

SEACOAST GARDENS 2 NON-HOLIDAY OR NON CAPACITY SUMMER PARKING LOT ATTENDANT GUIDELINES.

In order to address the numerous complaints the Board of Directors has received via the Joint Rental Committee and other channels, the SCG2 Board of Directors has authorized the use of a parking lot and site attendant (hereinafter "Property Attendant"). It is the purpose of this attendant to help control unauthorized entry onto, and by extension, use of, the Seacoast Gardens 2 property.

Calendar Timeframe for Placement and Use.

A Property Attendant shall be employed by the Association for all weekends between Memorial Day and Labor Day where the On-Site Rental Company Vendor is not already providing such services pursuant to the separate contract between the Association and such vendor

General Duties.

The Property Attendant shall spend approximately 75% of his or her time monitoring the parking lot, in the manner more fully described hereinbelow and approximately 25% of his or time monitoring the site overall, in the manner more fully described hereinbelow

A. Parking Lot.

1. Attire and Station. The Property Attendant shall wear the uniform shirt provided to it by the Association. Such shirt shall be brightly colored with the word "Security" on it. The Property Attendant will be positioned at the entrance to each parking lot with an umbrella and chair in a manner as to be clearly visible to all who enter and exit. Hours will be determined by Property Management and be based on activity.

2. Procedure. The Property Attendant will stop each vehicle without a valid parking pass upon entering SCG2 property ("Premises") and record in a written log: the name of the driver, the name of the responsible party or guest if different from the driver, the make and model of the vehicle, the purpose of the visit which shall include the Condo Unit to which they are visiting or renting, as the case may be, the number of individuals in the vehicle and the contact rental agency (e.g. GOC, BMG, Air B and B, etc) and the phone number for such contact. Any vehicle which refuses to disclose the foregoing shall be considered trespassing.

In addition, any persons walking in shall be queried as to their reason for being on Premises. If a wristband is present, no further action shall be necessary. If no wristband is present, the person(s) shall be required to state their business. Any person refusing to cooperate or answer shall be considered trespassing. See Violations.

3. Pass. The Property Attendant shall then direct the driver or guest to the appropriate office (On Site Rental Vendor or Management) to obtain a parking pass.

4. Off-Hours. If necessary (if On Site Rental Vendor and/or Management offices are closed), a temporary pass, as described in Exhibit A, of no more than 24 hours will be issued. The guest will park in a guest slot if one is available and be directed to seek a proper pass from the appropriate office as soon as possible.

5. Vehicles Ingress While On Site Patrol. Upon returning from any Site Patrol, the Property Attendant shall make a sweep of the parking lot to determine if any vehicles have entered and parked while the Property Attendant has been on a Site Patrol.

a. If none, the Property Attendant shall make a note in the written log of the time of the parking lot patrol and that there were no new vehicles.

b. If there are new vehicles:

i. If the new vehicle(s) have proper parking passes and are in their proper and respective spaces, no further action is required.

ii. If the new vehicle(s) do not have proper parking passes or are not in their respective spaces, then the procedures in Section C – Violations shall be implemented.

B. Site Patrol.

Approximately 15 minutes each hour shall be spent on a general Site Patrol and the pool area, beach egress/ingress area and the northeast corner of Premises shall be of primary focus.

During a Site Patrol the checking of wristbands shall be of primary importance. Those persons without wristbands shall be asked regarding their purpose of being on Premises and directed to immediately obtain a wristband. Those refusing to answer or refusing to obtain a wristband shall be deemed trespassing. See Violations.

C. Dealing with Violations:

1. Trespassing.

a. The Management shall be contacted immediately and the situation particulars reported.

b. The New Smyrna Beach police shall be contacted immediately and the offenders shall be reported as trespassers.

2. Parking Violations.

If any vehicle is found in a parking place without an appropriate pass or in a space not designated for such vehicle, Management shall be notified immediately and the Seacoast Gardens 2 Parking Policy shall be followed as outlined therein.

3. Site Patrol Violations.

a. Wristbands. Those individuals without wristbands shall be warned a first time and directed to obtain a wristband. On any subsequent patrol if the same individual does not have a wristband, such person shall be reported to Management. Management shall

confirm the situation and, if the person refuses to cooperate, shall contact the New Smyrna Beach policy had have the person reported as a trespasser and removed from Premises.

Addendum One
Temporary Implementation of Compliance Tools

The Association has authorized a test of the following procedures in connection with parking violations.

1. Immediately upon notification of a parking violation, in addition to the implementation of portions of the established Seacoast Gardens 2 Parking Policy, Management shall place a brightly painted sawhorse behind the vehicle. The saw horse shall have two forms of signage. One shall be a stenciled wording, "This Vehicle has been marked for Towing". Over this stenciled wording shall be a sign attached stating:

"This Vehicle is Parked in Violation and has been marked for Towing. If this is Your Vehicle, Move It Now! Once towed, the cost will be approximately \$125 to retrieve Your Vehicle"

2. Management shall record in a written log the violation being cited, time of saw horse placement and details of the vehicle and parking location.

3. If the tow truck arrives and the vehicle has been already been moved, if a fee is paid by SCG2 to the towing company for the service call, such fee plus a \$25.00 SCG2 service fee shall be back-billed to the Owner of the unit if it can be determined which unit was involved.

EXHIBIT ONE

TEMPORARY PARKING PASS ISSUED BY PARKING ATTENDANT

[ON FOLLOWING PAGE]

DISPLAY THIS NOTICE FACE UP ON THE DASHBOARD OF YOUR VEHICLE

TEMPORARY PARKING PASS

EXPIRES: _____ (Date & Time)

Temporary Assigned Parking Spot:

This Permit is good ONLY until the date/time indicated. You **ARE REQUIRED** to get an Official Parking Tag from the Office as soon as the Office is open.

TOWING WILL BE ENFORCED!!!!

If towed, you will be charged approximately **\$125.00** to retrieve your vehicle from the towing company yard.

Questions: Management Office 386.427.3551 x1

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