

STONEWOOD TOWERS PROCEDURE NO. 45

SUBJECT: No Call Required List

BACKGROUND

Security at Stonewood is a prime concern. A number of residents have circumstances where they would like, for various reasons, to have some people designated to have the ability to enter Stonewood, and their unit, without the need of an authorization call to the gate. However, the need to keep an orderly access is quite evident. Please note the primary mode of guest entry, for the day, has not changed and still requires notifying the gatekeeper and authorizing guest access. It is preferred that the gatekeepers be notified in advance, even if a person is on the "No Call Required List". This avoids the added time gatekeepers need to look up the list and prepare a pass. Prior notification allows the visitor pass to be available upon guest arrival thus minimizing congestion at the gate.

PURPOSE

The purpose of this procedure is to define the criteria for an individual or organization to be placed on a "No Call Required List", thus granting a visitor access to Stonewood property without the required advanced resident call to the gatekeeper.

CATEGORY DEFINITIONS:

Three (3) categories have been established for the "No Call Required List."

1) **Immediate Family Members and Significant Other**

Immediate family is defined as Parents, Siblings, Children, and Grandchildren.

2) **Care Givers, Medical Personnel or Organization, and Convalescent Support**

The list includes medical personnel by name and or organization including medical delivery vendors, care givers and those offering convalescent support on an as needed basis.

3) **Unit Care Takers**

This is a list of individuals requested to check an Owners Unit when the Unit Owner is not on site.

QUALIFYING CRITERIA:

- a) Individuals and organizations must fall into one of the three categories.
- b) A qualifying immediate family member or significant other is one who meets both the definition and visits a minimum of once per week.

PROCEDURE

- 1) Each unit is permitted to have up to three (3) people on the No Call Required List.
- 2) A separate Authorization Form is required to be completed for each individual or organization who meets the qualifying criteria.
- 3) Each Authorization Form will be updated and resubmitted annually.
- 4) Access logs will be monitored periodically.
- 5) Any persons, other than qualifying family members or significant other, riding in the same vehicle must be identified by name and be called in advance to the gatekeeper by the resident or authorized by the resident at the time of arrival.
- 6) The frequency and time span of any Unit Care Taker service must be specified in the Authorization Form.
- 7) Any persons accompanying the Unit Care Taker must be identified by name and be called in advance to the gatekeeper by the resident or authorized by the resident at the time of arrival.
- 8) Unit Care Takers and anyone accompanying the Unit Care Taker are restricted to accessing only the 5/4/17 owner's unit and not authorized to use any other Stonewood resident facilities such as the pool, spa, tennis courts, recreation room etc.
- 9) Any resident requiring multiple access to their unit, by a business, for such things as cleaning or renovation need to contact the office to fill out the appropriate Commercial Access form.

ATTACHED:

- a) NO CALL REQUIRED AUTHORIZATION FORM
- b) CONTRACTOR NOTIFICATION FORM

NOTE: *As mentioned above, calling the gatekeepers in advance is the preferred method as it allows the visitor pass to be available upon guest arrival thereby minimizing congestion at the gate.*

FOR THE BOARD OF ADMINISTRATION
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Secretary

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NO CALL REQUIRED AUTHORIZATION FORM

I, _____, of _____ request and authorize
Owner / Resident Unit #

The following individual to be permitted to visit my unit without need for notification or further authorization as per procedure # 45

Note: It is still advisable to notify the gate in advance if possible. This will serve to reduce wait time at the gate for the visitor.

Name of Visitor: _____ (check one category)

Relationship to Owner/Resident: _____

Reason for need of multiple entry authorization – be specific:

Immediate Family Member/Significant Other _____

Care Giver Medical Personnel or Organization _____

Unit Care Taker Time Span _____

Frequency of entry for Care Givers & Unit Care Takers only, check one:

Daily _____ Weekly _____ Monthly _____

Other (please state) _____

NOTE: Maximum period for each authorization is 12 months. Reapplication is required after that time.

Owner / Resident Signature

Date

Association Signature

Date

* PLEASE NOTE THIS IS **NOT** A NOTIFICATION FOR A GUEST **OVERNIGHT STAY** OR LONGER. THERE ARE SEPARATE PROCEDURES AND FORMS FOR THIS NOTIFICATION AND/OR REGISTRATION.

CONTRACTOR PASS

DATE _____

UNIT _____

NAME _____

CONTRACTOR'S RULES / REGULATIONS

- 1) CONTRACTORS MUST PARK IN DESIGNATED AREAS.
20 MINUTE UNLOADS AND LOAD ZONE IS FOR YOUR
CONVENIENCE.

CONTRACTORS USE YELLOW CAR STOPS ONLY.

- 2) ALL CONSTRUCTION DEBRIS MUST BE HAULED AWAY.
DO NOT USE STONEWOOD TOWER'S DUMPSTERS.
- 3) USE OF STONEWOOD SHOPPING CARTS IS STRICTLY PROHIBITED
- 4) CONTRACTORS USE ONLY THE WEST ELEVATOR IN "B" BUILDING
- 5) NO APPLIANCES OR HOT WATER HEATERS WILL BE LEFT ON
STONEWOOD PROPERTY
- 6) ALL COMMON AREAS MUST BE LEFT CLEAN
- 7) CONTRACTOR HOURS BEGIN AT 8 AM MONDAY THRU
SATURDAY AND CONTRACTORS MUST BE OFF PROPERTY
BY 5 PM UNLESS OTHERWISE PRE-APPROVED. NO
HOLIDAYS.

ANY VIOLATIONS COULD RESULT IN CONTRACTOR BEING DENIED
ACCESS TO STONEWOOD PROPERTY

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