

Holley Mountain Airpark Main Gate Access Policy

Introduction

It was suggested to the HMA Board of Directors that it is advisable to develop a reasonable common-sense policy with respect to the issuance, safeguarding and re-distribution of gate access remote transmitters (“clickers”), access cards and, on a highly selective basis, access codes for the main gate entrance. Accordingly, the Board has developed this general policy for the benefit and protection of the Association members. This represents our current security policy and procedures and supersedes all prior verbal or written security directives that property owners may have received in the past.

Section

Responsibilities for Security

General

Providing effective security at the Airpark requires cooperation on the part of everyone, including property owners, visitors, and contractors. Even the best security systems cannot provide effective security of the Airpark without the active participation and support of the people who live and work in the community.

The designated representative of the Board will be responsible for programming and issuing main gate clickers and access cards to property owners, as well as highly restricted access codes to authorized persons as deemed necessary and advisable by the board, such as emergency personnel (police, fire, ambulance, etc.) and recurring delivery drivers (FedEx, UPS, postal service). Each property owner has or will be issued clickers at Association’s cost, and access cards free of charge. Additional clickers may be requested by property owners only and the Association will charge the property owner the prevailing cost of such clicker(s). Similarly, additional cards may be requested only by property owners and will be provided on a best efforts basis to the extent possible and feasible.

Property Owners’ Responsibilities

HMA property owners play a vital role in protecting the Airpark and its residents. Such security responsibilities of residents include:

- Complying with established security policies and procedures.
- Taking precautions to not let unauthorized people into the Airpark.
- Ensuring that large trucks are not allowed to go through the main gate regardless of their load (even if empty), but rather go through the construction entrance.

Exceptions may be allowed by the Board on a highly selective basis in certain configurations where vehicles do not have sufficient traction for entry/exit through the construction entrance, but the Board must be consulted beforehand.

- Taking care not to let unknown individuals “sneak in” behind a property owner who may be entering the main gate.
- Not open the main gate before visitor’s arrival, but wait for the visitor’s call once they arrive at the gate.
- Safeguarding clickers and access cards. Access codes must be safeguarded diligently and access privileges must not be re-distributed indiscriminately.
- Clickers should not be loaned out except on a highly exceptional basis to a close friend or relative. If a clicker or an access card was loaned to a contractor or visitor, it is the property owner’s responsibility to retrieve it promptly once the contractor or visitor no longer needs such access.
- Promptly notifying a member of the Board if clicker or an access card has been abused or misplaced so that it can be cancelled.

Reporting Crimes and Suspicious Activity

Crimes in progress and suspicious people or activity should be immediately reported by calling 911. In general, if there is any doubt about whether a situation should be reported, the police would prefer that it be reported rather than not be advised.

Reporting Security Violations

Examples of security violations include unfamiliar people driving through the Airpark or other common-sense suspicious activity. All security violations observed by property owners should be promptly reported to a member of the HMA Board.

Reporting Defective Equipment

If a property owner observes that main gate is not closing or a previously issued access code/card is not functioning, any such defective equipment needs to be reported promptly to a member of the HMA Board.

Section

Telephone Entry System

The Airpark is equipped with a telephone entry intercom system located at the main gate. This system allows visitors to contact property owners when they arrive at the Airpark. The system will dial a telephone number designated by the resident. Upon receiving the call, the resident may unlock the gate for the visitor by pressing the number "9" on the telephone.

The following procedures are also incorporated into this Policy:

- Property owners need to provide to the HMA Board's designated representative with the telephone number that they wish to use for the Telephone Entry so that it may be programmed into the system. If the number changes, please be sure to notify the designated representative.
- Do not unlock the gate unless you have positively confirmed the identity of the visitor. When in doubt, ask questions to positively identify the visitor and, if necessary, personally drive to the gate to visually verify who is at the gate and escort such visitor to the designated location.
- Do not unlock the gate for people who claim to be visiting or making deliveries to other residents - only let in people who you personally know.

Section Visitors and Contractors

Property owners are responsible for their visitors, guests and any contractors that they have allowed into the Airpark. The following procedures shall apply:

- Visitors or contractors who are not well-known to you should generally be escorted in and out of the Airpark.
- Visitors and contractors must observe all speed limits and Airport restrictions.
- Contractors and delivery drivers must never be allowed to drive on the runway.
- Peddlers, door-to-door salespeople and solicitors of any type are not welcome and should not be permitted into the Airpark at any time.

Section Video Surveillance System

Purpose

The HMA has installed a video surveillance system at the Airpark. The video surveillance system is used to record access to the Airpark.

The purpose of the video surveillance system is to allow the after-the-fact investigation of incidents committed in the Airpark. The video surveillance system is not monitored on a real-time basis (no one is watching the cameras) and is not intended to detect or prevent crimes as they are occurring.