



Security Department

Gate Access Policy and Procedures For Vehicle Decals and Passes

ADOPTED BY THE BOARD OF DIRECTORS ON NOVEMBER 30, 1989
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I. Overview

The KICA security system consists of the gates, pass system, and patrols. The effectiveness of security depends on the viability of security policy and the manner in which it is executed. This document establishes policy for controlling access to Kiawah through the issuance of vehicle decals and passes.

II. Objectives of KICA Security System

- A. Control access and egress and deter crime on the island.
 - a. Gates make access and egress difficult for unauthorized people.
 - b. Sheriff's Deputies and patrols provide a highly visible presence.
- B. Help provide a sense of security to property owners and others.
 - a. Only authorized people are permitted to enter the island.
 - b. Regulate contractors and employees through a pass/decal system.
 - c. Visibility of patrols adds a sense of security.
- C. Provide privacy to property owners and guests.
 - a. Gates help to keep out curiosity seekers, solicitors, etc.
 - b. Gates help keep unauthorized persons off beach accesses and out of residential areas.
 - c. Passes identify people and the areas they are authorized to visit.
- D. Assist legitimate visitors with general information and directions around the Island.

III. Purpose of Decals

- A. Provide property owners and other authorized personnel easy access to all parts of the island at all times.
- B. Identify ownership of any vehicle with a decal numbering system.
- C. Assist patrols in their mission by readily identifying authorized vehicles.
- D. Facilitate rapid transit through security gates.

IV. Decal Policy

A. General

- a. All decals will be issued with a serial number for a specific vehicle. The Security Office will maintain a record showing who received each numbered decal and information about the vehicle to which the decal was affixed.
- b. Property owner decals are changed at the decision of the administrative office. Employee decals are changed annually.
- c. All decals must be permanently affixed to the vehicle windshield on the lower corner of the driver side, unless prohibited by law. They may not be transferred from one vehicle to another.
- d. Driver's License (identifying the individual) and current vehicle registration must be presented when a decal is issued. Mail requests must include a photocopy of the current vehicle registration. Decals will be issued only for vehicles registered in the property owner's/employee's name. Those who drive a leased vehicle or company-owned car must provide a copy of the vehicle lease or written verification from the company stating that they are the sole driver of the company-owned vehicle.
- e. When new decals are issued, a date will be announced for new decals. After that date, the old decals are not valid. Vehicles with outdated decals will be issued a temporary pass in accordance with Section V. The old decal should be removed.
- f. The Board of Directors of KICA may, at its discretion, establish a fee for each class of decals and passes outlined in this policy.
- g. Gender written in this policy should be changed to include male or female wherever appropriate.

B. Property Owner Decal

- a. Vehicles showing property owner decals are permitted access behind the Vanderhorst security gate at all times.
- b. Property owners may be issued a decal for each vehicle they own and drive at no charge for up to three vehicles. Decals for additional vehicles will be issued for a charge of \$25.00 each.
- c. Decals will not be issued for a van, truck, or work vehicle unless the vehicle is the principal vehicle used by the property owner and is only driven by him/her. No property owner will be issued a decal for more than one work vehicle. A vehicle owned by the property owner but driven by an employee will require a commercial pass or decal.

IV. Decal Policy

B. Property Owner Decal (continued)

- d. Immediate family members of property owners who are full-time residents with the property owner, who own a car, may be issued a decal for that car. The property owner should submit a statement to Security verifying the family relationship and the full-time residency along with a copy of the vehicle registration. The \$25.00 fee will apply if this decal exceeds the allotted three per property. Immediate family members of the property owner who reside with the property owner on a temporary basis and relatives who do not reside on Kiawah should refer to Section V. paragraph D.
- e. Decals will not be issued to property owners delinquent in the payment of Community Association assessments. Delinquent owners must use passes in accordance with the pass policy in Section V, paragraph C. until assessments are paid in full. Outdated decals should be removed.

C. Long-Term Renter Decal (same as property owner decal)

Long-term renters with a lease of nine months or longer will be issued decals on the same basis as property owners upon presentation of proof of rental. To insure removal of the decal upon expiration of the lease, one \$50.00 deposit will be paid to Security to remove all decals. The \$50.00 deposit will be returned by mail. As an alternative, the renter has the option to use a Long-Term Renter's Pass (refer to Section 5).

D. VIP Decal

- a. A limited number of VIP Decals may be made available to KRA's guests. Decals will be designed by KRA with input from KICA Security. Decals will expire on a uniform date every other year. KRA will use its best efforts to limit the number of decals issued to two per VIP.
- b. The Chief Executive Officers of KRA, as well as the President of the KICA Board, may determine recipients of the decals. Written notice will be sent to KICA Security of each individual's name, address, and phone number along with the decal's serial number. Make and model of the automobile(s) will also be submitted.
- c. The VIP will be advised to place the decal in the lower left side of the front windshield.
- d. Vehicles with VIP decals are permitted access to all areas of Kiawah, including through the Vanderhorst "V" Gate.

IV. Decal Policy (continued)

E. Employee Decal

- a. One employee decal will be issued to the following:
 1. Full-time, salaried employees of KRA and KIGR. Hourly employees who have demonstrated their reliability after one year on the payroll. Department heads will determine those who qualify.
 2. The Owners/Partners and top managers of Merchants having a long-term (one year or more) contract to do business on Kiawah Island such as Straw Market and Town center are authorized decals. Other employees (clerks, waiters, cooks, etc.) must use the pass system.
 3. Salaried employees of Kiawah Island Utility Company.
 4. Designated employees of Kiawah Island Community Association.
 5. Designated firemen working at the Kiawah fire station.
- b. Those employees whose duties require them to have access behind the Vanderhorst Gate will be issued a letter “V” along with their decal. The “V” will be affixed adjacent to the decal. Vanderhorst Gate access will not be permitted to vehicles not displaying a “V.”
- c. KRA and KIGR personnel offices will submit applications to Security for their employees eligible for employee decals. These offices will verify eligibility and will indicate when a “V” should be issued. All other applicants will submit their applications to the KRA personnel office, which will verify eligibility for a decal and indicate when a “V” should be issued. Applications will include a photocopy of the vehicle’s registration. See enclosure D.
- d. When the employment of a decal holder is terminated, the department head will verify decal removal.
- e. Employees will read and sign a “Terms of Employee Decal Acceptance” form (enclosure D) prior to receipt of a decal. This form explains the rules and regulations associated with their access to the island. Any violation of the terms of agreement will result in immediate loss of the decal.
- f. Trucks and other vehicles owned by KRA, KIGR, KICA, or Kiawah Island may have an employee decal. Applications will be made by the department head (enclosure D), which will be annotated to indicate company-owned vehicle. A “V” will be requested and issued when appropriate.

V. Pass Policy

Passes are part of the system designed to ensure only authorized people are permitted on the Island. Once vehicles are on the Island, passes help insure vehicles visit only authorized areas, depart prior to expiration date, and park in authorized areas. Passes facilitate passage of authorized people through the Vanderhorst gate while denying such access to unauthorized personnel. The pass system enables members of Security or any island property owner to inspect vehicles and determine whether it is authorized to be in that location at that time. Except for one-day passes, the pass will identify the owner and/or driver of the vehicle.

A. General

- a. Passes will be prominently displayed in the lower corner of the driver's side front windshield **at all times** while the vehicle is on the Island. All passes state "Passes will be displayed in windshield at all times."
- b. The expiration date of the pass will be prominent. All passes will be made out using felt-tip pens and black ink. The officer issuing the pass will print his/her name at the bottom of the pass.
- c. Passes for vehicles authorized through the Vanderhorst gate will be stamped with a "V" on the top of the pass. Gate access is not permitted without the "V" stamp.
- d. Types of passes to be issued to specific categories are delineated below. As requirements change, types of passes may be added, deleted, and/or modified.

B. Property Owner Pass (period of issue: duration of visit, not to exceed 30 days)

- a. Issued at the Security gate upon presentation of valid identification as a property owner.
- b. Intended for temporary use with new, borrowed, or rented vehicles.
- c. If property owners cannot identify themselves, they may be issued a Property Owner Guest pass (see paragraph D below). Name of the property owner and address being visited will be shown on the pass.

C. Property Owner's Guest Pass: Short Term (period of issue: 30 days maximum)

- a. Property owners may request short term passes for their guest. Application should be made in person, in writing, or by telephone. For telephone applications the security officer may verify the application by a return phone call to the property owner.
- b. Pass will show name of the vehicle driver and the name and address of the property owner.
- c. Pass will show expiration date (not longer than 30 days)

V. Pass Policy

C. Property Owner's Guest Pass: Short Term (30 days maximum) (continued)

- d. Vehicles with this type of pass are permitted access to all areas of Kiawah, including through the Vanderhorst "V" Gate.
- e. This short-term guest pass does not permit cruising in any part of Kiawah Island. It is also not available to renters of homes, villas, cottages, or Inn rooms.
- f. A "Property Owner Guest" is defined as an individual who is a family member or house guest of a property owner.

D. Property Owner's Guest Pass: Long Term (period of issue: up to 90 days)

- a. Property owners may request long term passes for certain houseguests. Applications must be made in person or in writing.
- b. These special passes are for members of the owner's immediate family (children and parents) and guests who are staying at the property owner's Kiawah Island dwelling unit for an extended period.
- c. Pass will show the name of the vehicle driver, the property address where the guest will be staying, and the property owner's name.
- d. Pass will show the expiration date (not to exceed 90 days).
- e. Guests with this type of pass are permitted access to all areas of Kiawah, including through the Vanderhorst "V" Gate.

E. Non Property Owner Guests at Kiawah Island Club, Osprey Point Golf Course, and Ocean Club Golf Course who require access to Vanderhorst.

- a. These guests include individuals with golf "tee" times and individuals who have a meal reservation (or area guest) at one of the facilities in Vanderhorst.
- b. A one-day Visitor pass will be issued at the main gate. Visitor will proceed to "V" Gate. At "V" gate, he will receive the pass authorizing travel to the authorized location.
- c. This "V" gate access may be arranged by each facility through a daily list sent to KICA Security by an authorized representative listing individuals who are to be issued the appropriate pass with a "V." Certain guests on the list will be given a "longer than one day pass." These passes will be for the duration of the Club's "unaccompanied guest pass."

V. Pass Policy (*continued*)

- F. KIGR (Resort) Guest Pass (period of issue: duration of visit, not to exceed 30 days)
- a. KIGR pass to be issued at check-in desk for registered Inn guests and short-term villa renters. Pass will show the guest's name and villa number. Guests staying at the Inn do not have to provide name or location number. Expiration date is required.
 - b. In order to gain access to the "check-in" location, a one-day visitor pass (with the Inn block checked) will be issued to guests who request admittance to this location.
 - c. KIGR Governors Club members may obtain a 30-day guest pass if the KIGR provides KICA Security a monthly list (i.e., every 30 days) of current Governor's Club members.
- G. Renters Pass (period of issue: duration of visit, not to exceed 30 days)
- a. KICA Security issues this pass to people who rent through Rental Companies or through Property Owners. Security is to be notified in writing by the Rental Manager or Owner prior to arrival. Information required that will be shown on the pass includes: guest names, agency/owner name, arrival and departure dates, and property being rented.
 - b. If arrangements are to be made by mail, ample time should be allowed for this process.
 - c. For renters with a valid rental agreement for longer than 30 days, the letters "LTR" will be placed on the pass.
- H. Renter's Guest Pass (period of issue: no longer than duration of visit)
- a. Renter's Guest Passes issued from the Main Gate cannot be written for longer than one day.
 - b. Renter/Inn Guests should call the front Security Gate to authorize this pass.
 - c. Renter/Inn Guests must cooperate with KICA Security to ensure that there are no parking problems, no boisterous parties, and no excessive noise or other disturbances.
 - d. Passes will show the current date, guest name, renter's name and address to be visited.
 - e. If a Renter's Guest requires a pass for more than one day, the Renter/Inn Guest should contact the rental agency to arrange the pass. If a person is renting directly from a property owner, the front Security Gate can issue a Renter's Guest Pass for the duration of the visit with authorization from the Renter.

V. Pass Policy *(continued)*

- I. One-Day Visitor Pass (period of issue: one day)
 - a. Issued at the Security Gate to people visiting a commercial area including the Inn, Straw Market, Town Center, golf and tennis clubs, etc. The **single** specific area authorized to be visited will be indicated on the pass and the visitor is expected to go directly to and from that place. The current date will be indicated at the top of the pass. This pass will not be issued for unaccompanied tours of the island to look at real estate. Such persons will be referred to the real estate office outside the gate or to the Straw Market. This pass **never** provides access through the Vanderhorst Gate.

- J. Employee Pass (period of issue: from date of issue until April 30th or Oct 31st)
 - a. Issued to all employees not eligible for decals, but who own vehicles. This includes employees of KRA, KIGR, Kiawah Island Utility, KICA, and merchants at Town Center and Straw Market. Pass will be issued for employee vehicles only. The pass will show the name of the employee, place of work, vehicle license plate number and the assigned parking area. Application for the pass must be received from the employer, and procedures will be identical to those for decals. Employee will be required to read and sign the "Employee Pass Rules and Regulations." New passes will be issued to all employees ever six months prior to April 30th or October 31st. KICA Security will assume full responsibility for administering and issuing these passes.

 - b. If an employee arrives at the gate in a car without an employee pass, shows his/her driver's license and states he/she is being driven to work, a One-Day visitors pass will be issued. The employee's name will be printed at the top of the pass. The vehicle is to go directly to the work site and back to the gate. This vehicle will not be permitted access through the Vanderhorst Gate. Vehicles showing this pass and driven by a person with no Kiawah ID will be permitted access to pick up an employee at the end of work. A yellow, One-day visitor pass will be issued with a 30-minute expiration time following the time of entry through the gate.

 - c. Employees may not bring pets onto the Island.

 - d. When employment is terminated, the employee must submit the pass to his/her respective department head, who will forward the pass to the KICA Director of Security.

VI. Special Events Policy

- A. Special Event Passes (period of issue: duration of the event)
 - a. Special events include, but are not limited to, tennis, golf, road runs, large meetings, and conferences.

 - b. The sponsor of the special event must make arrangements with KICA Security prior to publicity.

VI. Special Events Policy (*continued*)

- c. KICA Authority for the event is required. When an Island Entity (such as KIGR or Kiawah Island Club) or an individual requests passes for more than 200 people, the sponsor must notify KICA Security in writing at least 2 weeks prior to the event.
- d. Participants and spectators will be required to have these passes, which will be issued at the point of access.

VII. Commercial Decal/Pass Policy

A. Overall policy is attached as ENCLOSURE F.

B. One Day Commercial Pass

- a. Commercial entities arriving at Kiawah for the first time will be issued a “one day pass” at the pass office at no charge.
- b. This first-time pass will establish enrollment in the Commercial Decal/Pass program. Future visits will require compliance with other details of the policy.

C. Certain commercial vehicles are exempt from the fees in the policy. They are:

- a. Newspaper delivery person
- b. Postal service
- c. Moving vans
- d. Federal Express, Airborne, UPS, RPS, etc.
- e. Utility companies: KIU, BEC, Bell South, Comcast Cable, Direct TV, Dish Network
- f. KRA
- g. K.I.G.R
- h. Charities (Goodwill, Salvation Army, Churches)
- i. Island employees
- j. Government officials
- k. Taxi cabs and limousines (when such services are requested by property owners only)

This policy allows employees of commercial entities who drive their personal vehicles (and are not a principal of the company) to do their business at Kiawah without a financial obligation to the employee or to the Kiawah homeowner. For example:

A nurse employed by a medical services operation.

A member of the media on an assignment

An employee of an appraisal company

The policy also permits an employee or vendor working for an individual property owner, and driving a personal vehicle, to enter Kiawah. A Commercial employee decal (\$10.00 annual fee) would be required in such cases.

VII. Commercial Bike Regulations and Access Fee Policy

- A. Overall policy is attached as ENCLOSURE G.

IX. Enforcement

For the policies herein to accomplish their security objectives, enforcement must be effective and continuous. The Director of Security has primary responsibility for this enforcement.

Enforcement begins in the Security Office:

- a. Strict control of Security Office unissued decals and blank passes must be accomplished at all times. The Director of Security, working with appropriate officials, must also monitor the control of guest passes to the Inn.
- b. Decals must be issued carefully and efficiently and accurate records kept accounting for every serially numbered decal. Records will reflect the name of every Island employee possessing a current employee pass.
- c. Records of offenders will be kept so appropriate action can be taken against repeat offenders.

The first line of security is the main gate. The shift supervisor is responsible for the performance of his shift. The Director of Security must frequently check the performance of gate personnel.

- a. Vehicles must be moved through the gate quickly, but never at the expense of good security.
- b. Vehicles must be slowed sufficiently to permit the scrutiny of pass expiration dates.
- c. Judgment must be used in the issuance of One Day Visitor Passes (e.g. a request for a pass to visit the Straw Market when the vehicle occupants are in bathing suits and carrying beach equipment; teenagers requesting a pass to visit the Topsider in the evening.)

The success of the pass system is dependant on supervision by patrols. With the admission policy, it is important for patrols to check constantly to ensure vehicles are visiting only authorized areas.

- a. Patrols will check vehicles in suspicious locations and random check vehicles during a patrol to ensure compliance with the pass system. When violations are found, appropriate tickets will be issued. If the driver is directed to the main gate, the shift supervisor will record the name of the driver on the notice (if not already known) and politely inform the driver of the violation and request compliance in the future. A record of the incident will be maintained in the Security Office.
- b. Patrols will pay particular attention to the One Day Pass.

- c. It will be helpful for property owners to be aware of this policy. They should report any suspicious vehicles in their neighborhoods ore any violations of this policy.

XI. Enclosures

- A. KICA Member (property owner) Decal/Bar Code/Transmitter Request Form
- B. Kiawah Island Long-Term Tenant Decal Application and Lease Addendum
- C. Application for VIP Decal*
- D. Application for Employee Decal with Rules and Regulations*
- E. Application for Employee Pass with Rules and Regulations*
- F. Commercial Decal/Pass Policy*
- G. Commercial Bike Access Policy*
- H. Eugenia Avenue Non-Association Members Decals*

* These enclosures do not apply to KICA members and are therefore not provided on this site.