

BOCA GREENS HOMEOWNERS ASSOCIATION, INC.

c/o

Pointe Management Group, Inc.

75 NE 6 Avenue #206

Delray Beach, Fl. 33483

Tel#561-274-3031

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Effective Date: September 10, 2008

Guard Service Policy

1. Report all maintenance problems immediately to Management Company.
2. Refer all calls from homeowners to Management Company, not board members.
3. If you receive a call from a homeowner that there are children, adults, vehicles, etc. on the golf course you should call the police and report trespassers on the property.
4. Do not accept any items for the homeowners and hold them for pickup.
5. A guest pass must be printed out for all guests. (Passenger cars, trucks, contractors.)
6. Guard must ask to see driver's license for all visitors to match name called in by homeowner.
7. Guard must ask to see driver's license for all residents coming through visitor lane and record name and address on "Resident Log Sheet."
8. No open house signs. Guards are not to allow visitors in to open houses without being called in by realtor or homeowner. No handouts of flyers, etc.
9. Guards are not to use phone for personal use.
10. Anyone entering the community without their photo ID will be turned away.
11. Open both gate arms for large vehicles entering the community if necessary. (Example: fire trucks, paramedics, etc.)
12. Outside workers are allowed to work in Boca Greens during the hours of 7:30 AM till 5:30 PM on Monday through Saturday
13. Sundays – No outdoor construction and no landscaping companies are allowed entry into Boca Greens.
14. No smoking is permitted in the guardhouse at any time.
15. Keep the door between the front of guardhouse and the boardroom closed. (Access only for bathroom use.)
16. No TV during day shifts. Late shift TV use limited. Must view from front of guardhouse so incoming vehicles can see guard.
17. If vehicle approaches resident gate and honks to get in, vehicle must back up to parking lot if necessary. If resident they must go back around to left lane and show ID to get in.
18. New Homeowners or Renters, and their moving trucks, including U-Haul type trailers, are not to be given entry into Boca Greens without a "Red Pass" to be provided to the guards by Pointe Management beforehand. The "Red Pass" is to include the homeowner's name, address and move-in date and is to have the signature of the Property Manager and / or the Board Member overseeing the interview process along with the date of the interview.