

PUNTA GORDA ISLES SECTION 22
HOMEOWNERS ASSOCIATION, INC

POST
ORDERS
FOR

BURNT STORE MARINA
5000 Burnt Store Road
Punta Gorda, Fl. 33955

WEISER SECURITY SERVICES, INC.
And
BURNT STORE MARINA
COMMUNITY ACCESS COMMITTEE

APPROVED May 8, 2007

Revised and Approved by BOD November 10, 2009

LOCATION: 5000 Burnt Store Road, Punta Gorda, FL: 33955
(Located on the Northern Edge of Lee County)
Phone: 941-639-8226 (Main Gate)
941-639-0334 (Gate Keeper System)

NOTE: THIS IS AN UNARMED POST

POST HOURS & SECURITY FORCE ORGANIZATION:

Main entrance coverage (manned) is 24/7

Matecumbe Key Road coverage (manned - commercial gate) is 6:00 a.m. to 10:00 p.m.

Golf gate coverage, (unmanned - bar code activated - Cape Cole Blvd) is 6:00 a.m. to 6:00 p.m., except when extended for special activities being held at Burnt Store Golf and Activity Club.

Roving patrol from 6:30 p.m. to 2:00 a.m., schedule to be determined by site supervisor and CAC to respond to current situations.

Additionally there is a site supervisor on premises from 8:00 a.m. to 3:00 p.m., Monday thru Friday. This is a flexible schedule allowing the supervisor to spend approximately 5 hours per week providing supervision and support to the evening, overnight patrol and weekend security personnel. The site supervisor's schedule is flexible to permit coverage and support for other than daytime activities and to be able to respond to incidents or emergencies at all hours of the day and weekend as needed.

STANDARD UNIFORMS

Gate attendant and patrol security personnel will wear standard Weiser Security Services, Inc., uniforms consisting of white shirts with appropriate insignia and black trousers. Uniforms are to be maintained neat, clean and freshly pressed. The site supervisor's uniform will be the same except with a black shirt.

Approved jackets or rain gear identified as "Security" may be worn in inclement weather as approved by the site supervisor.

All security personnel are required to have on their person, at all times, their State of Florida Security Certified ID card as well as their Weiser Identity Card. This must be shown whenever requested.

GENERAL DUTIES OF GATE ATTENDANTS

1. Personnel must maintain a clean and professional appearance at all times, including a friendly, smiling demeanor. Weiser approved uniforms must be worn at all times with their name tag.
2. The gatehouses are to be kept clean and orderly at all time.
3. All vehicles must either enter via the resident's bar code lane, by means of a valid bar code. All others must use the guests & visitors lane to obtain a current pass appropriate to their destination. Vehicles that do not have a current window pass, multi-day pass or current windshield sticker issued by Realmark also pass through the guest lane.
4. Phones are to be answered with greetings such as: "Hello, Burnt Store Marina, main entrance, this is _____, how may I help you?" If there are visitors waiting for access, ask the calling party if this is an emergency, if it is not, ask them to please hold and you will get back to them as soon as you complete

processing the visitor or guest thru the gate.

5. Determine the caller's needs and respond appropriately. If they are calling to add guests names to their pre-cleared list on the Gate Keeper System, advise them that changes to their permanent pre-cleared list must be made in writing to the site supervisor. If they want to list a one time guest or service they should call the Gate Keeper automated number (941-639-0334) and provide the names and dates as requested. The procedures for using the Gate Keeper feature to admit daily visitors or service personnel are listed in the BSM Resident Directory.

6. If the caller is reporting an emergency, ask if they have called 911. If they have not done so, advise them to do so first, and then call you back. If it is appropriate, advise the caller that there are emergency numbers listed in the front of the BSM Resident Directory. Report the emergency to the site supervisor. Enter the information on Weiser's Incident Report Form.

7. Real Estate agents are required to provide information as to destination as are other visitors so that a pass may be provided. Ask them to show their business card and MLS License Number.

8. Do not permit entrance to persons wishing to shop for homes or to look at models unless they have a specific address, and have been pre-cleared or are with a real estate agent. Politely ask them to return during business hours with a real estate agent or a specific appointment. Open house events are exceptions. Visitors requesting to visit posted open house activities are to be given a visitors pass along with an informational packet if provided by the real estate agents. Visitors wanting to visit Prudential Real Estate that is located within BSM get an amenities pass showing where they are going.

9. All commercial trucks, vans, pick-ups and service vehicles are to be directed to the commercial entrance at Matecumbe Key Road for both entrance and exit.

10. If you are on duty alone and need a bathroom break, do not open the gate while you are away from your post, leave the gate closed returning as quickly as possible. Place a sign in the window indicating that you will return shortly.

11. There is to be no solicitation of any kind allowed within Burnt Store Marina.

12. If news reporters in TV broadcasting vehicles request entrance, they must have specific destinations and clearance by either residents or businesses. They will not be permitted to enter or roam the community unless they have specific clearance from Burnt Store Marina, Section 22 Board, the Community Access Committee or the Property Management Company. This is considered a form of "solicitation".

13. Daily Activity Reports and Incident Reports are to be maintained with detailed information regarding unusual incidents such as: emergency vehicle entrances, reported crimes, medical emergencies, accidents, damage to property including the gates, the gate houses or the patrol vehicle along with anything out of the ordinary.

14. Guards cannot provide access codes to gated residence areas within BSM. Guests who ask for these codes must be directed to contact the resident living within the gated residence area for this information. If a resident within those communities does not know the code they should be directed to contact their property management company.

15. Expedite clearance for emergency vehicles and notify the site supervisor as soon as possible. Enter this into the Daily Activity Report or the Incident Report as appropriate. See further information in

“Instructions By Post”.

16. Specifically authorized real estate packets for renters may be maintained at the main gate. These are to be provided to renters when they arrive upon appropriate identification presented to the guard.

17. Personal cell phone usage by the guards must be limited to emergency calls only.

ACCESS TO BURNT STORE MARINA COMMUNITY

NOTE: This is a private, gated community that allows public use of its private roads to and from commercial operations within the community.

As such our goal is not to “restrict” access to the community as much as to “control” access for the benefit and security of our residents and the business sites within the community. This includes the marina, restaurant, and all other businesses within the property. It is expected that all security personnel and gate attendants will perform their duties in a polite, respectful, helpful and professional manner. Awareness of both incoming and outgoing traffic is expected along with smiles and waves.

THREE ACCESS POINTS:

There are three access points to the Burnt Store Marina Property. These are: the main gate on Burnt Store Road, the golf gate entrance on Cape Cole Blvd., (½ mile west of Burnt Store Road on Vincent Avenue), and the commercial entrance on Matecumbe Key Road (1 mile west of Burnt Store Road on Vincent Avenue). The main entrance is open 24/7. The golf gate entrance and exit operates by bar code only from 6:00 a.m. to 6:00 p.m. The commercial entrance is open from 6:00 a.m. to 10:00 p.m.

VIDEO SURVEILLIANCE:

There are signs at each entrance advising that these entrances are under video surveillance. Video cameras are located to document the entrance and exit of vehicles through each entrance site. The cameras document the vehicles, their license plate numbers and the vehicle drivers. There is also video documentation of all vehicles leaving the property. This video record is maintained in electronic storage for up to two weeks for review in case of incidents. Cameras at the main gate and the commercial gate include specific cameras to provide a close up of the vehicle license plate to match other views of the vehicle.

STORM PREPAREDNESS ORDERS:

Note: See Specific Manual on Storm Preparedness & Power Outages.

INSTRUCTIONS BY POST

MAIN ENTRANCE/EXIT ON BURNT STORE ROAD & ISLAMORADA BLVD.

Controlled access and exit via two gated entrance lanes and a single approach activated exit lane open 24 hours a day, 7 days a week. All lines are under video surveillance 24 hours a day.

The entrance lanes are designated “Residents”, (the far right hand lane) and “Visitors and Guests”, (the left hand lane adjacent to the gate house). The residents entrance lane gate opens automatically when activated by a bar code on the right side of the resident’s vehicle. The visitors & guests lane gate is opened manually by the gate attendant after recognition of a current and/or valid Realmark Marina Pass, Multi-Day Pass, or other authorized window pass issued by the attendant.

The main entrance is for the use of residents, their guests and guests to the businesses within the Burnt Store Marina area. Commercial vehicles are to be directed to the commercial gate on Matecumbe Key Road., off of Vincent Avenue.

All vehicles must have either a valid resident or owner’s bar code which provides direct entrance via the resident’s lane. All others must enter via the visitors/guests lane and must have a current and valid BSM issued window pass, multi-day pass or Realmark windshield sticker, or obtain a pass from the attendant on duty prior to entry.

Bar codes that are not attached to the vehicle are considered “hand held bar codes” and are not valid (except for those given under the temporary owner rental vehicle program). Bar codes not attached to the vehicle will be reported to the site supervisor by the officer on duty, and these bar codes will be disabled. Refer to the “Bar Code Rules”.

GREETINGS FOR RESIDENTS AND GUESTS:

When possible acknowledge residents passing through the resident’s lane, both incoming and outgoing, with a wave and a smile.

Guests and visitors as they approach the gate house should be greeted with a smile and a courteous greeting such as:

“Welcome to Burnt Store Marina, how may I help you”?

If the response is that they are guests of a resident, ask for the resident’s name and address and enter that into the Gate Keeper system. Ask for the guest’s name and determine if they are on the permanent guest list or if they are an authorized day visitor. If on the permanent pre-cleared list produce a printed window pass, add a handwritten, with permanent marker, a one (1) month expiration date, and initial the pass.

If they are not on the pre-cleared list as either a permanent guest or a day guest in the Gate Keeper System, or if the resident has not called to have them admitted, it will be necessary to call the resident and get approval for entrance. If the resident is not at home, the guest may not be granted permission to enter.

After entrance has been approved and a window pass is issued, ask if they need directions and provide them if needed. After it is clear that the guest is ready to proceed, manually open the gate **after determining** that there is no traffic moving through the resident gate. If traffic is moving through the resident gate delay raising the gate until the roadway is clear. At that time offer a parting comment such as:

“I hope that you enjoy your visit to Burnt Store Marina”

COMMERCIAL OR BUSINESS VISITORS:

Visitors who indicate that they are here to visit the marina, restaurant or other businesses on site are to be given an Amenities Pass, to be placed on their dashboard, that indicates their destination. Always be polite and courteous and again offer directions and assistance.

RESIDENT'S LANE:

Vehicle bar code stickers for the right side of their vehicle(s) are provided to residents and owners who have completed an application verifying their status and have provided a copy of the registration for the vehicle. This authorizes use of the resident's lane to provide un-delayed entrance into Burnt Store Marina as a convenience to our residents and unit owners.

GUESTS AND VISITORS:

Guests of residents and visitors to the businesses within BSM are to use the controlled left lane where access will be granted by the attendant after verification of current window passes or stickers, or after information is provided concerning their destination or pre-clearance documented by the Gate Keeper system. The attendant will issue a dated window sticker as appropriate for the situation.

GUESTS OF RESIDENTS:

The attendant will ask who the guest is visiting and will enter that name into the Gate Keeper system, then will ask the name of the guests. If the guest's name appears on the pre-cleared list, a pass will be issued. If the guest is not pre-cleared, then a call will be made to the resident to verify that the guest is welcome. If there is no one home the guest may not be permitted entry.

GUESTS OF BSM BUSINESSES:

Guests indicating that they are visiting the marina, restaurant, real estate office, etc., are given an Amenities Pass indicating their particular destination for that day only. They are to be offered directions if they do not know the location.

COMMERCIAL OR SERVICE VISITOR TO RESIDENT:

Unless pre-cleared under the Gate Keeper system, the resident must be called to verify the request for entrance. If the resident does not answer admittance cannot be authorized unless the visitor is in a clearly marked vehicle with a work order for that residence. Be suspicious of unmarked trucks or trailers.

MULTI-DAY PASSES:

Renters (up to 89 days) are to be given Multi-Day Passes upon presentation of a rental or lease agreement. The pass will show the address or association of the renter with a phone number. These large window passes are to be on the dash visible in the front window when entering the gated lanes and while in BSM. Verification of the expiration date is the only requirement before authorizing re-entry.

MOTOR HOMES:

Residents and/or owners of motor homes may be issued an Amenity Pass X'd next to "Other" with RV and a date for a period not to exceed 48 hours upon entering BSM.

REALMARK EMPLOYEE WINDOW STICKERS:

Realmark provides a windshield sticker to its employees. Vehicles with these stickers are to be permitted entrance without additional information. The color of these stickers will change annually at the first of each year. The site supervisor will coordinate this with Realmark on the current yearly color.

MARINA CUSTOMERS:

Realmark also issues the Realmark windshield stickers to marina customers who are live-a-boards, or have boats in wet slips or dry storage. These vehicles are to be permitted entrance.

COMMERCIAL VEHICLES:

With the exception of the US Mail and the daily newspaper delivery vehicles, all commercial vehicles are to use the commercial entrance and exit at Matecumbe Key Road on Vincent Avenue. This includes UPS, Fed Ex, DSL and all other service trucks and vehicles marked as commercial or delivery services. This does not include real estate identified or marked cars or vans.

VEHICLES WITH LARGE OR TALL BOATS:

Residents or guests with large boats on trailers are to be admitted if confirmed that they are a resident or that they have a marina window sticker, or have been given a duly authorized pass.

VEHICLES WITH BOATS WITHOUT A BAR CODE OR MARINA WINDOW STICKER:

If the vehicle has a marina sticker in the window, permit entry without additional details. If the vehicle does not have a marina sticker, advise the driver that the marina is private and that the launching ramp is for use of clients of the marina. If they want to enter BSM, then provide them with an Amenity Pass and advise them that they must check in with the harbor master if they are interested in launching their boat. If they say that the trailer has a marina sticker, then provide them with a pass for the vehicle. Guards are not required to verify that the trailer does in fact have a sticker, but should remind the driver that they have to check in with the harbor master if they do not have a current marina sticker.

RESIDENTS WITH RENTAL CARS OR NEW CARS:

Drivers of rental cars who report that they are residents but are temporarily driving a rental car or a new car, should show their driver's license to confirm their identify. Verify the information on the Gate Keeper system and issue a window pass. If a resident asks about how they can get a bar code for their rental car advise them to talk to the site supervisor and they will explain the process. New car drivers should be offered a bar code application for the new vehicle.

EMERGENCY OR GOVERNMENT VEHICLES:

Fire, police and ambulance or other emergency or government marked vehicles are to be permitted immediate entrance upon arrival. As soon as it is apparent that the emergency vehicle is approaching the BSM entrance, make every effort to clear traffic in the entrance land and open the resident's lane gate for the emergency vehicle. Provide necessary traffic control to clear the way and to prevent possible interaction with the emergency vehicle(s). If possible try to determine the nature and location of the emergency and enter on your DAR. Notify the site supervisor (and/or rover if on duty) as soon as possible after the emergency vehicle enters.

In the event that a medical evac helicopter is involved and lands in a vacant lot or on a street, try to

arrange traffic control with the site supervisor to prevent interference with emergency personnel. Notify the site supervisor at once and remember about the HIPPA laws.

COMMERCIAL ENTRANCE/EXIT - MATECUMBE KEY ROAD

Follow the post orders for the main gate with these additional instructions. Residents are to use the bar code activated resident lane while guests, visitors and commercial vehicles are to use the lane adjacent to the gate house. Rules for entrance are the same as the main gate.

All commercial and service vehicles are expected to enter and exit through this location.

Commercial and service vehicles are to provide the name and address of the resident (or business) destination. Provide a window pass with the appropriate expiration date. Service vehicles that are in every day may be given a window pass with a 14 day expiration date.

FedEx, UPS, DLS, Greenscapes (Section 22 landscape contractor) & WastePro garbage and recycling vehicles that deliver daily or several times a day do not need a pass and are permitted unrestricted entry. No record is required as they are monitored by video surveillance.

US Mail delivery and newspaper delivery vehicles are also permitted rapid entry without a window pass.

Golf carts and motorcycles are to be treated the same as cars and must be stopped and given a window pass based on standard pass information.

Bicycles are to be permitted entry without a pass, but should be asked to stop and wait for the gate to be opened. Discourage riding between the closed gates as this has caused damage and/or injury. If a gate is damaged, offer assistance and determine if there are injuries. Obtain person's name and address as they may be liable for damages to the gate.

Large semi-trailer trucks (moving vans, food delivery semis, etc.) should be admitted by opening both gates to provide adequate room to negotiate the turn onto Matecumbe Key Road.

MOTOR PATROL POST:

A roving patrol officer is to be available every night. The schedule and time for the patrol duty is variable and is to be determined by the site supervisor along with CAC based on time of year, seasonal activity or other current issues. The officer will utilize a patrol vehicle provided by Burnt Store Marina. The vehicle is to be kept in the parking area by the main gate when it is not in use. This vehicle is used by the site supervisor during the day.

The patrol officer is to follow a route as directed by the site supervisor that covers Burnt Store Marina area, including the south side of Vincent Ave. This includes the private homes west of the Matecumbe gate. Esplanade condominiums and Dolphin Cove. All areas are to be patrolled at least 4 or 5 times each night. The officer is to note any unusual instances; open garage doors, damage, water leaks, etc. Once a week a log of broken or non-functioning lights is to be documented. Supervisor to provide more specific orders for the patrol officer.

The patrol officer is assigned to close and lock the golf gate at 6:30 p.m., on nights when there is no activity going on in the Burnt Store Golf and Activity Club. If there is activity at night then the officer is to close and lock the gates after all members have left the parking lot.

Areas to be covered by the roving patrol officer include all of the streets in BSM including those inside the various gated communities. Additionally the officer is to observe conditions at the parking lots, including the golf course clubhouse, cart barn and as directed by the site supervisor and CAC.

The patrol vehicle is provided with a yellow flasher that is to be used only when the officer leaves the vehicle to investigate a suspicious incident, to approach a resident location, or check community pool areas.

The patrol officer or the Matecumbe gate officer is to open the golf gate daily at 6:00 a.m.

At the beginning of each patrol shift if the vehicle needs to be washed the officer is required to do this. The hose is at the main gate house.

A written incident report is to be made each night of all unusual or suspicious situations.

At the end of the patrol shift the vehicle is to be cleaned of all trash and left in a clean condition.

There is no eating, drinking or smoking allowed in the patrol vehicle. The officer is to take his/her breaks/lunch in the main gate house at the front counter.

SPEEDING VEHICLES:

Vehicles observed to be obviously speeding beyond the 30 mph limit or 20 mph on the Matecumbe "S" curve may be stopped and cautioned to observe the speed limits. There is to be no pursuit of speeding vehicles. BSM has a contract with Lee County Sheriff's Office to enforce traffic laws on it's streets.

LOUD PARTIES & UNRULY RENTERS:

Reports by residents of loud or late parties in residences or common pool areas (either association pools or Realmark pools) will be evaluated when there is a supervisor on site or the patrol officer is on duty. The caller should be advised to call the association manager. The residence or pool is to be visited and the people are to be advised that there have been complaints in a polite and professional manner. The revelers are to be advised that if there are further reports that it may be necessary to call the sheriff's department. If there is no supervisor on site and no patrol rover available then the caller should be advised that the security company cannot respond at this time but that the caller should call the sheriff's department as well as the property manager themselves if the situation persists. This information should be entered on the DAR on and incident report made up if necessary, with the name and address of the caller and the address of the unruly activity. The site supervisor should follow up the following day if it is an evening incident. The property manager of the location of the questionable activity should be advised.

ATV'S:

ATV's are to be regarded as unlicensed vehicles and as such are not permitted to be operated on the streets of BSM. There are no authorized areas where ATV's can be operated within BSM. ATV's must be tailored to usage areas.

RESIDENT CALLS FOR INFORMATION:

Though discouraged, residents often call the main gate for information regarding power outages, water leaks, water outages, and other information. For general information refer them to the BSM Resident Directory for procedures. The callers are to be treated courteously and politely but generally the guard of supervisor on duty will have less information than the resident. Please respond with what you know but

advise the caller that it is best for them to call the electric, water company and/or their property management company themselves so that they can give specific information regarding addresses and times. Advise the caller that there are numbers located in the front of the BSM Resident Directory for all of these services. It may be necessary to remind the resident that the potable (drinking) water is supplied by Charlotte County Utilities and not Lee County.

EMERGENCY CALLS:

For medical or fire emergencies the guard must focus on responding professionally to the caller. Determine if they have called 911, if not advise them that they should call themselves if possible since they have the specific information that the 911 service will request. When calling 911 remind them to alert dispatch that BSM is in Lee County. If the caller cannot make the call then the guard should immediately call 911 after obtaining the caller's name, address and nature of the emergency. Advise the 911 service that there is a portable defibrillator on site and will be available if necessary. After handling the resident and the 911 operator notify the site supervisor and Alliant. Enter the information on your DAR and make an incident report. Remember to maintain compliance with HIPPA requirements in cases of medical emergencies.

BOMB THREATS:

Such threats are to be treated seriously. Note the date, time, how the threat was received, (caller ID), the exact nature of the threat. Ask as many questions as you can about the location and nature of the threat and the anticipated timing of the device. Call Weiser Security Site Supervisor, Alliant, and the Community Access Committee contacts immediately after calling 911. If possible keep the caller on the line as long as you can to try to get as much information as possible.

FIRE:

Reports of fire should immediately be reported to 911 if the caller hasn't already done so. Then notify Weiser, Alliant, and the CAC contacts. Anticipate the arrival of the fire trucks and have the gate cleared for entrance as you hear them approach.

SITE SUPERVISOR:

An on-site supervisor is assigned to provide oversight, supervision of the security force personnel and to assist in the local management of the security services and issues for BSM. The site supervisor's hours are generally from 8:00 a.m. to 3 p.m., Monday through Friday. It is expected that the remainder of the standard 40 hour week will be utilized to be available and support the evening, overnight and weekend security personnel. The site supervisor may be expected to be available on call whenever there is an after hours emergency that requires a professional security evaluation or assistance.

The site supervisor will perform the necessary administrative duties and file reports as required by Weiser. Additionally the following duties and responsibilities are to be performed:

Assure that personnel are prepared and available for their assignments.

Change officer's posts periodically to have all proficient in all aspects of BSM.

Evaluate performance of security personnel to assure professional service.

Review daily activity reports (DAR) and incident reports and follow-up as necessary.

Verify daily that all computer and video systems are fully operational and functioning properly. Use the weekly summary sheet provided.

Review the log-in/log-out sheets to verify working times.

Maintain personal time log to identify routine day time hours and to further identify after hours times and

activities.

Report any gate, bar code reader or video or other malfunctions to the appropriate vendor by phone and verify by email.

Utilize owner and unit reports from Alliant to evaluate and approve bar code applications.

On designated dates and times apply bar codes to vehicles of residents whose applications have been approved.

Keep track of businesses in BSM employees on a monthly basis.

Get gas for car during the day time hours.

Make sure that the patrol officer is keeping the car in good condition.

Coordinate night time patrol assignments and timing to assure complete coverage of BSM streets several times nightly on an irregular basis.

Maintain the patrol vehicle as necessary assuring a high level of reliability. Report any service needs or malfunctions to Alliant.

Maintain working relationship with Lee County Sheriff's Department, arranging for speed control assignments as necessary.

Effectively manage the bar code & Gate Keeper data system. Keep all resident data up to date.

Coordinate security management and issues with the Community Access Committee.

Section 22 Burnt Store Marina
Community Access Committee
TLS

Approved by the BSM Board of Directors May 8, 2007

Revised on Nov. 9, 2009. Approved by BSM Board of Directors Nov. 10, 2009
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Emergency Power Outage and Hurricane Disaster Post Orders

In the event of an extended power outage, hurricane or other natural disaster incidents, the following guidelines will be the basis for responding in a manner that will provide the best level of security and protection for the residents and commercial interest within Burnt Store Marina, Section 22 Punta Gorda Isles.

This protocol has been developed and approved by the Board of Directors, Section 22 HOA, with the assistance of the Community Access Committee (CAC) and Alliant Property Management, LLC. It is based on utilizing the resources of the on-site security company and a core of resident volunteers to assist the security company during times of crisis when additional manpower is needed.

The protocol is based on the concept of maintaining control over access to the Burnt Store Marina Community and businesses when lack of power, threatening storm conditions, actual storm damage or other natural disaster conditions, resulting in damage or emergency conditions, are imminent or have occurred. Controlled access means that only those who have legitimate business concerns or are residents or owners will be permitted entrance until the crisis situation is over and regular entrance and exit procedures are re-established. This will be determined by the Community Access Committee acting on behalf of the Board and Alliant.

During emergency situations the focus of entry and egress into and out of the community will be the main gate on Burnt Store Road. In the event of an "Evacuation Order" all gates will be open to facilitate an

orderly and unrestricted exit for residents and guests. Resident volunteers may be positioned at the open gates to assist an orderly exit from the community. The main gate will serve as the control center and residents can direct questions for guidance and information to the main gate by phone since there will be power and phone service if possible.

Emergency back-up power will be provided automatically to the main gate by a propane powered generator with enough power to fully support the electrical power needs for maintaining the lights both inside and outside and along the Burnt Store Road entrance as well as the computers and electronic equipment including the computerized Gate Keeper system which maintains the current data base of residents, owners and authorized guests.

EXTENDED POWER OUTAGE:

In the event of an extended power outage, that is if the power is off within the community for 20 minutes or more and this prevents the operation of the gates and bar code monitoring systems at the commercial gate on Matecumbe Key Road, and the golf gate on Cape Cole Blvd., (both opening off Vincent Ave.), the security company guards will close the metal gates at both locations and report to the main gate to assist the officer on duty there. When this situation occurs, and it becomes necessary to implement this action, the site supervisor, Alliant and the Community Access Committee Chairman will be advised. As soon as power is restored, and is deemed to be reliable, that is, not going off and on, the guards will return to the closed gates and open them if it is within the normal operating hours.

During power outages of less than 20 minutes the golf gate will not function during this time, but the guard at the Matecumbe commercial gate will maintain control manually. This will be done by placing a traffic cone in the resident bar code lane, permitting traffic through the guest/commercial traffic lane based on vehicles having bar codes and hand writing passes for guest/commercial vehicles.

During power outages the main gate should automatically go on back-up generator power to there should not be a significant change in operation at this gate. An extended outage resulting in the closing of the commercial gate will place an extra burden on the traffic at the main gate. The guard from the commercial gate will be available to assist and to expedite authorized vehicles through the main gate during this time.

PROTOCOL FOLLOWING A HURRICANE OR OTHER NATURAL DISASTER:

A core of volunteer residents will be identified to assist the security company in the event of hurricane or any other natural disasters. They will be available to assist with preparation procedures prior to an anticipated evacuation or other support activities as needed. To support control of security and maintenance of the community following a storm, prior to the return of the security company personnel, and full security management of the community and normal operations.

In the event of hurricane damage similar to Hurricane Charley there could be significant physical damage to homes, condos, offices, businesses, marina buildings and boats. It is expected that business as usual will be disrupted and on-site business will be closed in a "recovery and repair" mode. During this time it is not expected that routine access will be granted to individuals seeking entrance to visit on-site businesses unless they have been cleared by the business.

Until it is established that commercial operations are restored the only access to the Burnt Store Marina Community will be to residents, owners, business owners or employees, boat owners or individuals who have legitimate reasons for being on the property. Individuals indicating that they are inspecting a

friend's property must have written authorization, be listed as a permanent guest, or a recently authorized guest by a resident or owner. Service and repair vehicles must have authorization from a resident or owner. There is to be no "trolling" or soliciting by vendors, repair services or salvage agents. Media must have authorization from the Board, an on-site commercial business, or a specific resident. They activities must be restricted to that specific location.

Access control can be based on specific instructions from residents, associations, businesses and marina operations by notifying the main gate or if the phone system is working by calling the Gate Keeper System at (941) 639-0334.

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