

ACCESS CONTROL GUEST LIST

The Operations manager shall be responsible to maintain an access control guest list

All residents per the Foundation data base shall be authorized a guest list.

All legal renters per the Foundation rental procedures shall be authorized guest as long as they are legal renters.

Access Control shall maintain the authorized list for residents and legal renters

To minimize non residents entering the district property without authorization under the permanent guest list authorization the guest list shall be purged every two years.

The purging shall consist of cancelling all permanent guests on residents list.

It will be the requirement of the resident to resubmit their list of permanent guests to the Access Control manager. Requesting that the Access Control manager **carry over existing list will not be accepted**. The list must be canceled and individual names resubmitted.

The Operations Manager shall notify the residents in April via the Fountain E-mail and Newsletter that all guest lists will be eliminated on Oct 1 of odd numbered years. It will then be necessary for the residents to resubmit their list as indicated above.