

CAPTAIN'S KEY DEPENDENT DISTRICT

Security Gate Access Procedures

- Section 1.1 Purpose and Short Title. These Procedures establish the requirements for the issuance of, and changes to, access codes, transponders, swipe cards and gate keys from the Captain's Key Dependent District ("District"). These Procedures shall be known and may be cited or referred to as the Security Gate Access Procedures.
- Section 1.2 Overview. These Procedures establish the uniform method of distributing and changing access codes, transponders, swipe cards and/or gate keys for the landowners within the Captain's Key Dependent District. They provide the conditions for applications for access codes, transponders, swipe cards and/or gate keys. They also provide a schedule of fees and charges.
- Section 1.3 Access Codes, Transponders, Swipe Cards and Gate Keys Issued to Landowners Only: Access codes, transponders, swipe cards and/or gate keys will be issued to Captain's Key landowners only. Proof of land ownership in Captain's Key may be required if this information is not available on the current Palm Beach County Property Appraiser's web site. Access codes, transponders, swipe cards and/or gate keys, and changes thereto, will not be issued to renters, venders and other potential users without the express written approval of the landowner who is directly responsible for them and their use.
- Section 1.4 Previously Issued Codes, Transponders, Swipe Cards and Gate Keys: Codes, transponders, swipe cards and gate keys that have been issued before the date of adoption of these Procedures are exempt from the provisions of Section 1.5 below. However any changes to the access codes, transponders, swipe cards and gate keys after the date of adoption of these Procedures will be subject to the provisions of Section 1.5.
- Section 1.5 Application for New or Additional Access Codes, Transponders, Swipe Cards and Gate Keys: As of the date of these Procedures, all landowners are required to fill out an application for new access codes, transponders, swipe cards and gate keys and pay the fees established herein prior to their issuance.
- Section 1.6 Changes to or Deletions of Access Codes, Transponders, Swipe Cards and Gate Keys: Only Captain's Key landowners may request changes or

deletions of access Codes, transponders, swipe cards and gate Keys. A written application to change or delete a device or code must be completed and signed by all landowners of the property in question, as listed on the current Palm Beach County Property Appraiser's web site or otherwise provided, prior to changing an access code.

Section 1.7 Non-landowner Access: The landowner(s) is responsible for notifying District Management when a non-landowner's access should be denied, subject to the prior stated provisions. Until such time, a non-landowner named on an application may replace their device without landowner consent.

Section 1.8 Additional Transponders, Swipe Cards and Gate Keys: Additional and replacement transponders, swipe cards and gate keys will be issued to landowners only upon the completion of an application and after payment of the fees and charges described in Section 1.9.

Section 1.9 Fees and Charges: The schedule of fees and charges are as follows:

Transponder	\$35.00 each
Swipe Card	\$10.00 each
Gate Key	\$15.00 each

Section 1.10 Administration: These Procedures shall be administered by District Management or its designated representative. District Management may accept signed applications to add, change, or delete a device or code via fax or scanned copy of an original, subject to the prior stated provisions.

Section 1.11 Landowner Responsibilities: Through the acceptance of access codes, transponders, swipe cards and/or gate keys, the landowner(s) acknowledge and accepts the terms and conditions of these Procedures and the responsibility for the proper use of the access codes, transponders, swipe cards and/or gate keys assigned to them. The landowner(s) further accepts the responsibility for any damage to the gate system caused by him, her and/or any other person delegated access to Captain's Key by them.

Section 1.12 Continuity of Service: Through the acceptance of access codes, transponders, swipe cards and/or gate keys from the District, the landowner(s) acknowledge that the Captain's Key Dependent District shall not be liable to the landowner(s), residents, renters, and/or designated users for failure or interruption of gate access and/or egress service.

Section 1.13 Severability: If any division, section, sub-section, paragraph, phrase, or word of these Procedures for any reason is held to be unconstitutional or invalid, such holdings shall not affect the remaining portions hereof.

Section 1.14 Effective Date and Applicability: These Procedures shall take effect upon their adoption and shall supersede all other policies of the District to the extent such policies are in conflict herewith. These Procedures shall apply to each and every landowner(s), residents, renters, and/or designated users to whom the District provides service.
