

Seaside Park Access Control

- Access Cards will be issued to **homeowners only** once their lease rent and service charge are paid up to date. Future lease and service charge **must** be paid to ensure continued usage of the Access Card, failure to do so will result in the card being deactivated.
- All existing park rules are to be observed.
- Park hours: 6:00 a.m. to 7:00 p.m.
- Access Cards for Service Companies' Homeowners:
 - Homeowners of the Service Companies who would like to acquire an Access Cards **must** contact their respective Service Company.
 - The Service Company upon receiving the request **must** check their record for the following:
 1. The Homeowner is a registered owner and not a tenant.
 2. Their Lease Rent and Service Charge are paid up to date.
 - Once 1 and 2 are confirmed, email the request to WGL's Manager. The following must be included in the email request:
 1. Homeowner's name
 2. Address
 3. Telephone number
 4. Email address
 5. Date of when Lease Rent and Service Charge are paid up to.
 6. If the Access Card will be used by a Tenant, provide the Tenant's name, telephone number and email address. Also, authorization for the tenant to collect the Access Card.
 - Upon receiving the request from the Service Company, the Manager will contact the homeowner and issue the Access Card.
 - The Service Company is required to provide WGL annually with their register of homeowners and the status of their lease rent and service charge to ensure continued usage of the Access Card.
- Homeowners with tenants:
 - Access Cards will be issued to the homeowner only, once their lease rent and service charge are up to date.
 - The homeowner will be the owner of the Access Card and will be responsible for it.
 - If the homeowner acquired the Access Card for their tenants' use, the homeowner **must** inform Westmoorings Gardens Limited (WGL) of their tenants' names for inclusion in our register. WGL will not be responsible if the tenant's name is not updated in our register, and they are debarred from entering the park.
 - If the homeowners reside out of the country, they will have to authorize WGL to issue the Access Card to their tenant.
 - It is the responsibility of homeowners to ensure their tenants return the Access Cards when their tenancy expires.
- Homeowners/tenants **must** be present in the park when their Access Card is utilized to enter the park. Access Cards **must NOT** be shared between households. Any person or group in breach of this rule shall be asked to leave the park. Failure to comply with the park rules may result in the temporary suspension of the card. The length of the suspension will be based on the severity of the breach of conduct and the Manager's discretion.
- **Access Cards are extended to the homeowners'/tenants' immediate family once they reside at the same address.**
- **Entry / Exit**
 - Card holders will access the card reader to enter and to exit the park.
 - The entry card reader will be automatically disabled during the hours that the park is closed.
 - The exit card reader will only be active for 15 minutes after the posted closing time. **BE SURE TO NOTE THE CLOSING TIME TO AVOID BEING LOCKED IN.** In the event you are locked in, card holders will have to call Essentia to be let out. This will automatically result in the card being deactivated.

- Each homeowner will be allocated Access Cards at a cost of \$65.00 each or one Access Key Tag at a cost of \$115.00 each.
- Lost/damaged Access Card/ Key Tag will attract a replacement fee at a cost of \$85.00/\$135.00 each.
- WGL will keep a register of all Access Cards issued with the homeowner's name, tenant where necessary, address, Access Card number and date of issuance.
- Gate **must** never be left in an open position; users of the park are asked to ensure gate is closed at all times.
- A homeowner/tenant can lose their access to the parks through any action on their part that may cause malicious damage to the access control equipment or property, discovery of illegal activity or facilitating trespassing by unauthorised persons onto the park premises.
- WGL reserves the right to amend these regulations at any time and without previous notice.