

WIGGINS BAY GATEHOUSE PROCEDURES FOR RESIDENTS- GUESTS - RENTERS - VENDORS

To keep everyone informed, especially those new to our community, you will find below the various procedures for allowing your guests, renters and vendors access through the Wiggins Bay Gatehouse. Remember these policies are for your safety and security! **These procedures will become effective April 1, 2012.**

1. All guests and vendors MUST be called in prior to their arrival at the gatehouse, unless they are on your permanent list.
2. To add names to your permanent list you can do so two ways:
 - a. Log into the Wiggins Bay section on the ISN web site, (instructions below) and add/delete names.
 - b. Call the property management company directly and have them add the names for you.
(See contact information below.)

To log into the ISN web site, go to www.hdvr.net/wigginsbay. Once on the web site, it will ask for your phone # (including area code) and pin #. **If this is your first time, then login using your home phone # of record. After your login, you may change/set your pin # and use it next time.** Once logged in, go to the top of the page where it says, "My Account" and click on "My Guests". Here you can edit, delete or add your guests/vendors/renters.

*If for some reason your phone number is not accepted, please contact the property management company to see what phone # we have on record for you.

3. Please be advised that the guard is ONLY permitted to make local phone calls and since many of you have out of state numbers it is very important that you follow the above procedures. It is not the job of the guards to call residents to allow either guests or vendors access. It is the responsibility of each resident to notify the gatehouse.
4. Failure to follow the above procedures will result in the guard turning your guests and vendors away. It should also be noted that if your vendors or guests will be here more than one day, please notify the guard of this when calling so that they can issue a pass for the specific dates they will be in the community.
5. We require that ALL Wiggins Bay residents have a barcode. In the absence of a barcode, the guard will require you to come through the guest side of the gatehouse, give your name and show your driver's license. The guard will check this information against our database before allowing you entry. When we initially installed the barcode reader, all residents were given two barcodes. If you require additional barcodes you may obtain them from our property management company at a cost of \$10 each. (See contact information below.)
6. We require that ALL renters have a barcode. Owners renting out their unit must contact the property management company (See contact information below.). This is required so that all necessary information is entered into the database, and will allow your renter access through the Wiggins Bay Gatehouse. This is in addition to notifying your individual Associations. Renters will

be issued a temporary pass good for only three days, after such time a barcode will need to be purchased at a cost of \$10 each. These barcodes will only be good through the last day of the rental period, after that they will be deactivated. If your renters will be renting the following year, the barcode can be reactivated, for a cost of \$10 each. Failure of owners to notify the gatehouse, will result in the guard turning your renter away.

7. We require that ALL dock owners and those renting from a dock owner, who do not live within Wiggins Bay have barcodes. These barcodes are good from date of issue through March 1st of the following year and MUST be renewed each year. Renewal will be at no cost to you or your renter. If not renewed, they will be deleted from the database. When we initially installed the barcode reader, all dock owners were given two barcodes. If you require additional barcodes you may obtain them from our property management company at a cost of \$10 each. (See contact information below.)
8. Tarpon Cove Yacht & Racquet Club Members who do not live within Wiggins Bay and Club Employees will be allowed to purchase barcodes if they so desire for \$10 each. The barcodes for the Club Members are good from the date of issue through March 1st of the following year and MUST be renewed each year at a cost of \$5 each. If not renewed, they will be deleted from the database. The barcodes for Club Employees will have no expiration date and it will be the responsibility of the Club to notify the property management company should an employee no longer be employed so that their barcode can be deleted. If a Club member, employee, vendor, guest or Escalante personnel does not have a barcode, they WILL be granted free and unhindered access to the Club over and across the roads always.
9. For those who would prefer a mobile barcode, those are also available from the property management company at a cost of \$15 each. This type of barcode may be used by those who rent a car while in residence, have multiple cars, or may have a car that it is difficult to affix a barcode to. Residents will be responsible for the use/abuse of these barcodes.

Board of Directors
Wiggins Bay Foundation, Inc.

PROCEDURES FOR OBTAINING BARCODES

To purchase barcodes, you will need to bring with you both your driver's license and car registration. If you need directions to our property management company, you may obtain them from the guard. **In addition, all renters are required to bring with them their rental agreement and Club Members are required to bring with them their Club card.**

CONTACT INFORMATION

Towne Properties Management, 1016 Collier Center Way, Suite 102 Naples, FL 34110

(Office) 239-596-1031 (Fax) 239-596-1082

Property Manager – Mike Towns - Michaeltowns@towneproperties.com

Wiggins Bay Gatehouse - 239-598-1040