited to:

1. Dialing the Access Control building (001) and requesting access.
2. Using association member-assigned three digit Directory Codes to obtain access.

Access through the right lane (Resident's Lane) is prohibited.

Name:

Address:

Vehicle License Number:

Name:

Address:

Vehicle License Number:

Name:

Address:

Vehicle License Number:

XIV. APPENDIX B

GRAND HARBOR

Property Owners' Association
Montgomery, Texas

GRAND HARBOR PROPERTY OWNERS' ASSOCIATION ACCESS CONTROL POST

POLICY AND PROCEDURES

=====

ACCESS CONTROL OFFICER POST PERFORMANCE AFFIDAVIT

*I have received and carefully read these Gate Post P&P instructions. I fully understand these duties, responsibilities and restrictions and agree to implement and abide by them.
Furthermore, I understand that violations of these Post Performance instructions are grounds for possible disciplinary action, suspension or termination.*

Officer's Signature: ----- Date: -----

Print Name: ----- Date: -----

Supervisor's Signature: ----- Date: -----

**GRAND HARBOR PROPERTY OWNERS' ASSOCIATION
ACCESS CONTROL POST
POLICY AND PROCEDURES**

Section 1. GRAND HARBOR POLICY FOR ACCESS CONTROL

- 1.1** The purpose of the Grand Harbor Property Owners' Association (GH POA) Access Control (AC) department is to provide vehicular access control for the GH Subdivision.
- 1.2** It is the policy of the GH POA that the AC department services the needs of subdivision property owners as related to access information for and entry control of visitors, guests, domestic staff contractors, and construction services contractors.
- 1.3** At least once a year, Access Control Officers are required to read, initial, sign and date this document to indicate that each ACO understands these "ACCESS CONTROL POST POLICY & PROCEDURES" and will carry out the intent and purpose.
- 1.4** At the time of performance reviews, the ACO Supervisor must declare that persistent ACO errors in judgment or other Post-duty failures that prevent the execution of these Policies and Procedures can lead to censure and possible dismissal from GH POA employment.

Section 2. ACCESS CONTROL TRAINING PROGRAM

- 2.1** All Access Control Officers (ACO) must participate in Access Control Training as directed by the POA Manager.
- 2.2** Training will include review of the GH Access Control Policy and Procedures manual and review of duties. This document and the GH POA confidentiality statement will be signed by the ACO in any training session.

Section 3. DUTIES OF THE AC POST

- 3.1** Access Control Officers shall monitor and control the entry and/or exit of motor vehicles in the Grand Harbor subdivision. The monitoring function

shall be accomplished through direct visual or camera-aided observation. Control shall be achieved by gate control and redirection of the vehicles.

- 3.2** Any vehicle entering Grand Harbor, including resident's guests, contractors or deliveries not in possession of a Grand Harbor sticker, shall be logged and recorded in the Daily Visitor's Log or an electronic database designed for such purpose.
- 3.3** All on-duty Officers shall keep a detailed log sheet and report all activities on the property during their shift. Log sheets will be placed in the Daily Activity Log Book and remain in the Access Control Office. Daily Activity logs can be recorded in an electronic database designed for such purpose.

Section 4. CONDUCT WHILE ON POST DUTY

- 4.1** ACO shall maintain the highest level of professionalism while serving the Grand Harbor subdivision:
 - 1.A** ACO must rely upon their senses to perform their duties effectively and their attention to duty must not be diverted.
 - 1.B** Activities such as playing computer games or musical instruments, working on personal computers, sleeping, and working on personal projects are prohibited. Distractions such as visitors, pets, televisions and wearing headphones are also prohibited.
- 4.2** Access Control Officers shall:
 - 2.A** Be in proper POA AC dress code at all times.
 - 2.B** Maintain a positive attitude with all contacts.
 - 2.C** Before end-of-shift, inform the Access Control Supervisor if the ACO engaged in a negative contact of any kind with any person.
 - 2.D** Remain on duty until the completion of the shift and/or relieved by another Access Control Officer.
 - 2.E** Keep the work area clean at all times.
 - 2.F** Be courteous and professional at all times and maintain a business like relationship with the POA Management, their employees, and residents.
 - 2.G** For safety, maintain a small (one foot) distance from all vehicles when directly communicating with the occupant.

- 4.3** ACO Shall Not:
- 3.A** Address community members or property management employees in a derogatory manner.
 - 3.B** Leave the post under any circumstances, until properly relieved (may leave the Guard House unattended if a restroom break is needed - taking the phone and locking the Guard House).
 - 3.C** Sleep or have visitors while on post.
 - 3.D** Wear any unauthorized clothing or headwear.
 - 3.E** Address resident or guest in any other manner than “sir” and “ma’am.”
- 4.4** Recreational reading of newspapers and magazines is allowed as long as attention to duty is not diverted.

Section 5. ACO PERSONAL APPEARANCE REQUIREMENTS

- 5.1** On-duty Outerwear — Three (3) Grand Harbor Access Control shirts will be issued to each Access Control Officer. ACO will provide Khaki pants kept clean and pressed as part of the ACO dress code. Additional outerwear may be worn when specifically approved by Grand Harbor management.
- 5.2** Hair and facial hair - Hair cut, combed and trimmed above the ear and the collar. Sideburns and moustaches must be trimmed and cropped
- 5.3** Personal Hygiene - Shower/bath and use deodorant prior to shift.
- 5.4** Facial piercings, with the exception of ear rings, are prohibited.

Section 6. Special Instructions

- 6.1** When a resident requests guest access, the Officer on duty will record the resident’s name and address, the guest’s name and the time that the quest entered the subdivision.
- 6.2** The main entrance gate can remain open during normal hours of operation providing that the swing arm is functioning properly.

Section 7. Vehicles allowed unimpeded access

- 7.1** The following vehicles must be allowed access to the Grand Harbor properties:
- 1.A** EMS, Law Enforcement and Fire Department
 - 1.B** All marked utility company vehicles such as: Entergy, T&W Water, Consolidated Communications (telephone), Center Point Gas, Cebridge Connections (cable) and Dish/Direct TV
 - 1.C** All property owners
 - 1.D** Sanitation trucks
 - 1.E** School buses
 - 1.F** Delivery services with marked vehicles such as: UPS, FedEx, US Mail, Schwann's

Section 8. Vehicles allowed access but with restrictions

- 8.1** The following vehicles shall be allowed access to the Grand Harbor properties, but with restrictions:
- 1.A** Contractors & sub-contractors: contractors and sub-contractors must be on the Builder's List and have a valid gate pass. If the date and plate number on the pass do not match, the pass should be confiscated.
 - 1.B** Lawn Service Companies: the driver must have resident's name and address and must be on the pre-approved service staff list.
 - 1.C** Pool Service Companies: the driver must have resident's name and address and must be on the pre-approved service staff list
 - 1.D** Cleaning Service: the driver must have resident's name and address and must be on the pre-approved service staff list.
 - 1.E** Real-Estate Agents: the agent must leave their business card with the officer on duty.
 - 1.F** Unescorted Prospective Property/Home Buyers: entry will only be allowed between the hours of 8:00 AM and 5:00 PM. The Officer on duty must log the prospective buyer's name, address and driver's license number.

Section 9. Access Control Officer Shift Change

- 9.1** Access Control Officers will report on duty and log their time in the daily log book.
- 9.2** The Access Control Office is a secured area and unauthorized personnel are not allowed. Only authorized personnel (POA Board Members, POA Employees, Security Committee Chairperson, and Security Equipment Contractor) are allowed.
- 9.3** Residents and guests to the property are required to walk up to the window or the Access Control Officer may meet with the resident or guest outside the security office
- 9.4** Grand Harbor equipment keys, held in the Access Control Office, will be signed out by the requester, showing both key(s) removal and subsequent return.

Section 10. Telephone/Computer Use

- 10.1** The Access Control Office equipment is to be used for business purposes by authorized personnel.

Section 11. Safeguarding Proprietary Information

- 11.1** Access Control Officers are prohibited from divulging any information about Grand Harbor residents, property owners, renters, or their guests unless the request is being made by official law enforcement/EMS agencies while conducting official business.
- 11.2** All requests for personal information should be directed to the POA office.

Section 12. Drugs, Alcohol or Smoking

- 12.1** ACO is prohibited in the use, possession, solicitation for, or sale of narcotics or other illegal drugs or alcohol while on Grand Harbor premises or performing an assignment.

12.2 Prescribed medication (with a valid Doctor's prescription) and OTC medication is permitted providing that it does not impair the ACO's judgment or faculties.

12.3 The ACO will not smoke while on duty.

Section 13. Inclement Weather

13.1 HURRICANE - for protection of the ACO on duty, any subdivision-wide plan is to be implemented by the Access Control Officer. At a minimum:

- Tape windows
- Close window blinds on the windward side and check lanterns/flashlights
- Clean outside surrounding area for objects that may become flying objects.
- Lay moveable stop sign behind the guard house.
- Open all gates around the guard house and leave open until storm passes.
- Take down American flags at the entrance of Grand Harbor and Harbor Side.

Section 14. Serving of legal Papers

14.1 PROCESS SERVERS (PEOPLE WANTING TO "SERVE LEGAL PAPERS") ARE NOT ALLOWED ON THE PROPERTY unless the resident is notified and approves entry into the subdivision. Law enforcement officers do not need the approval of the resident to enter the property.


Section 15. RESIDENTIAL DOMESTIC DISPUTES/LEGAL ISSUES

15.1 Access Control Officers are prohibited from becoming involved with resident domestic disputes or with disputes between residents. Under the discretion of the Officer on duty, emergency personnel should be contacted to abate domestic disputes or disputes between residents.

15.2 No one other than the Access Control Supervisor, Access Control Officers, Officer Manager or POA Board Members are authorized to read the Daily Log Book unless authorized by the Access Control Supervisor.

Grand Harbor POA
Safety and Access Control Policy and Procedure

Approved and adopted by the Board on this 3 day of October 2012.


James L. Sibley
President
Grand Harbor POA

STATE OF TEXAS §
 §
COUNTY OF Montgomery §

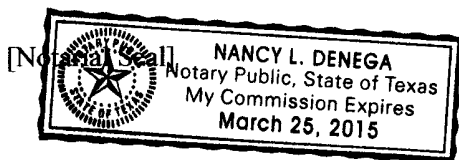
Before me, the undersigned authority, on this day personally appeared Kurt E. Smith, President of Grand Harbor POA, a Texas corporation, known to me to be the person and officer whose name is subscribed to the foregoing instrument and acknowledged to me that he/she had executed the same as the act of said corporation for the purpose and consideration therein expressed, and in the capacity therein stated.

Given under my hand and seal of office this 3 day of October, 2012.


Notary Public, State of Texas

Nancy L. Denega
Printed Name

My commission expires: 3/25/2015



FILED FOR RECORD

10/26/2012 2:19PM

Mark Tumbull

COUNTY CLERK
MONTGOMERY COUNTY, TEXAS

STATE OF TEXAS

COUNTY OF MONTGOMERY

I hereby certify this instrument was filed in file number
sequence on the date and at the time stamped herein
by me and was duly RECORDED in the Official Public
Records of Montgomery County, Texas.

10/26/2012



Mark Tumbull

County Clerk
Montgomery County, Texas