

## RIVERBEND SECURITY AND SAFETY RULES FOR GATE STAFF

Gate Staff shall issue up to two windshield stickers to current owners based on the bimonthly owner spreadsheet.

Gate Staff shall issue visitor passes to current owners who will provide one pass for each of their guest's vehicles. Or Gate Staff shall issue a visitor pass to guests who provide proof of authorization. Each pass will display the departure date.

Gate staff shall allow motor vehicles that display either an owner sticker or a visitor pass on their dashboards to enter Riverbend. All other vehicles shall be required to provide proof from an owner in order to enter.

Gate Staff shall deny entry to any persons whom the POA Board has identified as not welcome in Riverbend. These may include estranged spouses, owners who are grossly delinquent in paying their Riverbend dues, persons known to have engaged in criminal activity, people identified as trespassers, contractors prohibited from entering Riverbend, etc.

Gate Staff shall use all gate camera video footage and telephone entry unit records available to them to identify vehicles taped/recorded in the process damaging gates or other Riverbend property.

Gate Staff shall contact the Riverbend POA Security Committee at 843-367-5647 to investigate security and safety incidents they become aware of either through their own observation or that of witnesses. Either the witness or the Gate Staff will complete the "Neighborhood Watch Observation Notes" found with "Incident Report for Neighborhood Watch" under "Security Committee Documents" under "Forms and Guidelines" under "POA" on the Riverbend POA Website at <https://riverbendlakelurepoa.org/>. The Gate staff shall keep extra copies of this form available for this purpose. The Gate Staff and Security Committee shall file a police report with a deputy of the Rutherford County Sheriff's Office by phone at 828-286-2911 (the non-emergency 911 number) or request the deputy meet them where the incident occurred and take the report in person. If video, pictures, or other information can be obtained to identify the vehicle, the Gate Staff and Security Committee will provide that to the deputy, either at the time the report is taken or at a later date to the law enforcement officer assigned the case. The Gate Staff and Security Committee shall continue to work with law enforcement to identify the owners of vehicles involved in such incidents for subsequent action by (a) the Sheriff's Office to press charges and (b) the POA Board to collect reimbursement costs for property damages.

Gate Staff shall call upon Code Enforcement Officers (CEOs) when they receive reports of possible unauthorized visitors at the Riverbend common areas, including the pavilion, beach, lakes, nature walk, and river swimming hole. Prior to investigating each situation, CEOs shall pick up the CEO Logbook from the Gate Staff. After their visit to the common area, the CEOs shall report their information to the Gate Staff and return the CEO Logbook. The Gate Staff will discuss each such incident, using the information recorded in the CEO Logbook, with the Security Committee or the POA Board to determine what further actions we need to take.