

NOCONA HILLS OWNERS ASSOCIATION

ENTRY GATE PROCEEDURES

THE PURPOSE OF THIS REGULATION IS TO:

- A. ADVISE PROPERTY OWNERS OF ALL ASPECTS OF ENTRY GATE PROCEEDURES.
- B. TO ASSURE NOCONA HILLS PROPERTY OWNERS THAT NON-PROPERTY OWNERS VEHICLES PASSING THRU THESE GATES WILL BE PROCESSED BY THESE REQUIREMENTS OF THIS REGULATION AND EACH ENTRY WILL BE RECORDED IN THE NHOA ENTRY GATE LEDGER.
- C. TO FURNISH GUIDANCE FOR ENTRY GATE MANAGEMENT AND EMPLOYEES FOR GATE OPERATION AND TRAINING.

MEMBER INFORMATION:

1. NHOA DECAL STICKERS ARE FOR GATE PERSONEL USE TO IDENTIFY AND ENSURE A SPEEDY ENTRY OF OWNER/RESIDENTS. DECALS MAY BE RESTRICTED: i. e. TO THE RESIDENTS THAT ARE CONTINUOUSLY IN VIOLATION OF NHOA RULES AND PROCEEDURE AND MEMBERS NOT IN GOOD STANDING. **DECALS ARE PROPERTY OF THE NHOA ADMINISTRATION AND MAY BE REMOVED FROM RESIDENTS VEHICLES BY GATE SUPERVISOR/ADMINISTRATION FOR CONTINIOUS VIOLATIONS OF NHOA RULES AND PROCEEDURES, MEMBERS NOT IN GOOD STANDING AND MEMBERS NOT IN COMPLIANCE WITH NHOA GOVERNING DOCUMENTS.**
NOCONA HILLS RESIDENT VEHICLES ENTERING NHOA ENTRY GATE MAY DISPLAY AN NHOA DECAL WITH THE PROPERTY OWNERS LOT NUMBER. THE DECALS WILL BE ISSUED FROM THE GATE OR NHOA OFFICE. ADDITIONAL DECALS MAY BE ISSUED UPON REQUEST AND APPROVAL OF NHOA DIRECTORS. APPLICATIONS FOR DECALS CAN BE PICKED UP AT GATE AND RETURNED TO GATE FOR AUTHORIZATION AND DECALS WILL BE PUT ON BY GATE SUPERVISOR.
2. NON-PROPERTY OWNERS ENTERING NOCONA HILLS MUST BE A AUTHORIZED GUEST OF A PROPERTY OWNER/RESIDENT PRESENT ON THE DEVELOPMENT (UNLESS PRIOR ARRANGEMENTS HAVE BEEN MADE) AND MAY BE REQUIRED TO SHOW PICTURE IDENTIFICATION OF ALL ADULTS IN VEHICLE, VALID DRIVERS LICENSE OF DRIVER, PROOF OF INSURANCE AND ENTERING IN A LEGAL VEHICLE. (TO ENSURE ALL OUR RESIDENTS PROTECTION FOR THEMSELVES AND THEIR PROPERTY).
ANY GUEST OBSERVED IN AN UNAUTHORIZED AREA OR RESIDENCE THAT THEY ARE NOT SIGNED INTO MAY BE ADVISED UPON THEIR EXIT THAT PERMISSION TO ENTER IN TO NOCONA HILLS WILL BE RESTRICTED IN THE FUTURE. **NO RESIDENT OR PROPERTY OWNER CAN CALL IN OR REQUEST FOR A GUEST TO ENTER TO ANYWHERE BUT THEIR OWN RESIDENCE.**
3. PROPERTY OWNERS/RESIDENTS ARE TO NOTIFY THE ENTRY GATE PERSONNEL WHEN THEY ARE EXPECTING A VISITOR, GIVING THE NAME AND ESTIMATED TIME OF ARRIVAL OF THE VISITOR. VISITORS WILL NOT BE ALLOWED TO ENTER WITHOUT THIS NOTIFICATION UNLESS ENTRY GATE PERSONEL CAN REACH THE OWNER/RESIDENT BY PHONE FOR AUTHORIZATION, (FOR COURTESY THE GATE WILL NOT CALL OUT AFTER 10:00PM) UNLESS THE GATE PERSONEL DEMES IT AN EMERGENCY.

4. ANY GUEST THAT CONTINUOUSLY VIOLATES ANY NHOA RULE, REGULATION OR POLICY; ANY GUEST THAT COMMITES A CRIME OF LOCAL, STATE OR FEDERAL LAW INSIDE NOCONA HILLS; ANY GUEST THAT HAS BEEN PUT ON THE **NO ENTRY LIST** BY A PROPERTY OWNER TO THEIR RESIDENCE OR BY NHOA ADMINISTRATION; **WILL BE REQUIRED TO BE PICKED UP AT GATE AND NOT BE ALLOWED TO DRIVE FREELY INSIDE NOCONA HILLS.** ANY RESIDENT/PROPERTY OWNER REQUESTING FOR A GUEST ON THIS NO ENTRY LIST TO ENTER WILL BE ADVISED AT TIME OF REQUEST THAT THEY (RESIDENT/PROPERTY OWNER) MUST PICK GUEST UP AT GATE AND RETURNED TO GATE TO THE GUEST VEHICLE. THIS IS TO ENSURE THAT THE RESIDENT/PROPERTY OWNER IS TAKING FULL RESPONSIBILITY FOR THAT GUEST AND THEIR ACTIONS. **TO ALL RESIDENTS/PROPERTY OWNERS, YOUR GUEST IS NOT BEING DENIED ENTRY. THIS IS A RESTRICTION ENSURING THE SAFTY AND WELL BEING OF ALL NOCONA HILLS RESIDENTS/PROPERTY OWNERS.**

5. CONTRACTORS ENTERING NOCONA HILLS; NHOA OR RESIDENT/ PROPERTY OWNERS MAY REQUEST A TEMPORARY WINDOW HANGING PASS (YELLOW HANGING PASS) FOR CONTRACTORS REGULARLY ENTERING NOCONA HILLS. THIS PASS WILL BE APPROVED AND ISSUED BY GATE SUPERVISOR. THIS PASS MAY BE ISSUED TO HOME HEALTH/HOUSE CLEANERS/LAWN CARE PERSONNEL/APPROVED REALTORS/UTILITY CONTRACTORS. **ALL CONTRACTORS DOING ANY NEW CONSTRUCTION AND ANY BUILDING MATERIALS MAY BE HELD UP AT GATE UNTIL A APPROVED BUILDERS PERMIT HAS BEEN ISSUED. IT IS THE OWNER/RESIDENT RESPONSIBILITY TO OBTAIN BUILDING PERMIT THRU NHOA OFFICE, ISSUED BY THE RULES AND COMPLIANCE COMMITTEE. ALL FENCES, PATIOS, CARPORTS, PORCHES, BUILDINGS AND HOMES, IN GROUND SWIMMING POOLS AND STORM SHELTERS, BUILDING ADD ONS, PRE-FAB BUILDINGS OR STORAGE BUILDING, ECT. MUST OBTAIN A BUILDERS PERMIT FOR ENTRY THRU NOCONA HILLS GATE.**

RESPONSIBILITIES AND DUTIES OF GATE PERSONNEL

1. ALL PHONE CALLS WILL BE HANDLED PROMPTLY, NO PERSONAL CALLS ON NHOA PHONE.
2. ALL EMERGENCY AND LAW ENFORCEMENT VEHICLES WILL NOT BE REQUIRED TO STOP. TO KEEP A ACCURATE AND LEGIBLE LOG IN SHEET.
3. TO PAY ATTENTION TO ALL INCOMING AND OUT GOING TRAFFIC.
4. TO BE COURTEOUS AND INFORMATIVE TO ALL RESIDENTS.
5. TO TAKE ACCURATE NOTES ON CALL INS WITH RESIDENTS NAME, LOT NUMBER, DATE AND NAME OF EXPECTED GUEST.
6. TO REPORT ANY SUSPITIOUS ACTIVITY TO GATE SUPERVISOR OR NHOA GENERAL MANAGER.
7. TO TAKE ACCURATE NOTES ON CALL IN COMPLAINTS AND REPORT TO GATE SUPERVISOR OR GENERAL MANAGER.
8. TO KEEP A ACCURATE LOG OF ALL PROPERTY LEAVING NHOA, (ALL PROPERTY, ALL LOADED TRAILERS, ALL SCRAP, ALL EQUIPMENT, ALL RV'S, MOWERS, BOATS, ECT.) LOG WITH NAME OR DESCRIPTION, DATE AND TIME, IN CASE TAPES NEED TO BE REVIEWED.