

**PROMINENCE POINTE HOMEOWNERS ASSOCIATION**  
**ADMINISTRATIVE RESOLUTION # 11**  
**Private Road Gate Management Policy**

WHEREAS, Article XXIII Section 2.0 of the Declarations of the Association grants that the: Executive Board has the Power and Duty to; (h) Regulate the use, maintenance, repair, replacement and modification of the Common Elements, and

WHEREAS, Article IV, Section 10 of the Bylaws of the Association grants that the: Executive Board: May act in all instances on behalf of the Association, except as provided in the Declaration, these Bylaws, or the Act. Executive Board shall have, subject to the limitations contained in the Declaration and Act, the powers and duties necessary for the administration of the affairs of the Association and of the Common Interest Community, and

WHEREAS, The Executive Board has determined there is a need to regulate and make rules regarding the operation of the private road gates, and more specifically a policy to address for what events an owner can request for the gates to be locked in the open position.

NOW, THEREFORE, BE IT RESOLVED THAT: The following policy will be implemented for granting a lock open or special code request:

**Lock Open Request**

**1. Private Events or Open Houses:**

When an owner is holding a special event or open house, where the number and identity of potential guests is unknown and expected to be many, the owner should request the entrance gate be held open for the length of time required for guest entrance to the event. Guest exit of the event will occur automatically according to normal gate exit function.

The owner or their designated Realtor/Licensee should request that the private road entrance gate be opened for the Private Event or Open House Showing. The Owner or designated Realtor/licensee must call or email the Association Manager, a minimum of three (3) business days in advance, specifying the day, date, time, duration and purpose of the event or open house. The entrance gate will only be held open between the hours of 8 a.m. and 10 p.m. and for a duration of no more than 6 hours.

**Special Code Request**

**1. Code Request:**

Events where the guest list is known (e.g. birthday party, wedding reception etc.) an Owner will need to request a special code (4 or 5 digit) specifically assigned to the event. The owner should call or email the Association Manager with the day, date, and time of the event and the duration the code should remain active. A special code will be assigned and will grant access only during the specified day, and time frame requested. This access code can be included in the invitation or other method by the owner/host of the event.

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Contractor building a new home will be issued a code for access during construction. The code will be deleted at the end of construction and new codes will be provided during the marketing phase.

Distributed to Owners for review and Comment on: 2/26/2020

Adopted by the Executive Board: 4/21/20

Effective Date: 4/21/20