

DAILY DUTY ROSTER

PART I

1. NO VEHICLE shall pass the security gate without:
 - A. A valid BML **STICKER** (red/2003) or
 - B. A **WINDSHIELD PASS** issued by security
2. Should a violator of A or B persist, **DO NOT ALLOW ENTRANCE**—call BMLA office for clearance (this procedure will be refined as implemented)
3. Should a **VEHICLE SPEED** past the gate, obtain the license number, issue a citation and make an incident report (all citations to be given to BML administration)
4. Should traffic back up, direct vehicles to pull into **PARKING AREA** until cleared (any violators are to be cited and an incident report made)
5. Vehicles allowed into Beech Mountain without a sticker or pass are **TRESSPASSERS** and subject to prosecution. (A guard who allows this is a former employee)
6. **QUAIL HOLLOW RESIDENTS** are to be referred next door for a packet. (A pass should be included in the packet provided by Quail Hollow)
7. **VISITORS** to any resident must obtain a visitor's pass. (The person to be visited should have notified the gate of such expected visitor. Refinement will be phased in)
8. These **ENTRANCE PROCEDURES** apply to all—contractors, subcontractors, delivery and service people, suppliers and any other vehicle whatsoever without a **VALID STICKER OR PASS!!**
9. People going to the clubhouse or special event must likewise follow these procedures. Such guard pass should state the **PURPOSE, TIME AND DATE**. There are **NO** exceptions!

Note: Cooperation between residents, the administration office, the guardhouse and visitors is essential. THESE PROCEDURES WILL BE PUBLISIZED IN THE NEWSLETTER REGULARLY

Date: _____ Guard: _____

PART II—To be added

appd 9/30/03
Joseph Starks
Meghan Jones