

**DUTCH ISLAND
HOMEOWNERS ASSOCIATION, INC.**

**SECURITY
COMMITTEE**

**SECURITY
GUIDELINES**

The Security Committee hereby updates and reissues these Security Guidelines for the operations regarding access control onto the properties known as the Dutch Island Development (“Dutch Island”) and related security for the residents of Dutch Island. These procedures will be enforced by either the Security firm contracted by the Dutch Island Homeowners Association, Inc. (“Association” and DIHA) or by and through the Associations’ Board of Directors, which approved these updated guidelines at their September 13, 2011 Board Meeting. The original guidelines were approved at the Board of Director’s June 19, 2007 Meeting.

Respectfully Submitted:

For: The Dutch Island Homeowners Association
By: The Association’s Security Committee

On: September 14, 2011

**DUTCH ISLAND HOMEOWNERS ASSOCIATION,
INC.**

SECURITY GUIDELINES

TABLE OF CONTECTS

<u>Section</u>	<u>Page(s)</u>
Introduction	3 - 4
Section One: Responsibilities /Duties / Expectations	4 - 7
DIHA Board of Directors / Security Committee	4
DIHA Members / Residents	4
Specific Rules --- Non-Entry Related	4 - 6
Specific Rules --- Dock and Boat Ramp Related	6 - 7
Section Two: Appearance and Attitude	7 - 9
Appearance of Security Officers	7
Attitude of Security Officers	8
Actions That Are Strictly Prohibited	8
Appearance of the Guard House / Gate	9
Section Three: Control of Access to “Dutch Island”	9 – 13
Decals	9 – 12
Visitor Passes	12 – 13
Other Control & Support Guidelines	13
Addendum:	
Enclosures	
State (O.C.G.A.) Guidelines Affecting Security Guidelines	1 [14]
Golf Cart Numeric Decal Designation Form	2 [15]
Lease Agreement --- For Sale By Owner (FSOB) Sign	3 [16]
Resident Vehicle Decal Request Form	4 [17-
18]	
Commercial Vehicle Decal Application	5 [19-
20]	
Rules & Regulations for Commercial	5A
[21-22]	
Vehicles & Owners with Access to	
Dutch Island	

Information Sheet for Occupants of Commercial Vehicles	5B [23]
Boat/Water Vehicle Decal Application Form	6 [24]
Authorization for “Call Ins” / “Written” Requests	7 [25]
Pass Application for Employees of Residents: Non-Resident Maids, Nursing Aides and Babysitters	8 [26]

INTRODUCTION Dutch Island Development, including Dutch Island, Grimball Point and Gnann Hammock (“Dutch Island”) is a “Gated Community” --- a form of [residential community](#), characterized by a closed perimeter, containing controlled entrance for pedestrians, bicycles, motor vehicles and, as appropriate, water vehicles. Dutch Island is further known as a “guard – gated community” in that the primary entry points are staffed by private security guards. Gated communities are a type of common interest development, consisting of residential streets and various amenities. At Dutch Island the amenities consist of limited dock space and a boat ramp; a community swimming pool; tennis courts; playground/park area; and a basketball court. Management and maintenance of the community is established through (a) covenants (provided each home/lot owner when they acquire their property or available on the Dutch Island Website), applicable to the individual properties and home sites located within the Dutch Island Development, which includes the establishment of a Homeowners Association (the “Association”) and its responsibilities; (b) the Association’s Incorporation Documents and their By-Laws, copies of which are available for review on the Dutch Island Website (www.dutchisland.net); and (c) the published regulatory directives of Chatham County.

Controlled entry onto Dutch Island and compliance with ‘security aspects’ of the Dutch Island properties’ covenants is a primary responsibility of the Association’s Board of Directors and to that end they have established a Security Committee, consisting of a Chairman (a member of the Board of Directors) and two (2) to four (4) Committee Members (Association Members), with the responsibility of overseeing access control and security as stipulated within these Guidelines. Further, the Association contracts with various Security Services to provide Security Guards and other related services (roving guards at specified times --- and seasonally for dock control) as the ‘primary’ control agents for entry onto Dutch Island and resident security. These guidelines are an integration of security requirements and the guidance given the Security Services and their specific duties, responsibilities and achievement expectations.

The primary reason for the control of access to Dutch Island is to provide residents a greater degree of security in their homes as well as on the roads

maintained by the Homeowners Association. It is ***not a community police force*** although there are regular security checks throughout Dutch Island on a roving basis to provide a modest level of security and an ability to request police assistance, when necessary. Speed limits and traffic control as well as normal policing functions (breaking and entry, theft, vandalism, misdemeanors, fires, vehicle accidents, etc.) remain under the authority of the appropriate Chatham County governing agencies, including the Savannah-Chatham Metropolitan Police Department.

The Security Committee oversees issues relating to security within the confines of the Association's responsibilities, including management of the decals used for entry control and the policies and procedures established for the 'Island's Guard Force' and oversight thereof.

The Security Committee performs its duties through its own observations, Security personnel, entry control automated equipment, cameras and a series of 'entry decals', including motor vehicle and water vehicle decals to allow for monitoring entry through the Island's Entry Gate and the Resident Dock. Access to the Chair Person(s) of the Security Committee or an appointed Security Committee member, can be attained through a Security Officer on duty at the Dutch Island Entry Gate. The phone number of the "Guard House" is 352-3776.

Section One: Responsibilities / Duties / Expectations

1. DIHA Board of Directors and it's Security Committee ----

The Association's Board of Directors and it's Security Committee will (a) establish policies and procedures for the control of entry onto Dutch Island and (b) manage the assets, funds and conduct of those they contract to provide essential security services, insuring compliance with entry restrictions and general security throughout Dutch Island.

NOTE: Neither the Association or the contracted Security Officers should be confused with a "police force" for the community. They are neither investigative nor possess authority to enforce laws of the county, state and federal governments. They can restrict non-resident entry onto Dutch Island; restrict the method of entry by residents and non-residents; and support residents, guests and commercial personnel when they have security needs or need assistance in contacting the appropriate agencies for a security matter, such as vandalism, robbery, reporting of fires, nuisance behavior, traffic matters, etc., or a Board Member for enforcement of related covenant restrictions.

2. DIHA Members / Residents ---- Association Members/Residents (the term 'resident' used within these guidelines includes those who lease or rent property on Dutch Island for periods exceeding 3

months) are expected to comply with the security rules outlined in these guidelines and to cooperate with the Security Officers in enforcing them. Disagreements should be raised with a member of the Security Committee or the Association's Board of Directors. The Chairman of the Security Committee can be contacted through the Security Officer on duty at the Entrance Gate. [Provide the Security Officer with the phone number where you can be reached if a 'call back' is requested/required.]

3. Specific Rules – Non-Entry Related

Motor vehicles, under Georgia law, must meet environmental restrictions [O.C.G.A. § 12-9-40 thru 57] and, under the Island's Nuisance Covenants, be equipped with an appropriate/effective muffler.

"Off-Road" vehicles are not to be operated/driven on the roads of Dutch Island nor its 'Common Areas' except as provided on the following page. [See definitions and rules stipulated for 'off-road' vehicles in Enclosure 1 to this Security Guideline.]

1. Bicycles may be operated on the roads of Dutch Island with the understanding that safe operation is the responsibility of the operator and all children under the age of 12 should be accompanied by an adult.

2. Golf Carts may be operated on the roads of Dutch Island providing the driver of the vehicle holds a valid motor vehicle operator's license issued by the State of Georgia. [Golf cart owners will obtain a numeric 'reflective decal' number from the Island's Guard House using the form provided in these guidelines (Enclosure 2). The number(s) will be attached to the golf cart so that it is visible within 25 feet of the vehicle. This 'decal' will be used for notifying the owner(s) when the golf cart is found unattended or being operated illegally within the Island's boundaries']

Traffic Signs must be obeyed! (Restrictions established are in accordance with local County Ordinances. Further, the Savannah-Chatham Metropolitan Police Department, under license from the State of Georgia, has authority to establish radar detection traps on Dutch Island in specific areas.) While Dutch Island is a private community, with very low reported crime and, hence, do not have 'regular police patrols' to enforce traffic rules; it does have a large population of children and residents that use the streets for jogging, walking, bike riding and 'playing'. It is imperative that residents obey the posted speed limits, road usage stripping (yellow markings on the road) and traffic control signs posted throughout the Island to insure the safety of neighbors and children. The speed limit on Dutch Island and in all Chatham County Residential Areas is 25 MPH unless otherwise posted!!

Discharging of fire arms of any caliber is prohibited on Dutch Island.

□ Vehicles must be parked in accordance with the covenants, as outlined herein, and no parking is allowed on the causeway or in dock/park/recreational areas except as posted in those areas. Covenant Parking Restrictions: “The owner of each lot, or area, comprising a building site, shall provide an off-street parking area with a durable surface on his lot for his own vehicle and at least two additional vehicles.” --- “No parking of mobile homes, trucks, or trailers shall be permitted on the streets, lots, or areas, except during construction, and thereafter, except for delivery or pickup or remodeling and repairs; provided, however, that boat trailers, for small boats not exceeding twenty-five (25) feet in length, may be parked on the parking area to be maintained on each lot or area; and provided that one “panel” or one “pickup” truck may be kept on each if it is kept in a closed garage at all times.” Note: *Access by ‘Mobile Homes’, including vehicles known as “RVs” – Recreation Vehicles, is restricted from entry into the Dutch Island Community except for loading and unloading and must be removed from the Island within twenty-four hours of entry. Exception(s) require approval of the Association’s Board President.*

□ Entry onto undeveloped property, owned by another, is trespassing. Placing construction vehicles on vacant lots near a property under construction or during remodeling requires written permission from the property owner. “Dumping” of yard or home waste or limbs from trees and grass clippings onto undeveloped property or the common areas is a violation of County Ordinances.

Warnings will be issued to ‘contractors or yard maintenance providers’ that violate these County Ordinances and second notices will include a notice of withdrawal of the contractor/service provider’s authorization to enter onto Dutch Island.

□ Erection of ‘signs’ on any property, personal or common, is restricted under the Island’s Covenants as herein presented and must be adhered. “No advertising sign, or advertising matter of any kind, shall be erected upon or displayed or otherwise exposed to view on any lot or area in said subdivision without the written consent of the DEVELOPER” and its predecessor; “and the DEVELOPER” and its predecessor “may enter upon any lot or area upon which sign or matter is erected, or displayed, and summarily remove and destroy any such unauthorized sign or matter.” The Association’s Board of Directors has approved the use of the Security Officer roving patrols and its own members to enforce this restriction.

The following sign exceptions have been approved by the Association’s Board:

- Construction signage that holds County and Association Building Permits;
- Realtor signage during a homeowner’s efforts to sell their property through a realtor and an Association approved and provided “For Sale By Owner” (FSBO) Sign when a resident sells their home through their own efforts. [See

Enclosure 3 --- FSBO Signage is available, for a nominal fee, through the Security Guard at the Island's Entry Security Gate.]

Signs stipulated for security reasons, such as those provided for 'pet containment' or 'notice that property is protected by a security alarm system'.

Use of recreational areas is stipulated as posted in those areas. If you use the facilities insure they are "cleaned up" before you depart. When required and/or permitted, insure you have obtained permission to use the area before planning private/family events.

Insure your pets and those of guests are under physical control at all times. The 'leash law' is a County regulation and should be upheld as a courtesy to your neighbors, as well as "cleaning up" after your pets after they relieve themselves.

4. Specific Rules – Dock and Boat Ramp Related

The dock was neither designed for nor may it be used as a storage area.

Only three consecutive nights of overnight docking is allowed on a first come basis except for the first section adjacent to the river, which must be left open for loading and unloading --- this area and restrictions are clearly marked. Overnight docking for purpose of these rules is defined as having a boat docked at the Dutch Island Homeowner's Association dock at 11:00 PM (EST) on any given night.

The ramp and dock are reserved for Dutch Island Homeowner's Association members only. "Boats docked in violation of these rules are subject to removal at owner's expense to Seatow Services of Savannah & Hilton Head, P.O. Box 30067, Savannah, Georgia 31410. Phone: 356-8344." [See notes on Page 7.]

Boats must display a current DIHA boat decal in plain view as proof of Association membership otherwise they will be towed.

Trailers are not allowed to be left overnight. All unattended trailers left overnight will be towed away at owners expense to Gordon's Wrecker Services; 111 Douglas Street; Savannah, Georgia 31406. Phone: 352-2727

No swimming, jumping or diving from the dock or pier.

Notes:

1. Parking – Available parking is limited based upon restrictions necessary for the protection of the causeway. Please observe the no parking restrictions, which will be enforced by police authorities.

2. Cleanliness – Remember that our dock is placed near and over marsh land and a 'river' owned by the State of Georgia and managed through the State's Department of Natural Resources (DNR), which has stipulated the necessity

to maintain cleanliness from trash, chemicals (such as oil, gas, etc.) and toilet dispensing; cleanliness that is required to maintain our Community Dock Permit.

3. Seatow's policy for towing boats: If a boat is in violation of established rules/guidelines (see above) and the Association, through its security team, has notified Seatow to remove a specific boat, Seatow will try to contact the owner and advise them to move their boat. If there is no response Seatow will immediately begin procedures to tow. **All expenses are billed to the boat owner.**

Charges are incurred when Seatow's recovery vehicle leaves their dock at the Bull River marina ("the clock starts") --- Seatow's towing rate is \$200 per hour. Seatow moves the boat to the Liberty County Sheriff's boat impoundment at the DNR docks --- when Seatow returns to Bull River "the clock stops". Impoundment charges are \$10 per day. Total Seatow charges could be as high as \$600.

Section Two: Security Force --- Guidelines/Duties/Expectations

1. Appearance of Security Officers ---- The appearance of each Security Officer is of significant importance since they are the first point of contact for anyone, resident or visitor, with the Dutch Island properties. They should be well groomed and in uniform, which should be clean, pressed and well fitting and all accouterments (such as rank) properly attached and displayed. Shoes should be properly shined (no tennis or casual canvas shoes, without medical authorization). The image projected must be one of professionalism and pride.

2. Attitude of Security Officers ---- As important as a Security Officer's appearance is their attitude. They should be alert, cheerful, courteous and helpful at all times; being professional in the execution of their responsibilities and duties as outlined in these Guidelines. Their authority as an extension of the Association should be exercised firmly, honestly and within the set guidelines. They should provide a highly visible security presence as noted on the next page:

- STAND UP FOR ALL GUEST TRAFFIC [Sitting does not reflect control!]
- STEP OUTSIDE OF THE GUARD HOUSE DOOR AND ACKNOWLEDGE OR GREET EVERY VEHICLE THAT APPROACHES THE GATE THAT WILL NOT BE USING THE AUTOMATIC GATE USED BY RESIDENTS.

- ALL VEHICLES ARE TO SLOW DOWN and ALL GUESTS / RESIDENTS THAT DO NOT POSSES A “BAR CODED” PASS, MUST BE STOPPED!! THOSE POSSESING A PROPER ASSOCIATION OR VISITOR PASS WILL BE ALLOWED ENRTY, AS WELL AS THOSE WHO HAVE PROOF OF RESIDENCY OR ARE APPROVED THROUGH RESIDENT CONTACT. POSITIVE IDENTIFICATION IS REQUIRED!! [A picture ID issued by a government agency (Driver’s License/Military ID Card) is required.]

3. Actions That Are Strictly Prohibited ---- These ‘rules’ are to be strictly followed. If for any reason the Security Officer feels unable to comply, they should contact their employer/supervisor or a Security Committee Member.

- A. Leaving assigned post without proper replacement is prohibited.
- B. Conducting personal business while on duty; allowing friends or relatives on Dutch Island property; or making personal telephone calls, except in emergency situations is prohibited.
- C. Sleeping on duty is prohibited.
- D. Failure to follow general policies outlined within these guidelines and/or issued from time to time by the Security Contractor or the Security Committee of the Association is prohibited.
- E. Consumption of alcoholic beverages while on duty or less than eight (8) hours prior to their scheduled shift or use of drugs other than prescribed medications is prohibited.
- F. The Security Gate Automated **Exit** “Gate Arm” may be placed in the ‘open’ position ONLY in case of an emergency, such as a power failure.
- G. The Security Gate Automated **Entry** “Gate Arms’ may **not** be placed in the ‘open’ position except for emergency situations, at which time the ‘right entry lane’ [resident automated entry lane] will be ‘blocked’ by appropriate “road cones/signs” and all vehicles will go through the ‘left entry’ lane under Security Officer control -- - one vehicle at a time to be checked and provided access by the Security Officer.
- H. The Security Guard will allow the “Guest Gate Arm” to open only when the lane is clear for entry, i.e., when the “Resident Gate Arm” is down and no ‘Resident Vehicle” is entering on the right.

Note: All Security Officers, before entering on their shift of duty, will check with the Retiring Security Officer for any special conditions or instructions they have encountered and/or received during their ‘tour of duty’ and read the Security Officer Bulletin Board located within the Security Guard House for any special instructions ---- the Bulletin Board is to be maintained by the Security Services company’s primary point of contact and/or the Security Committee’s Contact Member.

4. Appearance of the Guard House / Gate ---- The appearance of the Guard House and the area surrounding the Entry Gates is the first and an extremely important part of the total image of Dutch Island, as well as that of the Security Officers. It is essential that it be neat, clean and properly organized and maintained. When a Security Officer is unable to insure the cleanliness or maintenance of the areas around the Entry Area or the Guard House, they are to notify the Security Committee's Contact Member. The areas outlined will be 'inspected' by the Security Committee's Contact Member on a weekly basis as a minimum. **Note:** Real estate signs are not allowed near the entrance of the Island or the Guard House without written and signed authorization from the Dutch Island Homeowners Association's Security Committee.

Section Three: Control of Access to "Dutch Island"

1. Decals ---- Decals for entry onto the Dutch Island Properties: Grimball Point, Gnam Hammock and Dutch Island, including the residents at Horse and Marsh Hammock and 35 and 101 Waite Drive will be made available to (a) residents and property owners; (b) family members of residents; and (c) commercial contractor vehicles, as stipulated in the following paragraphs (A through E). There will be four types of decals used for entry control. To obtain any of the decal types outlined and for those decals to remain active, the Association must receive an application as provided for at Enclosure 4 and the property owner's Association fees must be current. All decals will be numbered and must be properly recorded as active, within the Guard House's "entry-control" computer, to be affective in 'raising the security arm' at the Resident Entry Gate. Inactive status is activated in the computer's control files when an owner sells their property or when the Association fees have not been paid within the annual grace period (March 31st of each year). A copy of a Rental/Lease agreement, when appropriate, will be required for issuance of decals. **Remember** --- Security of the neighborhoods demand that each of us understand that when we request decals or approve a visitor to enter our community, they are verifying that the person's they are providing access to the Island can not only be trusted but that the resident is vouching for the conduct and behavior while visiting our community and the Island's security procedures.

A. Resident/Property Owner Entry Decals -- "Numbered & Bar Coded"

Resident bar-coded decals will be issued to residents and property owners ONLY. These type decals must be placed on the outside of the right rear passenger window and must be "active/current". Periods that a particular 'style' of decal will be active will be established by the DIHA Board of Directors. These passes provide access through the resident entry lane / right

hand lane. As a part of their Association Fees, property owners that do not reside within the Dutch Island Development will receive a maximum of two such decals and each resident, whether a property owner or lease/rental occupant, will receive four decals. When a resident desires a greater number than four decals for family members, who live on or near the Dutch Island Development, they may purchase such decals for \$15 per decal. [Note: 'Family' members are defined as parents, grandparents, uncles, aunts, brothers and sisters.]

B. Resident/Property Owner DIHA Decals --- A 'unique' Dutch Island Homeowners Association (DIHA) decal ('color coded') must be placed on the front window lower left corner on the driver's side) and will be "current" for a period of time as set by the DIHA Board of Directors and correlate with the decals outlined in paragraph A above. These decals will be used by the Security Guards to establish authorized entry at those times that the "bar-coded entry decals" or the entry control system is non-operational, such as when the Island loses power or the bar-code has become damaged or 'faded' and needs to be replaced. **Note:** This is a 'sister' decal to the bar-code entry decal, as well as a non-automatic entry type decal as defined in (C) below.

C. Resident DIHA Decals --- When a resident desires to provide a decal for a member of their family that is an infrequent but regular visitor to their home, they should request on their decal application form a "DIHA Decal". This will provide the vehicle access through the attended access entry point rather than the "automated" entry point. These decals are the same type as outlined in (B) above. [This type pass should not be used for friends or 'laborers' / 'workers' that a resident may employ on a regular or semi-regular basis. See the Visitor Pass procedures in sub-paragraph 2 below --- "Special Day Passes".]

D. Commercial Vehicle Decals --- Commercial Vehicles may only enter the Island during the hours of 7:00 AM – 7:00 PM; Monday through Saturday. No commercial work is permitted on Sundays without the prior approval of the Association's Security Committee or when an emergency at a residence (such as an electrical or plumbing failure) occurs. Commercial Vehicle Decals, which will be uniquely designed, numbered and color coded will be available for sale at the Guard House. If a new vehicle is purchased by a commercial contractor, they must obtain a decal for that vehicle at the Guard House. Fleet accounts that change vehicles must remove the old decal and return it to the Guard House in order to be issued a new decal and to register a new vehicle. All decals must be permanently affixed to the windshield on the driver's side. [Entry by a contractor will be recorded for each entry onto Dutch Island, reflecting the time and date of entry and the vehicle tag/license plate number.] Commercial Vehicle decals will be valid from July 1st through June 30th of each year. If a contractor sub-lets work to another contractor, the sub-let contractor must have a decal or pay the daily

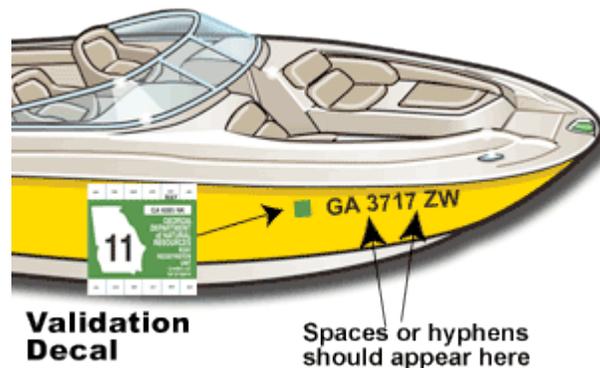
fee. The established decal fees for commercial vehicles are included with the Application Form packet that will be provided those interested commercial enterprises by a Security Officer at the Island's Guard House. [See application packet at Enclosure 5.] Vehicles without decals will be charged for a one day commercial pass at \$20/day fee which may be applied towards their decal within ten working days. One day commercial passes are available at the Guard House and will require a resident or active contractor's approval.

Commercial Passes --- The Security Guard will gather the following information: Name, destination and vehicle tag number, with date and time of entry. They will also collect the appropriate fee as outlined in Enclosure 5(A).

Prospective Buyers and Realtors Policy -- REAL ESTATE AGENTS --- A licensed real estate agent must give the Security Officer a realtor's card and indicate which property or properties they will be showing and will accompany prospective buyers on the Island. Hours are from 7:00 AM to 7:00 PM seven days a week. The prospective buyer should leave his car in the gate area and travel with the Real Estate Agent or both cars must be given a Day Pass. The only other way a prospective buyer can gain access to view a home/property for sale is for property owner to call the Guard House to secure a pass for a prospective buyer to come to their home or property. These persons will be treated as a standard visitor for the processing of a pass. Written, signed permission by a Dutch Island property owner is also permissible. A real estate open house requires a list of prospective purchasers be provided by the authorized real estate agent to the guard on duty. The list must be left with the guard gate with directions to the Open House, or the real estate agent must call to inform the guard of the name of the prospective purchaser. Real estate agents must publish in their advertising material for an open house, that the prospective buyer must call the agent for gate clearances.

E. Boat Decals --- **Boat Decals are available through the Association for residents and property owners ONLY.** The decals will be placed as outlined below. The Dutch Island Boat Decal will be a 'non-fee bearing decal'. Boat decals will be "active/current" for one year periods commencing with January of each year, with a "grace period" until March 31st of the period ending year. Each property owner and/or resident that maintains a boat within the confines of the Dutch Island Development and/or utilizes the Docks provided by the Association will be required to register their boat with the State of Georgia and obtain a Dutch Island Boat Decal (see Enclosure 6) and maintain both registrations on an annual basis. A view of the placement of the 'validation decal' is depicted below:

The State of Georgia Validation Decal must be affixed to both sides of the boat in accordance with Georgia regulatory guides. The Dutch Island Boat Decal is to be placed on the 'driver's side' of the boat on the windshield – affix near bottom of the windshield. If the boat does not have a windshield the Dutch Island Boat Decal will be placed on the boat where it can be easily seen. The State of Georgia Validation Decal will be checked to insure a current Decal is affixed to the boat before entry to the Island is granted.



PLEASE NOTE: THE ASSOCIATION PROHIBITS THE ENTRY OF A BOAT THROUGH THE AUTOMATED ENTRY GATE!! This Gate Arm lowers after the car passes and the arm may close on the boat. All boats will be brought onto the Island through the non-automated gate or use of the Docking facilities provided.

FURTHER -- The Security Officers are required to preclude entry at any time, with no exceptions, cars pulling boats without a valid decal. Residents who own a boat must have a boat decal attached to their boat as outlined in this section.

DECAL REPLACEMENT: If a decal, whether for a land or water vehicle, is damaged, residents should turn in their damaged decal and obtain a replacement at no expense to the resident. **Do not leave a decal on a vehicle that is sold.**

2. Visitor Passes -- Visitors to the Island will not require a decal but will be provided a "day pass", which is a temporary pass that can be used for a short period of time --- 24 hours/one day. Daily passes will be issued for all non-residents to enter onto Dutch Island if they have been authorized entry by a resident or property owner. This policy includes commercial vehicles that enter to provide a service or delivery that do not possess a commercial decal (these passes require a fee) or prospective buyers and realtors. Seven day passes may be issued for resident family members when visiting. **Adult heads of household are authorized to request visitor's passes.** Adult heads of household residents that wish to extend to one of their adult resident children, ages 21 and above, the ability to phone-in or provide a

written request to the Guard at the Island's Entry Gate, must submit a request as provided for at Enclosure 7.

The standard for 'assisting' visitors should be politeness at all times as the visitor may become irritated by the confusion or 'failures' on the resident's part and they may even become angry. This may be a difficult situation for both the Security Officer and visitor (unless they are knowingly trying to gain entry without permission and may just become boisterous in order to potentially gain access). The combination of authority as well as a personable manner will ensure that visitors are cooperative. If the Security Guard is in doubt about admitting a visitor through the gate, they should contact the resident involved. This can be accomplished in a polite but authoritative manner. (If this is not the case, the Security Officer should handle the situation in the most professional manner possible.)

Basic Procedures: An adult head of household resident or property owner is required to notify the Security Gate by telephone (352-3776), in person, or a written request with a list, if appropriate, to request visitor(s) access to Dutch Island. Information necessary for a pass to be issued is the resident's last name and address and the name of the visitor that will be driving the vehicle and occupant(s) and the date for which the pass is to be valid. [Notes: 1. The vehicle driver will be asked to provide a current, picture identification card, such as a Driver's License, issued to the person for whom the 'visitor pass' has been requested. 2. The names of all visitors within the vehicle must be listed on the 'visitor's pass' and must be 'vouched for' (affirmed by name) by the vehicle driver.]

"Special Day Passes" are available for 'laborers' or 'workers' that a resident may employ on a regular or semi-regular basis, such as a maid, housekeeper, nurse aide, etc. --- See Enclosure 8 for specific application.

Unannounced Visitor: If a visitor attempts entry and does not have permission (a pass waiting for them based upon a resident's request) the Security Officer must call the resident or a property owner. If the access gate is "backed up", the Security Officer should politely ask the visitor to pull into the 'parking area', clear the other vehicles seeking entrance, and then telephone the resident and announce the visitor. If the resident is not home or indicates the visitor is unknown to them, the Security Officer will politely explain to the visitor that they are not authorized to allow them entry to the Dutch Island Development.

3. Other Control and Support Guidelines --- Control of the entrance to and the movement of pedestrians and vehicular traffic is the primary responsibility of the Security Officer, which includes, but is not limited to, bikers and/or joggers. They must have entry permission the same as for a vehicle. If a visitor (either commercial or personal) needs direction,

the Security Officer should politely help them. The guard house is provided with maps that can be marked with destination and given to the visitor. If explaining will take a lengthy period of time, request that the visitor pull over in the parking area until they can prepare the map and then instruct them on the location they are seeking. Providing directions for a visitor must not distract from controlling entrance of vehicles onto the Island.

Resident Absences --- If a resident is out of town, they are required to announce visitors staying at the home before they leave. If a non-resident will be staying for a number of days with the permission of the resident, have this fact noted in writing by the resident, clearly outlining the beginning and ending time frame, so that they can give easy entry during the time permission is granted.

Parties ---- Residents are required to provide the guard gate with an alphabetized guest list if a party is to be conducted that requires entry by non-residents. A visitor cannot say he is going to a party (even if he knows the correct resident's name and address) unless the name appears on the list. If there is a problem, the Security Officer must telephone the resident.

Flag and Outside Lights ---- At 7:00 AM, the Security Officer on duty will raise the flag and turn off lights from the previous evening. At 5:30 PM, the Security Officer on duty will lower the flag, fold neatly, and return it to its proper place. Exterior lights will be turned on at dusk (time will change according to the time of year). Flag should be lowered and stored during rain.

Keys ---- Keys to restricted and recreation areas will be signed out in the key log and use is restricted to Government Utility Companies or when authorized by a Dutch Island Board Member.

Security Report ---- Security Officers are to maintain, in accordance with the Security Service's Standard Operating Procedures, a Security Report that includes routine and emergency or unusual circumstances during a Security Officer's watch.

STATE (O.C.G.A) GUIDELINES AFFECTING DIHA SECURITY GUIDELINES

TITLE 40. MOTOR VEHICLES AND TRAFFIC CHAPTER 7. OFF-ROAD VEHICLES

O.C.G.A. § 40-7-3 and 4 (2006)

"Off-Road Vehicles" [O.C.G.A. § 40-7-3: As used in this chapter, the term "off-road vehicle" means any motorized vehicle designed for or capable of cross-country travel on or immediately over land, water, snow, ice, marsh, swampland, or other natural terrain and not intended for use predominantly

on public roads. It includes, but is not limited to, four-wheel drive or low-pressure tire vehicles, two-wheel vehicles, amphibious machines, ground effect or air cushion vehicles, and any other means of transportation deriving power from any source other than muscle or wind, except that such term shall exclude any motorboat; any military, fire, or law enforcement vehicle; any vehicles used exclusively on airports; all farm machinery, farm tractors, and other self-propelled equipment for harvesting and transportation of forest products, for clearing land for planting, for utility services and maintenance, for earth moving, construction, or mining; and self-propelled lawnmowers, snow blowers, garden or lawn tractors, or golf carts, while such vehicles are being used exclusively for their designed purposes.]

[O.C.G.A. § 40-7-4: Operating restrictions: “Any person operating an off-road vehicle under any of the following conditions shall be deemed to be in violation of this chapter and subject to the penalties provided in Code Section 40-7-6: (1) Without operative brakes or without mufflers or other silencing equipment; and (2) On any private property without the express written permission of the owner of the property or his agent.”]

ENCLOSURE ONE TO DIHA SECURITY GUIDELINES