

Community Services Associates, Inc.

SEA PINES GATE ENTRY POLICY

Approved by the CSA Board: February 23, 2021



PREAMBLE

Authority: Under the 1988 Covenants, Sea Pines Gate Policy shall be enforced by Community Services Associates, Inc., (“CSA”). The Gate Policy can be amended by the CSA Board of Directors in accordance with CSA Bylaws. However, the Gate Policy as to Sea Pines Resort, LLC. (“SPR”, “Resort or “Sea Pines Resort”), as set forth in the November 1987 Assignment of Rights, shall not be changed without the consent of SPR, and increases in short-term access fees as set forth in the August 1987 Assignment of Rights, require consent of Sea Pines Center Associates, LLC. (“Sea Pines Center”).

Supersession: This Gate Policy statement, together with subsequent amendments approved by the CSA Board, supersedes all previous statements of Sea Pines Gate Entry Pass Policy, Sea Pines Vehicle Gate Entry Decal Policy and the 2001 Gate Access Agreement as amended among CSA, SPR and Sea Pines Center.

Enforcement: The Sea Pines CSA Safety and Security Department consists of the gates, pass system and patrols. The effectiveness of security depends on the viability of the security policy and the manner in which it is executed. This document establishes policy for controlling access to Sea Pines through the issuance of vehicle decals, passes and Pass Code Numbers. A record of all passes and decals issued under the Gate Policy will be subject to routine audit and any abuses of the gate entry privilege will result in appropriate warnings. If abuses continue, the gate entry privileges of the abusers will be terminated. Also, non-payment of the required annual Sea Pines property assessment (1974 Declaration of Covenants and Restrictions) will result in suspension of the property owner's guest gate entry privileges until such time that balance owed to CSA has been paid.

Exceptions/Dispute Resolution: Exceptions to the Gate Pass policies and procedures may be authorized when unusual circumstances occur. Each request for an exception will be considered by the Director of Safety, Security & Transportation or their assignee. Any dispute concerning interpretation or enforcement of these policies and procedures shall be submitted in writing to the Director of Safety, Security & Transportation for resolution. If the dispute is not resolved by the Director of Safety, Security & Transportation the complainant may request a subsequent review by the CSA President, CSA Executive Committee and then to the CSA Board.

Gate Entry Fees: These fees are levied to help defray increased costs incurred by Property Owners to provide services to casual visitors or paying customers, and residential owners or commercial entities located outside Sea Pines. These services include activities such as road maintenance, intra-plantation transportation, security, leisure trails and administration. (See Appendix A for Fee Schedule).

Amendments to this Policy:

Date	Section Change	Committee	CSA Board Approved
01/01/2017	2.1.6 (pg. 6) & Appendix A (pg. 32) – Relative Decal Fees	Gate Entry Committee	11/22/2016
01/01/2017	1.1.16 (pg. 3) – Tower Beach section removed	Gate Entry Committee	11/22/2016
01/01/2017	11.2.1 (pg. 25) & Appendix A (pg. 32) – Addition of Trailers to commercial pricing	Gate Entry Committee	11/22/2016
01/01/2017	11.2 – 11.3 (pg. 25 - 26) & Appendix A (pg. 32) – Addition of Commercial Hang Tags	Gate Entry Committee	11/22/2016
01/01/2017	Appendix A (pg. 32) - \$25 increase for Commercial Decals	Gate Entry Committee	11/22/2016
01/01/2017	11.2.1 (pg. 25) & Appendix A (pg. 32) – Decal pricing reflects number of axles on a vehicle and trailer, not number of wheels.	Gate Entry Committee	11/22/2016
03/28/17	2.1.12 (pg. 7) Dependent ID Card - age increase. Changed from 3-19yrs, to 3-25yrs.	Gate Entry Committee	03/28/2017
03/28/17	Appendix A (pg. 32) Commercial Daily Pass introduced, with a fixed rate of \$10. To be in effect from 06/01/17.	Gate Entry Committee	03/28/2017
4/24/17	Preamble (pg. ii, Enforcement, addition of the first three (3) sentences).	Gate Entry Committee	11/21/2017
4/24/17	1.1 & 1.2 (pg. 1-5) Addition: Part 1 Sea Pines Issued Passes	Gate Entry Committee	11/21/2017
4/24/17	2.1.14 (pg.7) Boat Access / Decals: updated procedure to include expired boat decals in excess of 30 days will be deposited of.	Gate Entry Committee	11/21/2017
4/24/17	2.2.3 (pg.8) House Guest Vehicles, addition of section b.	Gate Entry Committee	11/21/2017
4/24/17	3.1.1 (pg.10) Addition of Commercial Identification Code (Professional Business Code).	Gate Entry Committee	11/21/2017
4/24/17	3.1.4 (pg. 10) Delivery Vehicles verbiage replaced.	Gate Entry Committee	11/21/2017
4/24/17	3.2.1. (pg. 11) Professional Business Code entry hours updated	Gate Entry Committee	11/21/2017
4/24/17	4.1.1 (pg. 12) Updated list of persons entering Sea Pines without charge.	Gate Entry Committee	11/21/2017
4/24/17	4.2.1 (pg. 12) Sea Pines Center - policy updated.	Gate Entry Committee	11/21/2017
4/24/17	4.2.2 (pg. 13) Sea Pines Center – ‘Restrictions’ added.	Gate Entry Committee	11/21/2017
4/24/17	4.4.1 (pg. 13) updated Hilton Head Plantation policy details.	Gate Entry Committee	11/21/2017
4/24/17	4.6.1 (pg. 14) Sea Pines Country Club- updated policy details.	Gate Entry Committee	11/21/2017
4/25/17	5.1.1 (pg. 16) Condominium Boat Slips – policy edited.	Gate Entry Committee	11/21/2017
4/25/17	5.2.2 (pg. 16) Harbour Town Yacht Club – deletion of “Confidential ID Numbers”, replaced with “Professional	Gate Entry Committee	11/21/2017

	Business Code”.		
4/25/17	5.2.4 (pg. 17) Unexpected Emergency – replacing pass verbiage, with “clearance”.	Gate Entry Committee	11/21/2017
4/25/17	Deletion of: “Plantation”, when referring to Sea Pines, throughout the entire policy.	Gate Entry Committee	11/21/2017
4/25/17	7.1.2 (pg. 19) Addition of the Long Term Renters Pass Code	Gate Entry Committee	11/21/2017
4/25/17	7.2.2 (pg. 19) The number of rental / resort guest vehicle passes issued per rental property will be limited to the number of vehicles that can reasonably be parked on the property’s hardscapes to include driveways and garages. *by 03/01/18.	Joint Short Term Rental Committee / Gate Entry Committee	11/21/2017
4/25/17	7.3.1 (pg. 20) Commercial Property Owner Rentals – referencing Part 3 to provide details of the GEP privileges.	Gate Entry Committee	11/21/2017
4/25/17	11.2.3 (pg. 25) Addition of “Restrictions” for Hilton Head Area-Commercial Owners/ Operators	Gate Entry Committee	11/21/2017
4/25/17	11.3 (pg. 25) Policy & Procedures inserted for Restaurant Delivery, Commercial Cleaning & Property Management Companies Commercial Hang Tags	Gate Entry Committee	11/21/2017
4/25/17	10.1.1 (pg. 24) Hilton Head Prep Students – \$50 penalty fee introduced	Gate Entry Committee	11/21/2017
4/25/17	10.1.2 (pg. 24) Hilton Head Prep Students -Special Restrictions added	Gate Entry Committee	11/21/2017
4/25/17	10.2 (pg. 24) Addition of Hilton Head Prep Staff: policy & procedure, to include \$50 penalty fee.	Gate Entry Committee	11/21/2017
4/25/17	11.1 (pg. 25) Casual Visitors – General Restrictions edited and moved from 10.1.1 to 11.1.1).	Gate Entry Committee	11/21/2017
4/25/17	Part 12 (pg. 27-29) Replace “Non-Profit” or “Club Sport Events” with “Scheduled Events”.	Gate Entry Committee	11/21/2017
4/25/17	12.1.3 (pg. 27) Replace “Special Sporting Events” with “Annual Heritage Golf Tournament”.	Gate Entry Committee	11/21/2017
4/25/17	12.1.2 (pg. 27) Deletion: “CSA can arrange a trolley within 48hrs notice.”	Gate Entry Committee	11/21/2017
4/25/17	12.3 (pg. 27) Addition of: “Prohibited Events”.	Gate Entry Committee	11/21/2017
4/25/17	13.1.2 (pg. 30) Hilton Head Post Offices – physical addresses stated.	Gate Entry Committee	11/21/2017
4/25/17	13.2.1 (pg.30) Policy updated regarding the Six Oaks Cemetery Access	Gate Entry Committee	11/21/2017
4/25/17	13.2.2 (pg. 30) Insertion of “Vehicle Insurance”	Gate Entry Committee	11/21/2017
4/25/17	13.3.1 & 13.3.2 (pg. 30) Replace “pass” with “clearance”.	Gate Entry Committee	11/21/2017
4/25/17	Appendix A (pg. 32) Replace “Pelican Pass” with “Preferred Pass”.	Gate Entry Committee	11/21/2017
4/25/17	Appendix A (pg.32) Insertion of “Boat Decal” & “HH Prep Student / Employee violation fee.”	Gate Entry Committee	11/21/2017
4/25/17	Appendix A (pg.32) Removal of “Employee Tenant” rates & moved to Appendix E.	Gate Entry Committee	11/21/2017
4/25/17	7.3.2 & 7.4.1 (pg. 20) Replaced verbiage: “Appendix A” with “Appendix E”	Gate Entry Committee	11/21/2017
4/25/17	Insertion of “Reference Tables” (pg. 37 – 39).	Gate Entry Committee	11/21/2017

4/26/17	2.1.3 (pg. 6) Corporation Owned Properties – policy reworded.	Gate Entry Committee	11/21/2017
4/26/17	5.1.2 & 5.1.3 (pg.16) Inserted: “Property Owner Decals are not available to Equity Owners & Timeshare Owners.”	Gate Entry Committee	11/21/2017
4/26/17	6.1.1 (pg. 18) Clarification that Preferred Passes can only be sold to Hilton Head Residents that “own” property, not rent.	Gate Entry Committee	11/21/2017
4/26/17	8.2.2 (pg. 21) Long Term Rentals – referring to section 7.1 of this policy.	Gate Entry Committee	11/21/2017
4/26/17	8.2.3 (pg. 21) Insertion for Short Term Rentals – referring to 7.2 of this policy.	Gate Entry Committee	11/21/2017
5/4/17	Appendix A (pg.32) Inserted: new weekly gate pass fee (\$40) for commercial vehicles. This is a fixed fee, with or without trailers.	Gate Entry Committee	11/21/2017
5/4/17	9.1 & 9.2 (pg. 22) Changed hours of access for both Non-Resident Decals and Preferred Pass from 7am – 1pm to 24hr access.	Gate Entry Committee	11/21/2017
5/4/17	5.1.1 (pg. 16) The limit of property owner decals changed from 2 to 8 for Harbour Town Boat Slip Owners. (Updated to 4 decals on 10/23/17)	Gate Entry Committee	11/21/2017
5/4/17	3.1.6 (pg. 10), 3.2.1 (pg. 11), 7.4.1 (pg. 20) Removal of: 360 client pass restriction for professional clients.	Gate Entry Committee	11/21/2017
8/17/17	Preamble (pii) Gate Entry Fees: addition of “leisure trails”.	Gate Entry Committee Workshop	11/21/2017
8/17/17	1.2.1 (p1) Added verbiage “or as needed periodically” regarding renewing property owner decals.	Gate Entry Committee Workshop	11/21/2017
8/17/17	1.2.1 (p1) Added verbiage: “Revoked decals are non-refundable”	Gate Entry Committee Workshop	11/21/2017
8/17/17	1.2.5 (p3) Updated entry hours for domestic pass to: 24hrs, 7 days a week	Gate Entry Committee Workshop	11/21/2017
8/17/17	1.2.3 (p2) Long-term renters can approve up to 4 occupants that are not listed on the lease, to obtain a LTR decal	Gate Entry Committee Workshop	11/21/2017
8/17/17	1.2.6 (p3) Added: Holiday restrictions do not apply to pool companies, housekeeping companies and deliveries to commercial entities.	Gate Entry Committee Workshop	11/21/2017
8/17/17	1.2.6 (p3) “Hangtag” added as one of the options for passes that must be displayed by commercial vehicles.	Gate Entry Committee Workshop	11/21/2017
8/17/17	1.2.6 (p4) Removed: the need for company vehicles to display company name and contact number.	Gate Entry Committee Workshop	11/21/2017
8/17/17	1.2.6 (p4) Added: “Neighborhood sites are not for use by commercial companies”, regarding dumping of debris	Gate Entry Committee Workshop	11/21/2017
8/17/17	1.2.6 (p4) Added: “Golf course” as listed areas swimming pool water cannot be discharged directly to.	Gate Entry Committee Workshop	11/21/2017
8/17/17	1.2.9 (p5) Additions to exempt gate fee list: “School buses” & “at the discretion of the Director of Safety, Security &	Gate Entry Committee	11/21/2017

	Transportation”.	Workshop	
8/17/17	2.1.15 (p8) & 2.2.9 (p9) Removed: Handicap Vehicle Access verbiage.	Gate Entry Committee Workshop	11/21/2017
8/17/17	2.2.1 (p8) Office hours updated: from 8am – 5pm to 7.30am – 4:30pm	Gate Entry Committee Workshop	11/21/2017
8/17/17	2.1.1 (p.6) & 2.2.1 (p8) Updated: household guest to only receive GEP and not annual decal.	Gate Entry Committee Workshop	11/21/2017
8/17/17	Part 4 (p12) Definition: verbiage added “based on the 1987 Assignment of Rights covered in the covenants”.	Gate Entry Committee Workshop	11/21/2017
8/17/17	4.2.3 (p13) Required check in hours at the gate, changed from “between midnight and 5:30pm” to “during 1am – 6am” for Sea Pines Center employee passes.	Gate Entry Committee Workshop	11/21/2017
8/17/17	4.3 (p13) Added section: “Commercial Property Owners (Tennis)”	Gate Entry Committee Workshop	11/21/2017
8/17/17	4.4.1 (p13) & 4.6.1 (p14) & 9.1.3 (p23) & 11.1.1 (p25) Added: “beach access” to restricted areas of access.	Gate Entry Committee Workshop	11/21/2017
8/17/17	4.8.1 (p14) Added: “South Carolina Real Estate Commission” & “MLS” as authorized Hilton Head Real Estate members.	Gate Entry Committee Workshop	11/21/2017
8/17/17	6.1.1 (p18) Added: “ID cards will be issued by CSA Security Administration as required” for former Sea Pines owners that reside at Seabrook, Tide Pointe and Cypress,	Gate Entry Committee Workshop	11/21/2017
8/17/17	11.2.1 (p25) Added verbiage: “special exceptions to be made by security staff”	Gate Entry Committee Workshop	11/21/2017
8/17/17	11.1.1 (p25) Added “Watercraft, jet-ski and ski-doo are permitted entry into Sea Pines when travelling directly to South Beach Marina and Harbour Town Marina only”.	Gate Entry Committee Workshop	11/21/2017
8/17/17	12.1.1 (p27) Updated: sponsored events to be pre-approved by the Director of Safety, Security & Transportation. Removed: “CSA Board”.	Gate Entry Committee Workshop	11/21/2017
8/17/17	13.5.1 (p30) Added: Decals issued to members of the clergy at the discretion of the Director of Safety, Security & Transportation.	Gate Entry Committee Workshop	11/21/2017
10/19/17	9.1 & 9.2 (p23) Defined persons authorized to apply for a Preferred Pass and Non-Resident Decal.	Gate Entry Committee	11/21/2017
10/19/17	12.1 (p27) Definition of “Special Event” added to section.	Gate Entry Committee	11/21/2017
10/19/17	Part 12 (p27 -28) Deleted: ‘Policy for Scheduled Non Profit or Club Sport Events Sponsored by an Outside Entity’ and added: ‘Heritage Golf Tournament Procedures’.	Gate Entry Committee	11/21/2017
10/23/17	Preamble (pii) Authority- Deleted: “or by CSA Members through a Referendum”.	Gate Entry Workshop	11/21/2017
10/23/17	Preamble (pii) Exceptions / Dispute Resolution: deleted “CSA staff on a case by case basis”, and replaced with: “Director of Safety, Security & Transportation or their assignee”.	Gate Entry Committee Workshop	11/21/2017

10/23/17	1.2.2 (p2), 2.1.1 – 2.1.3 (p6), 5.1.1 (p16) The number of Property Owner Decals issued complimentary, changed from 8 to 4. A maximum of 4 additional decals can be issued upon request (8 maximum) if approved by CSA Administration Office.	Gate Entry Workshop	11/21/2017
10/23/17	2.2.8 (p8) Boat Decals: information clarified regarding property owner boats stored at the Forest Preserve.	Gate Entry Workshop	11/21/2017
10/23/17	2.1.13 (p7) Added: Highway capable electric cars, licensed for use in the United States are authorized on Sea Pines roadways.	Gate Entry Workshop	11/21/2017
10/23/17	2.2.7 (p8) Deleted “Special Pass”. The Director of Safety, Security and Transportation (or their assignee) must be contacted for requests to enter Sea Pines with a restricted vehicle.	Gate Entry Workshop	11/21/2017
11/9/17	1.2.7 (p4) Deletion: “Signed acknowledgment form to ensure their employee(s) have a valid driver’s license, current vehicle registration & insurance”. Addition to section ‘b’: “State law”.	Gate Entry Committee	11/21/2017
3/8/18	2.1.2 (p6) Trust / LLC with husband / wife ownership may be issued up to four (4) property owner decals. Dependent ID cards and relative decals can be issued.	Gate Entry Committee	03/27/2018
3/8/18	1.2.2 e. (p2) Property owners who are delinquent in the payment of CSA assessments will not be issued a Property Owner Decal or Property Owner ID Card and the property owner’s pass code will be suspended.	Gate Entry Committee	03/27/2018
3/8/18	1.2.1 d. (p1) Addition: Driver licenses that state: “International Driver’s License” are not permitted and cannot be accepted in substitute of a valid national driver’s license.	Gate Entry Committee	03/27/2018
3/27/18	Appendix C (p34) Commercial Bicycle Rental Companies – change in policy: to require each bicycle entering Sea Pines to be charged a \$1 fee instead of charging for only the number of bicycles being delivered within Sea Pines	Gate Entry Committee	3/27/2018
5/07/18	Appendix A (p32) Casual Daily Visitor Pass (2 axle vehicle) fee increase from \$6 to \$8. Effective August 1, 2018.	N/A	07/05/2018
8/30/18	4.5 (p13) Marriott Grande Ocean Resort policy update to reflect the MORI Non-Exclusive Easement and Conveyance of Rights	Gate Entry Committee	09/25/2018
8/30/18	Appendix A (p32) Weekly Rental Pass available for purchase at the CSA entrance gate (\$20 fee). This pass is effective from April 30, 2018 and can only be purchased by Sea Pines guests renting short-term.	Gate Entry Committee	09/25/2018
8/30/18	Part 7 (p19 – 20) & Part 8 (p21 – 22) Short Term Rental pass procedure update for Rental Property Owners and Rental Management Companies (effective April 30, 2018).	Gate Entry Committee	09/25/2018
8/30/18	3.1.5 (p10) Retail Customers – Sea Pines commercial tenants that contribute to the Community Fund are authorized to schedule up to 250 complimentary customer passes per calendar year via a ‘C-Code’.	Gate Entry Committee	09/25/2018
8/30/18	10.2 (p24) Hilton Head Prep staff may purchase additional ‘HH Prep Employee’ decals (decal fee to reflect the ‘at cost’ amount CSA were charged).	Gate Entry Committee	09/25/2018

8/30/18	1.2.2 (p2) Rental Code may be suspended if the property owner is delinquent in the payment of CSA assessment fee.	Gate Entry Committee	09/25/2018
8/30/18	Appendix A (p32) & Part 11 (p25) Casual Daily Visitor Pass - 2 axle vehicle – with single or double axle trailer, fixed rate of \$12	Gate Entry Committee	09/25/2018
10/25/18	1.2.6 d. (p4) Commercial vehicles are required to display prominently the commercial vendor’s name and telephone number on the side of vehicles.	Gate Entry Committee	11/16/2018
02/14/19	Appendix A (p32) Weekly Rental Pass fee increase of \$2, during March 23 – September 2, 2019 to fund the Beach Shuttle. The Beach Shuttle will be in operation during March 23, 2019 – September 2, 2019. This operation is being conducted on a one-season trial basis.	Gate Entry Committee / Joint Short Term Rental Committee	03/26/2019
03/01/19	1.2.9 (p5) Exempt Fees: the addition of Amazon Service Delivery Vehicles	Gate Entry Committee	03/26/2019
05/30/19	2.1.13 (p7) Businesses located in Sea Pines are permitted to utilize golf carts / low-speed vehicles within Sea Pines at the authorization of CSA.	Gate Entry Committee	9/24/2019
05/30/19	2.1.12 (p7) Property Owner ID card policy update: The photo I.D. card can be renewed at any time, as long as the current ID card is returned to CSA. If the original ID card cannot be returned ID card renewals should take place the month before the expiration date or anytime thereafter.	Gate Entry Committee	9/24/2019
05/30/19	Appendix F (p37) Rights of Sea Pines Resort, LLC. Guests and Related Parties.	Gate Entry Committee	9/24/2019
05/30/19	Preamble, Authority (pii) Correction to the following names: Sea Pines Resort, LLC , Sea Pines Center Associates, LLC and Community Services Associates, Inc.	Gate Entry Committee	9/24/2019
10/31/19	Appendix A (p32) \$12 Daily Visitor Gate Pass with trailer removed from policy.	Gate Entry Committee	11/19/19
2/4/2020	Appendix A (p32) Weekly Rental Pass fee increase of \$2, during April 3, 2020 – September 7, 2020.	Gate Entry Committee	2/4/2020
10/31/2019	Appendix A (p32) Casual Daily Visitor Pass (2 axle vehicle) fee increase from \$8 to \$9. Effective August 1, 2020.	Gate Entry Committee	11/19/2019
09/17/2020	9.1.1 (p23) Hilton Head Island Residential Property Owners include those that pay Hilton Head Island property taxes and own an RV site on Hilton Head Island at an RV Motorcoach Resort.	Gate Entry Committee	09/29/2020
8/26/2020	10.1.1 (p24) & Appendix A (p32) Hilton Head Prep students may purchase additional ‘HH Prep Student’ decals (\$6 fee)	Gate Entry Committee	09/29/2020
08/26/2020	10.2.1 (p24), 3.1.2 (p10) & Appendix A (p32) Permit all businesses located in Sea Pines, full time staff, to receive the first Employee Decal complimentary for each staff member and all additional Employee Decals to be available for a fee (\$6 each). The vehicle registration must state the full time employee’s name	Gate Entry Committee	09/29/2020
10/05/2020	2.1.2 (p6) Amendment to multi-owner policy, to state the following: “Properties with multiple owners, e.g. LLC’s, trusts whose names are specifically listed on these legal	Gate Entry Committee	11/17/2020

	documents are considered RPOs and will be limited to one (1) property owner decal and property owner photo ID card each, not to exceed fourteen (14) owners/members. If LLC or Trust consist of husband/wife ownership – issue up to four (4) Property Owner decals total. Dependent ID cards and relative decals may be issued		
02/09/2021 & 02/18/2021	Appendix A (p32) Weekly Rental Pass fee increase of \$2, during March 22, 2021 – September 6, 2021.	Short Term Rental Committee & Gate Entry Committee	02/23/2021

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PART 1

SEA PINES ISSUED PASSES

Section 1.1 Policy

1.1.1 General: Decals provide property owners and other authorized personnel efficient access to Sea Pines. They identify ownership of vehicles through a decal numbering system, therefore assisting the Security Operations in their mission by readily identifying authorized vehicles. Decals also assist with facilitating transit through security gates.

Section 1.2 Procedure

1.2.1 General:

a) All decals will be issued with a serial number for a specific vehicle. The Security Administration 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 every two (2-3) years or as needed periodically. With the exception of the 2yr Preferred Pass, all other decals issued by The Security Administration Office are changed annually.

c) All decals must be permanently affixed to the outside of the vehicle in a manner that does not obstruct the drivers view. Unless prohibited by law or where decals may be obstructive to Original Equipment Manufacturer (OEM) accessories (i.e., headlight activation switches), the decals should be affixed to the middle of the vehicle's windshield, directly above the rearview mirror. If this location is not an option due to circumstances previously described, or where another mandatory decal (i.e., state required decal, property owner decal, etc.) may prevent such placement, the decal should be affixed to a location on the windshield along the driver's side of the vehicle and where it is not obstructive to the drivers view. Decal(s) shall not be transferred from one vehicle to another or from one person to another. All decals shall be removed from the vehicle's windshield prior to any transfer or sale of the vehicle and the seller or transferor shall notify Sea Pines Security Administration of the change in ownership of the vehicle and return the decal to the Security Administration Office within fourteen (14) days of the sale or transfer.

d) A Driver's License (identifying the individual), proof of vehicle insurance and current vehicle registration must be presented when a decal is issued. Driver licenses that state: "International Driver's License" are not permitted and cannot be accepted in substitute of a valid national driver's license. Decals will be issued only for vehicles registered in the authorized driver's name. Those who drive a company owned car must provide written verification from the company stating that they are the sole driver of the company-owned vehicle.

e) Decals will not be issued to rental cars.

f) The CSA Board of Directors may establish a fee for each class of decals and passes outlined in this policy. Please see decal & pass eligibility tables (Appendix A) located at the end of this document, which includes definitions and requirements.

g) CSA Security may suspend or revoke any decal(s) due to the failure of the person issued the decal(s) to honor or abide by Sea Pines policies, procedures, rules or regulations. Revoked decals are non-refundable.

1.2.2 Sea Pines Property Owner Decal:

- a)** Vehicles showing Sea Pines property owner decals are permitted access at either Greenwood or Ocean Gate 24hrs a day.
- b)** Property owners (Single Family Ownership) may be issued a decal for each vehicle they own and drive (maximum 4), at no charge. Requests for more than 4 decals must be made in writing to the Security Administration Office specifically identifying why additional decals are needed. A maximum of 4 additional decals (8 total) may be issued if approved. Proof of ownership for each additional decal will be required, as described in Section 2.1.1. All decals shall be removed from the vehicle's windshield prior to any transfer or sale of the vehicle and the seller or transferor shall notify Sea Pines Security Administration of the change in ownership of the vehicle and return the decal to the CSA office within fourteen (14) days of the sale or transfer.
- c)** Property Owner Decals will not be issued for work automobiles, unless it is the principal vehicle used by the property owner and is only driven by the property owner. This vehicle will not display any advertising or signage while in Sea Pines between the hours of 7:00 PM- 7:00 AM. 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.
- d)** Immediate family members of property owners (as stated in section 2.1.6), who are fulltime residents with the property owner, who own a car that is registered in their name, may be issued a decal (Relative) for that car. If the vehicle is owned and registered in the property owner's name, the immediate family member can be issued a Property Owner Decal. The property owner must submit a statement to the Security Administration Office verifying the family relationship and the full-time residency. Immediate family members of the property owner, who reside with the property owner on a temporary basis and immediate family members who do not reside in Sea Pines, are eligible for a Relative decal. A maximum of one (1) Relative Decal may be purchased for each immediate family member (see Appendix A for Relative Decal fees). The property owner must accompany the relative to the CSA Security Administration Office, or sign an affidavit when applying for a Relative decal.
- e)** Property owners who are delinquent in the payment of CSA assessments will not be issued a Property Owner Decal or Property Owner ID Card and the property owner's pass code will be suspended. If the property owner rents their property short-term, the rental code will be suspended. Successive 14-day passes will be issued for the property owner(s) to go to and from their property.

1.2.3 Long-Term (Six months or more) Renter Decal:

- a)** Long-term renters with a lease, designating length of residency, can obtain a decal for a fee. These are limited to four (4) per property.
- b)** The decal will expire on the month that the lease expires (not to exceed one year).
- c)** A copy of the lease, driver's license (identifying the individual), and proof of vehicle insurance and current vehicle registration must be presented when a decal is issued. The lessee can approve up to four (4) occupants that are not listed on the lease, to obtain a long-term renter's decal.

1.2.4 Employee Decal:

Employee decals will be issued to the following personnel:

- a) All eligible full time employees of CSA and other commercial properties operating businesses physically located within Sea Pines, as determined by CSA Security Administration.
- b) When the employment of a decal holder is terminated, the decal number will be reported to CSA Security Administration with a notice of the employee's termination.
- c) Trucks and other marked vehicles owned by CSA or Sea Pines Resort will be permitted to access the property without an issued decal. However, vehicles must be clearly marked with the official name of the entity. Application will be made by the department head, which will be annotated to indicate company-owned vehicle.

1.2.5 Domestic Help Courtesy Pass:

- a) Domestic help is defined as someone who provides inside cleaning of a home. Often referred to as housekeeping, domestic help may be engaged in activities such as cooking, ironing, cleaning laundry, home health care medical assistance etc. It does not include services such as lawn care, plumbing, home remodeling, pool servicing, HVAC servicing, delivery of goods, or other similar services.
- b) Property owners are permitted to receive a courtesy domestic pass only if their domestic help performs this service exclusively for one property within Sea Pines.
- c) If the domestic help performs this activity for more than one property in Sea Pines, they must purchase a daily or weekly commercial pass (see section 1.2.2), commercial hang tag (see section 1.2.7) or commercial decal (see section 1.2.6).
- c) Domestic helpers employed by businesses that provide home services for profit are not eligible for a courtesy pass. They must purchase a commercial pass or decal.
- d) Property owners must submit a statement to Sea Pines Security Administration requesting a courtesy domestic pass. Only the person named on the application will be granted the pass. Applications/Statements will generally be reviewed within 5 business days and notification of approval/denial will be made to the property owner via telephone, mail, email, fax, or a combination of these delivery methods.
- e) Applications are valid for one calendar year and must be resubmitted by January 15th, each year. Failure to do so may result in the domestic helper being denied access.
- f) Courtesy domestic passes are valid 7 days a week, 24 hours a day.

1.2.6 Commercial Vendor Decal:

Commercial vendors and their employees must honor and abide by the Sea Pines policies, procedures, rules and regulations:

- a) Vehicles with commercial decals are permitted in Sea Pines only during the following days and times: Monday-Saturday 7:00 AM to 7:00 PM. Exceptions to this are made when exigent circumstances exist and must be approved by Sea Pines Security Operations.
- b) Vehicles with commercial decals or commercial passes are not permitted in Sea Pines on the following days: Sundays, Thanksgiving Day, Christmas Eve, New Year's Day, Easter, Memorial Day, Fourth of July and Labor Day. This restriction does not apply to pool companies, housekeeping

companies and deliveries to commercial entities.

- c) All commercial vehicles must display a commercial pass, commercial decal or hangtag while on the property.
- d) All commercial vehicles conducting business in Sea Pines are required to display prominently the commercial vendor's name and telephone number(s) on each side of the vehicle. The lettering may be applied with paint, vinyl lettering or by magnetic material and all lettering and numbering must be at least two (2) inches high. This does not include Real Estate and other professionals stated by the Director of Security.
- e) Property owner guest passes are NOT valid for commercial vehicle entry.
- f) All decals must be permanently affixed to the windshield of the assigned vehicle and in a manner that does not block the driver's clear view of the roadway.
- g) All daily passes must be placed on the dashboard of the vehicle and in clear view for officers to see at all times.
- h) All landscape and yard maintenance companies are responsible for removing yard debris from the areas they provide service.
- i) Debris is not permitted on the vehicles when entering the gates. When exiting, all debris must be covered. Dumping debris removed from within Sea Pines is permitted at the CSA Debris Recycling Facility (1 Pit Road) only. Neighborhood sites are not for use by commercial companies.
- j) Swimming pool water cannot be discharged directly into, or within 20 feet of a lagoon, lake or golf course. Contractors are required to report any pool piping that forces a violation of this regulation by calling the CSA Security Dispatch at (843) 671-7170. Violations can result in a fine and suspension of work privileges within Sea Pines.
- k) Drivers of commercial vehicles must obey the posted speed limits and must drive safely at all times, abiding by all of Sea Pines rules and regulations, county/town ordinances, state and federal laws. Violations could result in warnings, suspensions, fines and termination of gate access privileges.

1.2.7 Restaurant Delivery /Commercial Cleaning / Property Management Companies (Hangtag):

Due to the amount of turnover that is often experienced with these companies, a commercial hang tag is available for purchase in lieu of purchasing a commercial decal. Fees will be no less than the current rate of a commercial decal. Please consult with the Security Administration Office for details. These tags can be utilized and interchanged between vehicles. Companies must submit a special application to the Security Administration Office for these hanging tags, clearly identifying how they will be utilized. Upon approval of the application, each company must provide a list of all employees who will utilize the hanging tags including:

- a) Name of employee(s)
- b) Signed Commercial Hang Tag Access Form, stating the company purchasing the hang tag will comply with all State law rules and regulations of utilizing the hang tag.

Companies must provide an up-to-date list of all employees throughout the term of the year that may use the pass and who may be a passenger within the vehicle. Only authorized persons will be allowed on the

property. Upon entry onto the property, officers may request the driver to produce his/her driver's license. Additionally, they may request that each passenger provide a valid identification card. These will be compared to the list provided by the employer. Those that do not have proper identification on their person and/or are not listed on the documents provided by the employer will not be allowed access onto the property. Unauthorized persons may also be issued a criminal trespass warning or citation. Failure to abide by these rules may result in suspension or revocation of the company's privileges.

1.2.8 Public Transportation:

- a) Public Transportation, i.e. taxi companies and any other forms of transportation that charge set fares and are available to the public, are required to purchase an Annual Commercial Decal or a Commercial Gate Pass for entry into Sea Pines (See Appendix A for decal and pass fees).
- b) UBER: entry into Sea Pines is valid via a contractual agreement with CSA (See Appendix A for UBER vehicle access fees).
- c) Entry into Sea Pines is available 24hrs for Public Transportation companies. Entry between the hours of 7pm – 7am will be recorded by the gate officer.
- d) Exception: when a Sea Pines Residential Property Owner (RPO) is transported into Sea Pines and displays their Property Owner ID at the gate, the company transporting the Property Owner into Sea Pines will not be charged a gate fee.

1.2.9 Exempt Fees:

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

- 1) Newspaper delivery personnel;
- 2) US Postal Service;
- 3) Federal Express, Airborne, UPS, DHL, Amazon etc.
- 4) Utility companies;
- 5) Charities (Goodwill, Salvation Army, etc.) marked vehicles;
- 6) School buses; and
- 7) At the discretion of the Director of Safety, Security & Transportation.

PART 2
RESIDENTIAL PROPERTY OWNERS (RPO)

Definition: Includes owners of Family Dwelling Units (residential dwellings, condominium/villa units) and Residential Lots (undeveloped, platted and recorded lots) located within Sea Pines. A residential property owner may be defined as those identified on the deed. *

Section 2.1 Policy

- 2.1.1 Single Owner Properties:** All RPOs, as named on the deed* will be issued multi-year decals without charge for personal vehicles (owned, leased, or business-provided vehicles) that operate out of the owner's residence. Not to exceed four (4) Property Owner Decals. All other household members living with the RPO for a period exceeding three months can be issued a Guest Entry Pass (GEP) upon certification of their status by the RPO with the CSA Security Department.
- 2.1.2 Multiple Owner Properties:** Properties with multiple owners, e.g. LLC's, trusts whose names are specifically listed on these legal documents are considered RPOs and will be limited to one (1) property owner decal and property owner photo ID card each, not to exceed fourteen (14) owners/members. If LLC or Trust consist of husband/wife ownership – issue up to four (4) Property Owner decals total. Dependent ID cards and relative decals may be issued.
- 2.1.3 Corporation Owned Properties:** Properties owned by Corporations will be limited to a total of four (4) property owner decals, per property and issued to a maximum of four (4) designated / documented officers or owners of that corporation. One (1) ID card can be issued per designated / documented officer or owner of that corporation Documentation to that effect will be provided to and kept on file at the Security Administration Office.
- 2.1.4 RPO with Dealer Tags:** Property owners that have a vehicle with "Dealer Tags" are limited to two (2) decals. Any replacement decals must be accompanied with the old decal or its parts.
- 2.1.5 Temporary Personal Vehicles:** For whatever reason, RPOs, their spouses and other household individuals living with the RPO for a period exceeding three months, are entitled to secure a GEP at no charge for a temporary vehicle while in use.
- 2.1.6 Family Member Vehicles:** Immediate family members will be issued an annual "Relative Decal" upon certification of their status by the RPO. These decals are limited to one (1) decal per family member, at a rate of \$6 per Relative Decal. Immediate family members apply to: a son, daughter, grandson, granddaughter, father, mother, grandfather, grandmother, sister or brother.
- 2.1.7 House Guest Vehicles:** All RPOs, their spouses, and other household members living with the RPO for a period exceeding three months, are entitled to request gate passes without charge for each guest's vehicle and are renewable upon request. Other household members will only be given access to the RPO's Property Owner Code Number when their status is certified by the RPO and their primary residence is within Sea Pines.
- 2.1.8 House Guest Bicycles:** All RPOs, their spouses, and others living with the RPO for a period exceeding three months, are entitled to request a free gate pass for each guest bicycle, valid for the duration printed on the pass.

2.1.9 Special Event Guest Vehicles: See Part 12 Sponsors of Scheduled Events.

2.1.10 Home Services and Delivery Vehicles: All RPOs their spouses and others living with the RPO for a (* Revised November 29, 2011) period exceeding three months are entitled to request free gate access for commercial delivery to and from their residence or specific point of delivery. These commercial passes are for occasional use and are not available to businesses or individuals that conduct business, sell merchandise, provide regular scheduled services, make regular deliveries inside Sea Pines, or are located within Beaufort or Jasper Counties, South Carolina. *

2.1.11 Emergency Services: All RPOs their spouses and other persons living with the RPO for a period of three months who are experiencing emergency home, auto or other repair needs can request afterhours access for service vehicles that can address and fix the problem. If these vehicles do not have a commercial decal they will have to pay the applicable entry fee at the Greenwood Gate at the time of entry (24/7). The daily entry fees are listed in Appendix A.

2.1.12 Property Owner Photo ID Card: RPOs will be issued one (1) free property owner photo I.D. card that can be used to gain entry into Sea Pines, and receive property owner discounts (See www.seapinesliving.com for a complete list) and access some of Sea Pines amenities. The photo I.D. card can be renewed at any time, as long as the current ID card is returned to CSA. If the original ID card cannot be returned, ID card renewals should take place the month before the expiration date or anytime thereafter.

A one-time lost/stolen replacement card may be reissued to a property owner free of charge only after an affidavit of loss/stolen is completed. Any further replacements of the card will be charged a fee of \$10.00 and is at the discretion of the Director of Safety, Security & Transportation.

Only the son or daughter of a property owner may be issued one (1) dependent I.D. card free of charge. For this purpose, the term son/daughter will be issued only from the ages of three (3) to twenty five (25) years of age. A dependent I.D. card will not be issued when the 26th birthday will be realized within six (6) months.

2.1.13 Recreational Vehicles, Motorcycles, U-Haul Type Vehicles: These types of vehicles or vehicles with living and sleeping facilities, or water and electrical power hookups have restricted entry into Sea Pines. Residential Property Owners are authorized to store boats, trailers, motorcycles, “U-Haul type” vehicles, campers etc. only in an enclosed garage. At no time may any type of motorcycle, dune buggy, electric cart, golf cart, low-speed vehicle, moped or motor assisted bicycle or conveyances of any type be operated on any road or access way within the confines of Sea Pines. Such conveyances must be transported to the designated garage via trailer or truck. Recreational vehicles may obtain authorized entry into Sea Pines for four hours to load or unload only.

Exceptions to this policy:

- Highway capable electric cars, licensed for use in the United States are authorized on Sea Pines roadways.
- Businesses located in Sea Pines are permitted to utilize golf carts / low-speed vehicles at the authorization of CSA, to transport between facilities within Sea Pines.

2.1.14 Boat Access / Decals: All boats used or stored within the Sea Pines Forest Preserve shall bear a property owner decal issued by the CSA Security Administration Office. Boat decal fees are listed in Appendix A. All boats stored at Fisherman’s Point (Lake Mary) must be registered with CSA Security

Administration prior to storing the boat. Boats with expired decals are assumed to be abandoned and will be removed by CSA. Boats that remain in CSA storage with expired decals in excess of 30 days will be disposed of at whatever means necessary.

Boats stored at Fisherman's Point are restricted to RPO only. There are no size restrictions for boats stored in the Forest Preserve, however, boats cannot be stored on trailers. Only boats with electric motors are authorized, however, canoes and kayaks are allowed. All boats must be stored on the onsite tiered or individual racks. All boats must be secured with a lock and chain and the boat decal must be renewed annually.

All RPO boats not stored at the Forest Preserve must be stored in a garage and must be transported to the designated garage via trailer or truck.

Section 2.2 Procedures

2.2.1 Single Owner Properties: RPOs, showing proof of ownership, can secure decals from the CSA Security Administration Office between the hours of 7:30 AM and 4:30 PM Monday through Friday. A driver's license, current vehicle registration, vehicle insurance and proof of home ownership are required. Upon certification by the RPO that a household member is living with the RPO for a period exceeding three months, the long-term household member can secure a Guest Entry Pass. RPO decals are to be affixed on the vehicle's windshield as directed by the CSA Security Administrative Office. If the spouse of the RPO is not listed on the deed, proof of marriage would have to be provided (marriage certificate or top portion of 1040) to be issued a Property Owner Decal. The RPO's Significant Other must provide current driver's license, vehicle registration and vehicle insurance that is registered to the Sea Pines Property address of the RPO, to be issued a Relative Decal at a cost (fee's listed in Appendix A).

2.2.2 Temporary Personal Vehicles: The Owner, their spouse and others living with the RPO for periods exceeding three months will be issued a temporary Guest Entry Pass (GEP) upon the approval of the Residential Property Owner.

2.2.3 House Guest Vehicles

a) RPO should contact the Security Administrative Office for their Guest Pass Code number. This number is to be used by the RPO, their spouses and other persons living with the RPO for a period exceeding three months when requesting a guest pass from security and shall not be shared with unauthorized parties.

b) The RPO will need to sign the Sea Pines Property Owner Gate Entry Access Rights and Restrictions Form, confirming they will comply with the procedures and guidelines stated on the form when utilizing the Guest Pass Code.

c) The guest pass can be picked up at the Gate Pass Office drive-through located at the rear of the Sea Pines Resort Welcome Center.

2.2.4 House Guest Bicycles: Same as paragraph 2.2.3 above.

2.2.5 Special Event Guest Vehicles: See Part 12 Sponsors of Scheduled Events.

2.2.6 Home Delivery Vehicles: The Security Dispatch Office must be contacted to authorize gate clearance for home delivery vehicles.

2.2.7 Recreational Vehicles, Motorcycles, Boats, U-Haul Type Vehicles: Those requesting to enter Sea

Pines with a restricted vehicle must contact the Director of Safety, Security & Transportation or their assignee. Dependent on the circumstance, requests may be approved or denied.

2.2.8 Boat Decals: Residential Property Owners and Tenants of Residential Property Owners may store their boat(s) at the Forest Preserve, once a boat decal has been purchased for each boat. Annual boat decals are purchased from the Security Administration Office, each year. If the property owner's boat is replaced during the current boat decal year, the original decal must be returned to the Security Administration Office in order to issue a new boat decal, at the replacement fee rate. Full price will be charged for those that do not bring the original decal to the office. Boat decal fees are listed in Appendix A. All boat decal revenue benefits the Forest Preserve.

2.2.9 Emergency Services: RPO should contact Sea Pines Security Dispatch Office, at 843-671-7170 and identify the service called, supply the location where help is needed, (home, auto or other) and make certain the driver can be specific about his destination. Vendors are required to have commercial decals or the applicable daily fee must be paid at time of entry. Current fees are listed in Appendix A.

PART 3

COMMERCIAL PROPERTY OWNERS (CPO)

Definition: Includes owners of business lands located within Sea Pines, which were purchased from Sea Pines Resort or its predecessors and pay an annual contribution into the general fund.

Section 3.1 Policy

3.1.1 Commercial Identification Code (Professional Business Code): The Commercial Property Owner (CPO) will be issued a Confidential CPO ID Code to be used in requesting a Business GEP for employees. Each Owner must provide to Sea Pines Security a current list of managers (limited to 5) authorized to request Business GEP. The CPO is required to notify CSA Security when management personnel are terminated from employment so that a new CPO ID can be reissued.

3.1.2 Commercial Owners and Employees (CPO): Employees will be provided one complimentary "Employee Decal" (additional decals \$6 each) if the commercial entity (restaurants, retail, etc.) is in good standing and requires/requests commercial employee access. They must submit a completed decal application with an attached copy of a valid SC/GA (Chatham area) vehicle registration that is registered to the employee. The employee requesting the decal must be on the current list of employees submitted to CSA Security Administration. These employee decals will only be issued to full time permanent employees that are reflected on the authorized employee list supplied to CSA Security Administration by the owner/designated manager of the commercial entity. For those seasonal employees or those with out-of- state registrations, employee business passes will be issued for a term not to exceed 90 days.

3.1.3 Employee Bike Access: Effective January 1, 2012, commercial entities (restaurants, retail, etc.) in good standing who require/request commercial employee bike access must submit a completed request to Sea Pines /Director of Safety, Security & Transportation. This access is provided only for employees of established commercial entities based/established in Sea Pines and must only be used to travel directly to and from the place of business during their normal working daylight hours.

- * Denotes addition of employee bike access made in gate pass policy 11.29.11

3.1.4 Delivery Vehicles (Servicing Commercial Property Owners): The CPO is not permitted to call in business passes for outside vendors that conduct business inside of Sea Pines. Outside businesses/vendors that sell merchandise, provide regular scheduled services and make regular scheduled deliveries inside Sea Pines or are located within Beaufort or Jasper Counties, South Carolina are required to purchase an annual decal or commercial gate pass.

3.1.5 Retail Customers:

a. General: Business passes will not be issued to retail customers except for those customers returning to Sea Pines for fittings, warranty work, returning merchandise, etc. Sea Pines commercial tenants that contribute to the Community Fund may use a Customer Code (C-Code) to schedule complimentary passes for their customers. No more than two hundred and fifty (250) passes can be scheduled using the C-Code in one (1) calendar year. Once the commercial tenant has exhausted the number of customer passes issued, their customers are required to pay the standard Sea Pines entry fee for the remainder of the year.

3.1.6 Advertising Gate Access: Business passes may not be advertised, but a refund of daily gate passes may be advertised by the individual business.

- 3.1.7 Commercial and Professional Access Restrictions:** Business passes issued under this category do not give commercial guests the privilege to use Sea Pines Property Owner amenities, fish in lagoons, or to use beach access and parking facilities.

Section 3.2 Procedures

- 3.2.1 Commercial Identification Code (Professional Business Code):** CSA Security will issue a “Professional Business Code” to be used in requesting passes and will maintain a record of these access requests. Passes are applicable 24hrs, however entry between 1am – 6am will be recorded by the gate officer.

- 3.2.2 Employee Bike Access:** Eligible commercial entity must submit a completed request to Sea Pines Security/Director of Safety, Security and Transportation. When requesting this employee bike access, the person requesting the access must be on the current list of employees submitted to CSA Security Administration. These employee bike accesses will only be issued to employees that are reflected on the authorized employee list supplied to CSA Security Administration by the owner/designated manager of the commercial entity. An Affidavit of Fact will be submitted reflecting Business Owner/Managers name. Upon approval, an employee specific card will be issued along with a copy of bike pass parameters. These employees will be required to present this card and provide his or her name and destination to the appropriate gate security personnel. This limited access will not be extended to any contractor, business associate, vendor or other person/organization. *

- Denotes addition of employee bike access made in gate pass policy 11.29.11

PART 4

PARTIES WITH SPECIAL ACCESS RIGHTS

Definition: This section covers those access rights granted to the Sea Pines Resort (SPR) and the Sea Pines Center (SPC) or their successors, based on the 1987 Assignment Of Rights covered in the covenants, including all property owners or other entities that have entered into a gate access agreement approved by the CSA Board of Directors (e.g., Sea Pines Country Club, Marriott Grande Ocean and Seabrook. Also included are those entities granted access under Sea Pines Covenants (e.g., Hilton Head Plantation property owners and Active Duty Military).

Section 4.1 Sea Pines Resort (SPR)

4.1.1 Policy: SPR guests, employees, and invitees, including persons coming to events and functions at SPR facilities, have the right of access to enter through the Sea Pines gates without charge to go to said event. Accordingly, CSA shall not charge a fee to persons going to these events or functions, including, but not limited to:

- Real Estate Clients (Sea Pines Real Estate Employees Only)
- Long Term Renters (SPR Managed properties only)
- Short Term Renters (Lodging and Hotel guest of SPR Properties)
- Sporting Events- Events Sponsored by SPR only.
- Banquets and Catered Events (Held at SPR Facilities)
- Weddings (Held at SPR Facilities)
- Fund Raiser
- Meetings
- Family Gatherings
- Civic, Charitable and Cultural Events (Sponsored by and held at SPR Facilities)
- Golf and Tennis Instruction Clients

Also, commercial passes will be issued without charge to delivery vehicles for authorized Sea Pines Resort (SPR) operations only and upon presentation of a bill of lading or invoice indicating a delivery point within Sea Pines. Request for GEP clearance must be made 48 hours in advance of the event. GEP clearance will only be allowed for a group of 12 or more. If the group has less than 12 persons, SPR will be required to issue a GEP through the Welcome Center. Each commercial entity under SPR will be issued a unique CPO ID Code to request GEP. Each entity must provide to Sea Pines Security a current list of managers (limited to 5) authorized to request Business GEP. SPR is required to notify CSA Security when management personnel are terminated from employment so that a new CPO ID can be reissued.

4.1.2 Restrictions: Paragraph 3 of the 1988 Covenants provides that the Gate Policy as to Sea Pines Resort shall not be changed without its consent.

4.1.3 Procedures: SPR will provide to CSA's Security department/Central Dispatch a list naming the event's attendees. SPR will fax or hand deliver the list of attendees 48 hours before the event or as soon as practicable and may supplement with a later list of additional attendees, which list shall be acceptable to CSA's Security department/Central Dispatch. Should a name not appear on said list, a person identifying themselves as going to a specific Resort event on that date, if that event is a listed event, shall be issued a gate pass and given access without charge upon providing their name to the gate officer.

Section 4.2 Sea Pines Center (SPC)

4.2.1 Policy: Persons exclusively & permanently employed by the property owner are authorized free

employee decal passes for one vehicle per employee. Persons shopping at the center will be subject to the standard casual daily visitor fee as set forth in Appendix A. SPC will be issued unique CPO ID Code for requesting GEP. SPC will follow the same requirements as it pertains to Part 3 of this Policy.

4.2.2 Restrictions: Changes in the Gate Entry Pass Policy may not materially affect access to Sea Pines Center shops without the consent of the Sea Pines Center as granted by 1987 “agreement for assignment of partnership interest in Sea Pines Center.”

4.2.3 Procedures: Sea Pines Center’s Owner and Tenants will maintain a current employee roster with the Security Administration Office at all times and will be responsible for the return of all decals of terminated employees. Passes are in effect 24 hours daily. Entrance During 1am – 6am will require check-in at the gate. Shop owners needing access for a customer returning merchandise can call security for a pass. Customer will show merchandise and receipt when picking up a pass at the welcome center security window.

Section 4.3 Commercial Property Owners (Tennis)

4.3.1 Policy: Persons scheduling tennis lessons within Sea Pines may have a GEP reserved by the CPO to attend such an event. The CPO must contact the Director of Safety, Security and Transportation for pre-approval and follow the required procedures stated by CSA.

Section 4.4 Hilton Head Plantation

4.4.1 Policy: Sea Pines and Hilton Head Plantation share a reciprocal covenant alliance whereby each community recognizes the others RPO decal and allows entry into each other’s community. This reciprocal agreement does not apply to Hilton Head Plantation Property Owner I.D. cards. Authorized clearance issued under this section does not give Hilton Head Plantation Property Owners the privilege to use Sea Pines Property Owner amenities, fish in lagoons, or to use beach access and parking facilities.

4.4.2 Procedures: As stated.

Section 4.5 Marriott Grande Ocean Resort

4.5.1 Policy: Marriott Grande Ocean users will be entitled to the same Sea Pines GEP privileges as Timeshare Property Owners located inside Sea Pines. The pass privileges in this section are exclusive to Marriott Grande Ocean users of timeshare units to include, but not limited to: hotel guests, conference guests, resort staff, administrative or management personnel, renters of timeshare units or individuals taking part in any type of sales promotion.

Marriott Grande Ocean user rights within Sea Pines are as follows:

- i. A non-exclusive easement to use the roads, bike paths and trails now existing and to be constructed within Sea Pines. Any bike trails, trails, or other facilities within Sea Pines that are limited in use to property owners and their guests would be exempt.
- ii. A non-exclusive easement to use the roads and ways to provide the users of the future improvements on the property, access to all public restaurants, public shops, other public recreational facilities and public facilities within Sea Pines. Within this policy ‘public’ is defined as those persons who are not Sea Pines property owners.
- iii. The non-exclusive right to use all public facilities within Sea Pines whether existing or hereafter constructed.

4.5.2 Restrictions:

- a) MORI shall pay to CSA an annual Community Services Assessment equal to a developed residential assessment for each timeshare unit. This will assist funding private road maintenance, roadside landscaping, insect control, security and other community services.
- b) If the Community Services Assessment is not paid by the required due date, Marriott Grande Ocean user rights to access Sea Pines will be suspended until this assessment has been paid.
- c) Should MORI wish to issue identification cards to Grande Ocean Resort Owners and guests, then such identification cards must be distinctive as compared to any other similar MORI identification cards and such cards shall not permit entry into Sea Pines.

4.5.3 Procedures:

- a. **Vehicle passes:** Marriott Grande Ocean users will be issued distinctive vehicle entry passes valid only during the period they are in residence at their timeshare unit. Access into Sea Pines for those persons having access privileges during a particular week shall be provided a “Guest Pass” issued by the Marriott Grande Ocean via Sea Pines Security.
- b. **Bicycle passes:** In addition; they will be permitted bicycle entry at the Ocean Gate by presenting a Distinctive Bicyclist Identification Pass issued by Grand Ocean Resort via Sea Pines Security. Each individual must present a pass to enter.

Section 4.6 Sea Pines Country Club (SPCC)

4.6.1 Policy:

- a. **Access for Functions:** SPCC's guests, employees, and invitees, including persons coming to events and functions at SPCC, have the right of access to enter through the Sea Pines gates without charge to go to SPCC. Accordingly, CSA shall not charge a fee to persons going to SPCC through the gates of the Sea Pines for any event or function, including, but not limited to: sporting events, banquets, weddings, meetings, fund raisers, family gatherings, civic, charitable and cultural events and any other event, meeting or gathering at SPCC.
- b. **Access for Non-Property Owner Members:** SPCC's members who are not property owners in Sea Pines are eligible for a “Preferred Pass” Decal.
* Decal fee will apply. See Appendix A for fee schedule.

Authorized clearance issued under this section does not give SPCC Members the privilege to use Sea Pines Property Owner amenities, fish in lagoons, or to use beach access and parking facilities.

4.6.2 Procedures:

- a. SPCC will use its best efforts to provide to CSA's security department/central dispatch a list naming the event's attendees. However, if a name does not appear on said list, a person identifying himself as going to a specific SPCC event on that date, if that event is a listed event, shall be issued a gate pass and given access without charge upon providing his or her name for the gate officer's record. SPCC will fax or hand deliver the list of attendees 48 hours before the event or as soon as practicable and may supplement with a later list of additional attendees, which list shall be acceptable to CSA's Security department/Central Dispatch.
- b. The non-property owner club member provides to CSA's security administrative staff his/her: Sea Pines Country Club membership card, driver's license, vehicle registration, vehicle insurance and a completed application along with the appropriate fee (See Appendix A).

***2013 Referendum allowing non-property owners to join the Sea Pines Country Club passes. Cost of decal approved by the CSA Board May 28, 2013.**

Section 4.7 Active Duty Military

4.7.1 Policy:

a. CSA Board of Directors has authorized active duty military access to enter Sea Pines gates without charge from 07:00am-10:30pm.

4.7.2 Procedures:

a. Active duty military requesting access to Sea Pines will be required to show an active duty military I.D. card to be admitted without charge. Access without charge only applies to active duty military. Retired, dependents or reservist would not qualify for free access under this policy.

Section 4.8 Hilton Head Island Realtor Access

4.8.1 Policy:

a) Current members of the Hilton Head Island area Board of Realtors and South Carolina Real Estate Commission or MLS are permitted complimentary access to Sea Pines between the hours of 7:00am to 10:00pm for business purposes only. This access only applies to licensed realtors showing or listing properties within Sea Pines. This access does not allow access for cleaning, servicing, remodeling or realtors serving as short/long term property managers.

4.8.2 Procedures:

a) Current members of the Hilton Head Island area Board of Realtors will present their Membership I.D. Card and driver's license to the gate officer for access.

b) Limited access to Tower Beach will also be available to be shown to prospective property owners. Realtors must present the identification listed above to security personnel at the CSA Administration Building to gain approved access to Tower Beach.

PART 5 SPECIAL USE PROPERTIES

Definition: Includes owners of property such as condominium boat slips, Harbour Town Yacht Club, and time-share units.

Section 5.1 Policy

5.1.1 Condominium Boat Slips: Boat slip owners (e.g., Harbour Town Boat Slips) are entitled to the same pass privileges as Residential Property Owners. Not to exceed four (4) property owner decals. Decals will be issued under the same guidelines as in Section 2.1.1.

5.1.2 Harbour Town Yacht Club

a. **Equity Owners:** These owners and other owners of less than an undivided fee simple interest in real property are entitled to the same pass privileges as Residential Property Owners and under the same conditions, but only during the periods they are in residence at their Sea Pines Property. Property Owner decals are not available to Equity Owners.

b. **Social Members:** Social members of the Yacht Club, regardless of their residency location, are eligible to purchase an annual decal called a Preferred Pass for gate entry.

* Creation and cost of decal approved by the CSA Board December 5, 2013.

5.1.3 Time-Share Properties

a. **Timeshare Owners:** Timeshare owners whose general management company pays the annual Sea Pines Residential assessment as set forth in the 1974 Covenants for each unit shared are granted the same pass privileges as Residential Property Owners inside the gate. However, these privileges are only during the periods they are in residence at their Sea Pines Property. Property Owner decals are not available to Timeshare Owners.

b. **Timeshare Renters:** Persons renting a time share unit will be issued a one week pass for the current weekly rental pass fee listed in Appendix A.

Section 5.2 Procedures

5.2.1 Condominium Boat Slip Owners: Such owners should obtain a Confidential ID number from the CSA Security Administration Office to be used in requesting gate entry passes.

5.2.2 Harbour Town Yacht Club: A Professional Business Code will be made known to the managers of such properties who will in turn, provide Sea Pines Security with a current list of owners. "Preferred Passes" can be purchased at the CSA Security Administration Office (see Appendix A for Fee Schedule).

5.2.3 Timeshare Owners/Renters: The management company requiring passes shall submit a request to Sea Pines Security as far in advance as practicable, but not later than three (3) working days prior to the owner's/renter's arrival. The management company shall provide the following information:

a. The Rental Control Number and a guest list.

b. The Confidential Property Identification Number assigned the property.

- c. The arrival/departure dates.
- d. The number of passes required.

Time-Share Managers requiring GEP for renters will be responsible for securing GEP from Sea Pines Security. Owners must provide the name of the renter, the Confidential Property ID Code assigned to the property and will be billed each month by CSA for the number of passes requested each month (see Appendix A for Fee Schedule). Confidential Property ID Codes will be made known to the managers of such properties who will in turn, provide Sea Pines Security with a current list of residents and the Confidential Property ID Code assigned to each.

5.2.4 Unexpected Emergency: Those management companies assigned a Rental Control Number having an unexpected emergency at a rental property may telephone Sea Pines Security, 843-671-7170, give their Rental Control Number, and request a clearance. Those without a Rental Control Number having an unexpected emergency are required to pay in advance for any pass.

PART 6

FORMER SEA PINES PROPERTY OWNERS

Definition: Includes Sea Pines property owners for at least five (5) consecutive years that have sold their property and now reside or operate outside of Sea Pines.

Section 6.1 Former Residential Property Owners

6.1.1 Policy: Persons moving from Sea Pines to a retirement community on Hilton Head Island (e.g., Seabrook, Cypress, Tide Pointe) will continue to receive their “Residential Property Owner Decal” for as long as they maintain a residence at any such community. ID Cards will be issued by CSA Security Administration as required. Persons moving outside of Sea Pines to purchase property in other locations on Hilton Head Island will relinquish their pass to the CSA Security Administration Office at time of departure and thereafter, be subject to the standard daily gate pass fee or they may purchase a Preferred Pass. (See Appendix A for Fee Schedule.)

6.1.2 Procedures: These Hilton Head Island Retirement Community residents will continue to apply for new decals as they expire.

Section 6.2 Former Commercial Owners

6.2.1 Policy: Former commercial owners shall relinquish all decal passes to the CSA Security Administration office at the time of departure. Future gate entry will require the appropriate decal or pass for gate entry.

PART 7
PROPERTY OWNERS ACTING AS RENTAL AGENTS

Section 7.1 Residential Property Owner Rentals: Long-Term

7.1.1 Policy: Long-term tenants (six months or more) renting directly from a RPO are entitled to the same pass privileges as the owner for the extent of the rental term only. Long-term tenants must also follow the same rules and regulations as for the RPO.

7.1.2 Procedures:

a. Personal Identification (PID) Number:

a) The Long Term Renter will be issued their own Personal Identification Number that is different from the RPO's PID. The renter is required to sign the Gate Entry Access Rights and Restrictions Form, agreeing to the terms and conditions of utilizing the PID, before this number can be issued by the Security Administration Office.

b. **Long-term Renter Decal:** Long-term renters shall purchase from the Security Administration Office an annual Long-Term Renter decal (current fee listed in Appendix A). This decal is to be affixed to the vehicle's windshield, as instructed by CSA Security. This decal will expire with the term of the lease or at the end of the calendar year, whichever comes first, and must be removed once the renter has vacated the property. The RPO shall notify the Security Administration Office upon termination of the lease and provide evidence that the decal has been removed from each vehicle.

Section 7.2 Residential Property Owner Rentals: Short-Term

7.2.1 Policy: Short-term renters (less than six months) are **not** entitled to free pass privileges for themselves or their visitors.

7.2.2 Procedures:

a. A "Rental Control Number" will be issued to RPO when the property is registered with Security as a rental property. They will receive a separate PID number to be used when requesting passes. These renters must follow the same rules and regulations applicable to the RPO.

b. Upon Advance Request the RPO will be issued rental guest passes for each Renter vehicle and pay the current pass fee as listed in Appendix A. RPO's are billed monthly by CSA for these rental passes. The RPO should submit a request to the Security Guest Pass Office for passes **as far in advance as possible**, but not later than two (2) weeks prior to renter's arrival. This request should contain:

- Rental Control Number - Name of the renter
- Arrival & departure dates - Number of passes required.

c. The number of rental / resort guest vehicle passes issued per rental property will be limited to the number of vehicles that can reasonably be parked on the property's hardscapes to include driveways and garages. For properties that cannot accommodate the desired number of guests' vehicles on driveways or in garages / carports, may use Lot 1 / Trolley Lot for overflow parking. *This policy will take effect by March 1, 2018.

d. Unexpected rental request occurring less than 48 hours prior to arrival can be handled by the rental guest purchasing a Weekly Rental Pass at either Sea Pines Gate (see Appendix A for Weekly Rental

Pass fee).

e. A weekly rental guest pass voucher can be issued in place of a rental guest pass and is redeemable for any seven-day period (see Appendix A for voucher fee). RPO's are billed monthly by CSA for these vouchers. Those requesting a Sea Pines rental guest pass voucher must e-mail the Sea Pines Guest Pass office two (2) weeks ahead of the guest's visit. The voucher will be mailed directly to the rental Sea Pines property owner to issue to their renter.

Section 7.3 Commercial Property Owner Rentals - Retail Services

Definition: Includes tenants producing revenue through non-professional retail operations such as restaurants, retail product stores, boat charters, and golf and tennis facilities etc.

7.3.1 Policy: Commercial tenants and lessee owners, who are in good standing, may request decal access for themselves and their employees. These employee decals will only be issued to full time permanent employees that are reflected on the authorized employee list supplied to CSA Security Administration by the owner/designated manager of the commercial entity. For those seasonal employees or those with out-of- state registrations, employee business passes will be issued for a term not to exceed 90 days.

These businesses shall be provided the same GEP privileges under the same conditions as their commercial property owners, as listed in Part 3 of this policy.

7.3.2 Procedures: Commercial property owners will pay an annual fee into the Community Fund on behalf of their tenants for the tenant's business and employee access, (See Appendix E for Fee Schedule). This access will not be extended to any contractor, business associate, vendor, customers, or other person/organization.

7.3.3 Procedures for Employee Decals: A completed decal application, with an attached copy of a valid SC/GA (Chatham area) driver's license, vehicle registration and vehicle insurance of the employee must be submitted to the Security Administration Office. The employee must be on the current list of employees provided by the manager/business owner to CSA Security Administration.

Section 7.4 Commercial Property Owner Rentals - Professional Services

Definition: Includes tenants that provide professional services to clients e.g., attorneys, accountants and real estate brokers.

7.4.1 Gate Entry Pass Procedures: CSA Security will issue a "Professional Business Code" to be used in requesting passes and will maintain a record of these access requests. Passes are applicable during business hours only. Commercial property owners will pay an annual fee into the Community Fund on behalf of their tenants for the tenant's business and employee access, (See Appendix E for Fee Schedule). This access will not be extended to any contractor, business associate, vendor, customers, or other person/organization.

PART 8 RENTAL MANAGEMENT COMPANIES

Section 8.1 Rental Management Companies

8.1.1 Policy: Rental management companies that do not have offices within Sea Pines and are not covered by policies can secure rental guest passes for their guests renting in Sea Pines as stated below:

a. **Short-Term Rentals:** Request and receive a Rental Control Number and pay a per pass fee. Current pass fee is listed in Appendix A.

b. **Long term Rentals** (six months or more) are entitled to the same GEP privileges as residential property owners and are issued their own unique guest pass code. Property owner decals are not to be issued to long-term renters. Long-term renter decals are available for purchase from the CSA Administration Office (See Appendix A for Fee Schedule).

Section 8.2 Procedures to Obtain Gate Passes

8.2.1 General: A Rental Control Number will be issued to the Rental Management Company when the property is registered with Security as a rental property. The management company requiring GEP shall submit a request to Sea Pines Security as far in advance as practicable, but not later than two (2) weeks prior to the renter's arrival. The Rental Management Company shall provide the following information:

- a) The Rental Control Number and a list of guests and the number of GEP's requested. CSA will bill the management company for each GEP at the end of each month.
- b) The Confidential Property Identification Number assigned the property.
- c) The name of the renter *or club member*.
- d) The arrival/departure dates.
- e) The number of passes required.

8.2.2 Long-Term Rentals: Long term renters shall apply to the Security Department for their annual decal and follow procedures stated in section 7.1 of this policy.

8.2.3 Short-Term Rentals:

- a. The Rental Management Company or its designated representative should submit a request to the Security Guest Pass Office for passes as far in advance as possible, but not later than two (2) weeks prior to renter's arrival. This request should contain:
 - Rental Control Number - Name of the renter
 - Arrival & departure dates - Number of passes required.
- b. Unexpected rental request occurring less than 48 hours prior to arrival can be handled by the rental guest purchasing a Weekly Rental Pass at either Sea Pines Gate (see Appendix A for Weekly Rental Pass fee).
- c. Sea Pines Security will prepare the passes and notify the Rental Management Company when the passes can be picked up by the company.
- d. A weekly rental guest pass voucher can be issued in place of a rental guest pass and is redeemable for any seven-day period (see Appendix A for voucher fee). Rental Management Companies are billed monthly by CSA for these vouchers. Those requesting a Sea Pines rental guest pass voucher

must e-mail the Sea Pines Guest Pass office two (2) weeks ahead of the guest's visit. The voucher will be mailed directly to the Rental Management Company to issue to their renter.

- Rental Management Companies should comply with the procedures listed in section 7.2 of this policy.

PART 9
HILTON HEAD AREA RESIDENTIAL OWNERS AND NON-OWNERS

Section 9.1 Hilton Head Island Residential Owner

- 9.1.1 Policy:** Documented Hilton Head Island Residential Property Owners that desire 24 hour access to Sea Pines may do so, after purchasing the Preferred Pass. Hilton Head Island Residential Property Owners include those that pay Hilton Head Island property taxes and own an RV site on Hilton Head Island at an RV Motorcoach Resort. This does not include Sea Pines Property Owners, Hilton Head Plantation Owners or persons that own property on the mainland, past James F. Byrnes Bridge.
- 9.1.2 Procedure:** This decal can be purchased at the CSA Administration Office and can be renewed annually (See Appendix A for Fee Schedule) A current driver's license, vehicle registration, vehicle insurance and proof of home ownership are required. The residential owners name must be stated on the vehicle registration. Decals are to be affixed to the vehicle's windshield, as directed by CSA Security.
- 9.1.3 Restrictions:** These decals do not authorize access to Sea Pines Property Owner amenities such as: the Tower Beach Facility, the CSA Community Center, lagoons, beach access or those locations/places that are not identified as public access locations.

Hilton Head area visitors (other than guests of residential and commercial property owners) are not authorized to fish in lagoons or to use the Sea Pines Beach Club parking facilities.

The Preferred Pass cannot be issued to vehicles that are registered to a company or corporation.

Section 9.2 Non- Hilton Head Island Residential Owner

- 9.2.1 Policy:** Persons that reside within Beaufort and Jasper Counties (in South Carolina and Chatham County Georgia) and desire 24 hour access to Sea Pines may do so, after purchasing the Non-Resident Decal. This includes residential property owners and long-term renters that reside within stated counties.
- 9.2.2 Procedure:** This decal can be purchased at the CSA Administration Office and can be renewed annually (See Appendix A for Fee Schedule) A current driver's license, vehicle registration, vehicle insurance are required. Vehicles must be registered in South Carolina or Georgia. The residents name must be stated on the vehicle registration. Decals are to be affixed to the vehicle's windshield, as directed by CSA Security.
- 9.2.3 Restrictions:** These decals do not authorize access to Sea Pines Property Owner amenities such as: the Tower Beach Facility, the CSA Community Center, lagoons, beach access or those locations/places that are not identified as public access locations.

Hilton Head area visitors (other than guests of residential and commercial property owners) are not authorized to fish in lagoons or to use the Sea Pines Beach Club parking facilities.

The Non-Resident Decal cannot be issued to vehicles that are registered to a company or corporation.

PART 10

HILTON HEAD PREP STUDENTS AND STAFF

Section 10.1 Hilton Head Prep Students

10.1.1 Policy: Hilton Head Prep students are issued a complimentary “Hilton Head Prep Student” decal for one vehicle, valid only for class hours or special activities scheduled by Hilton Head Prep during the academic year. Hilton Head Prep students may purchase additional ‘HH Prep Student’ decals (\$6 fee). The decals provide access only through the Ocean Gate and for traveling only to and from the school property. Students will enter and exit the back gate (Ocean gate) only. These decals may not be used to conduct sales, conduct business activities, use Sea Pines amenities, fish in lagoons, or to use the beach facilities. RPO may not request a GEP for Hilton Head Prep students to access the Greenwood gate during the academic school year. Students that do not comply with the guidelines stated above, risk confiscation of their Hilton Head Prep Student Decal and a penalty fee of \$50 to purchase a new decal.

10.1.2 Special Restrictions: Those students participating in Hilton Head Prep athletic programs will be authorized at other locations during competition or practice events i.e. Plantation Golf Club or Sea Pines Forest Preserve.

10.1.3 Procedures: Hilton Head Prep will supply Sea Pines Security with a list of students in need of, and eligible for free vehicle decals. The list will be submitted prior to the beginning of each academic year and will also state the beginning and end dates of the academic year. Need current vehicle registration, registered to parent or student along with a driver’s license, vehicle insurance and decal application signed by Prep Admin. Staff. Hilton Head Prep will ensure that Sea Pines Security is notified if any students with free decals terminate employment or student status and will further ensure that any free decals are removed from their vehicles. The replacement of a decal will be issued in exchange for the old decal (or pieces thereof) and payment of a fee as listed in Appendix A.

Section 10.2 Hilton Head Prep Staff

10.2.1 Policy: Hilton Head Prep staff are issued a complimentary “Hilton Head Prep Employee” decal for one vehicle, valid only for class hours or special activities scheduled by Hilton Head Prep during the academic year. Hilton Head Prep staff may purchase additional ‘HH Prep Employee’ decals (\$6 fee). The decals provide access only through the Ocean Gate and for traveling only to and from the school property. Employees will enter and exit the back gate (Ocean gate) only. These decals may not be used to conduct sales, conduct business activities, use Sea Pines amenities, fish in lagoons, or to use the beach facilities. RPO may not request a GEP for Hilton Head Prep Employees to access the Greenwood gate during the academic school year. Staff members that do not comply with the guidelines stated above, risk confiscation of their Hilton Head Prep Employee Decal and a penalty fee of \$50 to purchase a new decal.

10.2.2 Procedure: Hilton Head Prep will supply Sea Pines Security with a list of those staff members in need of, and eligible for free vehicle decals. The list will be submitted prior to the beginning of each academic year and will also state the beginning and end dates of the academic year. Need current vehicle registration, registered to the employee, along with a driver’s license, vehicle insurance and decal application. Hilton Head Prep will ensure that Sea Pines Security is notified if any staff members with free decals terminate employment status and will further ensure that any free decals are removed from their vehicles. The replacement of a decal will be issued in exchange for the old decal (or pieces thereof) and payment of a fee as listed in Appendix A

PART 11

CASUAL & COMMERCIAL VISITORS

Includes all casual and commercial visitors to Sea Pines who are not pre-approved guests of a Sea Pines Property Owner.

Section 11.1 Policy for Casual Visitor Gate Access

11.1.1 Casual Daily & Weekly Visitors

a. Access Fee: Casual visitors driving an automobile, pickup or small van (2x axle vehicle) shall pay for a daily pass valid for one (1) day or a weekly pass valid for seven (7) days. Casual visitors entering Sea Pines with bicycles on the back of their vehicle or pulling trailers into Sea Pines are required to pay an additional fee. Current pass fees are listed in Appendix A. Trailers entering Sea Pines must be stored in a garage and will be denied access into Sea Pines if storage is not available.

b. Restrictions: No pass within this time category shall be sold to a person driving, accessing or towing any of the following: motorcycle, motor-home, and travel trailer etc. type of conveyance. Personal watercraft, jet-ski and ski-doo will be permitted to those travelling directly to Harbour Town Marina and South Beach Marina only.

Casual Visitors are not authorized access to Sea Pines Property Owner amenities such as: Tower Beach Facility, CSA Community Center, lagoons or those locations/places that are not identified as public access locations. Daily or weekly casual visitor passes do not authorize the visitor to fish in lagoons, use beach access or use the Sea Pines Beach Club.

c. Commercial Bike Rental Companies: See Appendix C. *

11.1.2 Buses and Tour Vehicles: Buses and other tour vehicles shall pay the current daily pass fee listed in Appendix A. Access is restricted to drop off and pick up points only.

11.1.3 Procedure: This class of passes can be purchased at the entrance gates to Sea Pines.

Section 11.2 Hilton Head Area-Commercial Owners/Operators

11.2.1 Policy: Two (2) axle, three (3) axle and three (3) or more axle vehicles (trailers included) that enter Sea Pines to conduct business e.g.: pool service, landscaping service, contractor etc; can purchase a commercial daily pass, weekly pass or annual decal to gain access. Contractors may only work from 7:00 am to 7:00 pm, Monday through Saturday. Special exceptions may be made by the Director of Safety, Security & Transportation, or security staff. Annual Commercial Hang Tags are available for purchase for Commercial Cleaning, Property Management and Restaurant Delivery Companies only. Companies with the Commercial Hang Tag may only work from 7am to 11pm, Monday through Sunday.

11.2.2 Procedures: Daily or weekly passes can be purchased at the Sea Pines Entry Gates. Decals can be purchased at the CSA Administration Office and are renewed annually in January. Current commercial pass and decal rates are listed in Appendix A. The replacement of a decal will be issued in exchange for the old decal (or pieces thereof) and payment of a fee as listed in Appendix A.

11.2.3 Restrictions: See Part One (1): “Sea Pines Issued Passes”. Access into Sea Pines with a commercial type pass is restricted to those conducting business within Sea Pines only. Those entering Sea Pines for leisure purposes must purchase a casual visitor pass.

Section 11.3 Restaurant Delivery / Commercial Cleaning & Property Management Companies

11.3.1 Policy: See Part One (1): “Sea Pines Issued Passes”. Restaurant Delivery, Commercial Housekeeping and Property Management Companies may purchase a Commercial Hang Tag to gain access to Sea Pines. Commercial Hang Tag rates are listed in Appendix A.

11.3.2 Procedure: See Part One (1): “Sea Pines Issued Passes”. Companies must provide an up-to-date list of all employees to the CSA Security Office throughout the term of the year that may use the pass and who may be a passenger within the vehicle. Only authorized persons will be allowed on the property. Unauthorized persons may be issued a criminal trespass warning or citation. Failure to abide by these rules may result in suspension or revocation of the company’s privileges.

11.3.3 Restrictions: Businesses delivering items to restaurants located within Sea Pines are required to purchase an annual Commercial Decal or Commercial Gate Pass (see section 11.2). Fast food deliveries to Sea Pines residents or visitors may purchase the Commercial Hang Tag. Access into Sea Pines with the Commercial Hang Tag is permitted Monday – Sunday, 7am – 11pm.

*CSA Board approved change of access procedures for bike rental companies located outside of Sea Pines and commercial decal rates on Exhibit A on 12/4/12, revised some portions at joint ASPPPO and CSA Board meeting held on 1/17/13.

PART 12

SPONSORS OF SCHEDULED EVENTS

Definition: Includes all Commercial and Residential Property Owners or CSA Board approved scheduled events to take place within Sea Pines.

Section 12.1 Policy for Scheduled Events Sponsored by Sea Pines Property Owners

12.1.1 Scheduled Special Events

Special events may include the following: weddings, fundraisers, sporting events, social functions and any other special event approved by the Director of Safety, Security & Transportation. Complimentary access will be granted to all participants and spectators for authorized events. A sponsoring owner shall sign a CSA Waiver and Release of Liability Agreement to be granted complimentary access for their invitees.

12.1.2 Ticketed Special Events:

Same policies apply as stated in section 12.1.1. In addition, the event sponsor, owner or entity shall assist CSA Security in monitoring ticketed access to the event. An authenticated copy of each class of ticket must be provided to the CSA Security Department. The following procedures will apply to all such events:

- a) Ticketed patrons will be admitted by show of ticket.
- b) Tickets will be valid for entry only during designated event hours and dates Non-ticketed patrons will be required to pay the GEP fee (See Appendix A for Fee Schedule).
- c) Parking requirements will be handled on an individual event basis. Events requiring excess parking will require a coordinator at the event site to ensure traffic flow is not restricted and safety issues are immediately addressed.

Event coordinator may be required to provide multiple people vehicle transportation to and from a designated parking area within Sea Pines. Sea Pines Trolleys may be available when requested by a Sea Pines Property Owner and if approved by the Trolley Manager. Trolley fee will apply.

12.1.3 Annual Heritage Golf Tournament

- a) Guests will be permitted complimentary entry into Sea Pines upon presentation of a Heritage Hang Tag.
- b) Persons participating or involved in tournament operations will be issued special Gate Entry Passes or clearances for specific periods prior to, during, and / or after the events.
- c) Heritage Classic Foundation Restrictions: No other non-profit scheduled event will be authorized and scheduled during the week of the Heritage Golf Tournament.

Section 12.2 Procedures

12.2.1 Scheduled Events Sponsored by a Sea Pines Property Owner

1. **Small Events:** For events with less than twelve (12) invitees, the Owner shall call the Sea Pines Welcome Center requesting individual passes for the invitees.

2. **Large Events:** For events with twelve (12) or more invitees, the Owner shall submit a written request to the Sea Pines Security Dispatcher at least 48 hours prior to each event. The request shall provide the following information:

- a) The Owner's name, postal address, Confidential Property Owner Identification Number, telephone number, and email address.
- b) Name and purpose of the organization associated with the event.
- c) A description of the event, its scheduled date, time and location.
- d) An alphabetized list of known invitees, by last name.
- e) If tickets are issued to event attendees, an authenticated copy of each class of ticket must be provided CSA Security Department.
- f) A signed copy of the CSA Waiver and Release of Liability Agreement.

12.2.2 Heritage Golf Tournament

1. **Tournament Spectators:** Spectator parking lots must be utilized, as instructed by the Heritage Classic Foundation. Transportation will be provided to the Heritage Golf Tournament, from the spectator parking lots.
2. **Residential Property Owners:** Those located within the restricted areas of Sea Pines during the week of the Heritage Tournament, are required to contact the CSA Administration Office for issuance of a Residential Heritage Hang Tag. The number of Heritage Hang Tags issued varies for each restricted area. Heritage Hang Tags allow access through Security Check Points, to the residential property during the hours of play. Property Owner Decals, ID Cards, GEP's or Residential Heritage Hang Tags allow access into Sea Pines.
3. **Short-Term Rentals:** Rental Management Companies and Property Owners that rent their property are to contact the CSA Administration Office for issuance of Heritage Hang Tags, only for properties located within the restricted areas of Sea Pines. Hang tags are to be issued to rental guests, by the Rental Management Company or Property Owner. The Heritage Hang Tag or Rental Guest Pass allows access into Sea Pines.
4. **Long-Term Rentals:** Tenants with a current lease are required to contact the CSA Administration Office for issuance of a Residential Heritage Hang Tag, if located within the restricted areas of Sea Pines during the Heritage Tournament week. The number of Heritage Hang Tags issued varies for each restricted area. Heritage Hang Tags allow access through Security Check Points, to the residential property during the hours of play. The Heritage Hang Tag, GEP or Long-Term Rental Decal allow access into Sea Pines.
5. **Service Providers:** May access Sea Pines with a current Commercial Decal, Commercial Hang Tag or purchase a Daily / Weekly Commercial Pass at the Sea Pines Gates. Service providers are required to contact the CSA Administration Office if access is required within the restricted areas of Sea Pines during tournament play. A work order is required, stating the location and type of work. CSA Security may deny access based on this information. If access is permitted, a Service Hang Tag or One Shot Pass will be issued to access through the Security Check Points.

Section 12.3 Prohibited Events

- 12.3.1 **Restrictions:** Any event that adversely affects the roadway, such as restricting emergency access and flow of traffic is not permitted within Sea Pines. All scheduled events must be approved by the host company, property owner and / or the Director of Safety, Security and Transportation. Prohibited events include, but is not limited to: wedding ceremonies & receptions, running & cycling race events and scheduled protests. All event requests must be submitted to the Director of Safety, Security and Transportation.

12.3.2 Events that are sponsored by an Outside Entity: must apply for approval, by contacting the President of CSA and / or the Director of Safety, Security and Transportation. The CSA Waiver and Release of Liability Agreement must be completed and delivered to 175 Greenwood Drive, Hilton Head Island, SC 29928

PART 13

PUBLIC OFFICIALS / FACILITIES AND EMERGENCY ACCESS

Includes non-property owners requesting entry to visit public facilities (e.g., Post Office, Six Oaks Cemetery) located within Sea Pines. In addition, this includes government officials and emergency vehicle access.

Section 13.1 Post Office Access

13.1.1 Policy: Persons requesting free gate access to the Post Office located at Sea Pines Center will be asked for identification.

13.1.2 Procedures: The name given will be checked against the list of current P.O. Box holders for access. If the person does not have a current/valid P.O. Box at Sea Pines Center, that person will be directed to other Hilton Head Post Office's located on 10 Bow Circle or 213 William Hilton Pkwy.

Section 13.2 Cemetery Access

13.2.1 Policy: Persons requesting gate access to either Six Oaks or Harbour Town Cemeteries will identify themselves and be asked to whose gravesite they intend to visit. The cemetery plot owner or family member of the deceased, may be issued one (1) non-resident decal at no charge, once approved by the Cemetery Manager.

13.2.2 Procedures: The full name given will be checked against the list of those deceased persons interred there. If the names correspond, access will be granted only during daylight hours with travel only to and from the gravesite. When applying for the non-resident decal, a current driver's license, vehicle registration and insurance must be presented at the CSA Administration Office.

Section 13.3 Special Emergency Entry and Re-Entry Access

13.3.1 Policy: Businesses or individuals located in Beaufort or Jasper Counties of South Carolina and Chatham County, Georgia who conduct business, sell merchandise, provide services, or make weekly scheduled deliveries inside Sea Pines must also have an appropriate commercial decal / hang tag, or commercial daily pass. Special emergency entry will be issued to any emergency repair vehicle after 7:00 P.M. and prior to 7:00 A.M. upon request. The emergency after hour's clearance will permit entry and re-entry until the emergency is over, and will be issued at both entrance gates.

13.3.2 Procedures: Any property owner, tenant or guest may request an emergency clearance by calling Sea Pines Security at 843-671-7170, providing a Confidential Property Identification Number, giving the location and nature of the emergency and the names of the persons or firms responding to the emergency.

Section 13.4 Government Vehicles:

13.4.1 Vehicles with distinctive markings that indicate their Federal, State, County or City status will be admitted without passes. Government officials in unmarked vehicles will be admitted without passes after providing appropriate identification, purpose of visit and destination. In each instance within this group of visitors, the passengers in the vehicles must be on official business.

Section 13.5 Clergy Vehicles:

13.5.1 Vehicles driven by members of the clergy will be granted a Residential GEP free of charge upon providing appropriate identification, purpose of visit, and destination. (Staff will issue (1) non-resident decal-at no charge-to any church clergy located on Hilton Head Island or at the discretion by the Director of Safety, Security & Transportation. Current vehicle registration, vehicle insurance and driver's license is required).

PART 14

ADMINISTRATIVE MATTERS

Section 14.1 Property Identification Number Confidentiality:

A property owner or tenant obtaining a Confidential Property Identification Number shall not divulge it to anyone who is not authorized to have or use said number and if they do disclose said number to an unauthorized person shall lose the privileges attendant to said number.

Section 14.2 Sea Pines Resort Access Rights:

Notwithstanding any provisions contained herein, the rights, powers, and privileges granted to Sea Pines Resort its affiliates, employees, subsidiaries, shareholders, guests, contractors, invitees, licensees, etc. by Exhibit A to that certain document entitled "Assignment of Rights" dated November 17, 1987, and recorded in the Office of Register of Mesne Conveyances for Beaufort County, South Carolina, in Deed Book 490 at Page 712 shall not be in any way lessened, diluted, forfeited, extinguished or decreased by this Gate Policy without the consent of the Sea Pines Resort.

Section 14.3 Sea Pines Center Access Rights:

Changes in the Gate Entry Pass Policy may not materially affect access to Sea Pines Center shops without the consent of the Sea Pines Center as granted by 1987 "AGREEMENT FOR ASSIGNMENT OF PARTNERSHIP INTEREST IN SEA PINES CENTER."

Section 14.4 CSA Rights:

Nothing contained in this Gate Entry Pass Policy shall, in any way affect rights granted to CSA under the 1988 Covenants and that certain Assignment of Rights by and between R. Geoffrey Levy, Trustee in Bankruptcy, Hilton Head Holdings, f/k/a Sea Pines Plantation Company and Community Services Associates, Inc. dated December 8, 1988.

Section 14.5 Intra-Plantation Transportation:

The gate fees, as approved by the CSA Board, shall be applied to cover the costs of operating an intra-plantation transportation system.

Section 14.6 Visitor Marketing:

The gate fees, as approved by the CSA Board, shall be applied to cover the costs of preparing and distributing Sea Pines commercial marketing materials.

Section 14.7 Gate Policy Amendments:

The CSA Gate Entry Committee is charged with the periodic review of this policy and will make appropriate change recommendations to the CSA Board in accordance with their charter. No changes will take effect until they have been approved by a formal resolution of the CSA Board of Directors. Changes to those entry rights assigned to Sea Pines Resort and the Sea Pines Center require the consent respectively of the Sea Pines Resort and the owner of the Sea Pines Center. Changes to this policy must receive approval by 66% of the CSA Board.

Section 14.8 Gate Policy Certification:

These policies and procedures and subsequent amendments shall become effective upon certification by the President and Secretary of CSA, The President, Sea Pines Resort and the Owner/Agent of Sea Pines Center shall indicate their consent to the policies and procedures as certified.

FEE SCHEDULE FOR CSA GATE ENTRY PASSES
PER VEHICLE GATE ENTRY DECALS (GED)

ANNUAL DECALS	FEE	PRO-RATED FEE (as of July 1st)
NON-ISLAND RESIDENT DECAL	\$125	\$63
PREFERRED PASS (1 YEAR)	\$50	\$25
PREFERRED PASS (2 YEAR)	\$100	\$75
LONG TERM RENTER	\$25	\$13
2 AXLE COMMERCIAL	\$225	\$113
3 AXLE COMMERCIAL	\$325	\$163
3+ AXLE COMMERCIAL	\$425	\$213
COMMERCIAL HANG TAG COMMERCIAL CLEANING / PROPERTY MANAGEMENT / RESTAURANT DELIVERY BUSINESSES ONLY (must receive an employee list and signed form agreeing to hang tag rules)	\$225	N/A
TOW VEHICLE SERVICE (standard commercial rate for first 2 vehicles, free for all thereafter for each company)	\$225 / \$325 / \$425	N/A
DECAL REPLACEMENT	\$6	N/A
RELATIVE DECAL	\$6	N/A
BOAT DECAL	\$50	N/A
HH PREP STUDENT / EMPLOYEE (violation fee only)	\$50	N/A
HH PREP STUDENT / EMPLOYEE (after first complimentary decal issued)	\$6	N/A
EMPLOYEE DECAL / SEA PINES RESORT EMPLOYEE DECAL (after first complimentary decal issued)	\$6	N/A

DAILY GATE ENTRY PASS (GEP) per vehicle	FEE
Casual Daily Visitor Pass - 2 axle vehicle (no trailer)	\$9
Commercial Daily Pass (CDP) - 2 axle vehicle - with or without a trailer	\$10
2 axle vehicle, with current COMMERCIAL DECAL – plus single axle trailer	\$4
2 axle vehicle, with current COMMERCIAL DECAL – plus 2 or more axle trailer	\$6
3 axle vehicle – or more	\$25
Buses / Tour Vehicles	\$30
Bike on Car	\$1

WEEKLY GATE ENTRY PASS (GEP) PER VEHICLE	FEE
Casual Weekly Visitor - 2 axle vehicle	\$30
Commercial Weekly Pass – with or without a trailer	\$40
SHORT TERM RENTAL – weekly pass & voucher purchased in advance	\$15 (\$17 March 22, 2021 – September 6, 2021)
SHORT TERM RENTAL – weekly pass purchased at Sea Pines Gate	\$20 (\$22 March 22, 2021 – September 6, 2021)
SHORT TERM RENTAL (90 DAY MAX)	\$195

Uber Vehicle Access	\$2 per entry
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BIKE RENTAL COMPANIES	
OUTSIDE GATE OPERATIONS Must provide proof of Liability Insurance – (min. \$1,000,000.00) Commercial Decal rates apply.	\$1 per bike entry (as indicated on manifest)

Community Services Associates, Inc.
175 Greenwood Drive
Hilton Head Island, SC 29928

COMMERCIAL BICYCLE RENTAL COMPANIES

GATE ENTRY POLICY

- Upon purchase of the required annual commercial vehicle decal we have provided CSA with proof of our current General Liability Insurance Coverage. We acknowledge that our access to Sea Pines is contingent upon our maintaining current liability insurance coverage and that failure to do so will result in loss of our access privileges to Sea Pines.
- We further understand and agree to have our delivery driver(s) provide the Sea Pines gate officer with paperwork indicating the number of bicycles entering the community. Each bicycle entering Sea Pines will be charged a \$1 fee. We understand that access will be denied without the required paperwork.
- We acknowledge receiving and understand the Sea Pines Bicycling Rules of the Road. We agree to ensure that all our Sea Pines customers are informed about them and receive a copy of the rules.

I have read the above policies and fully understand our responsibilities and we agree to comply with all the requirements as stated above.

Bicycle Rental Company _____

Signature _____

Date _____

RESOLVED, the CSA Board approves the increase of the \$5 Gate daily pass to \$6, effective April 1, 2014. There would be no additional gate fee increases imposed for a minimum of three years beginning April 1, 2014, through March 31, 2017.

The Gate Entry Committee will review daily pass rates in December 2016. The use of the \$1 increase would be allocated as follows:

- 60% to CSA Infrastructure Fund and the General Fund,
- 20% to Commercial use for Marketing and Trolley Lot Improvements,
- 20% to Dredging for indirect costs for Permitting, Monitoring, Inspections, Surveys, Project Management and Supervision

COMMERCIAL PROPERTY OWNERS
ANNUAL FEE

Commercial property owners will pay an annual fee into the Community Fund on behalf of their tenants, for the tenant's business and employee access:

EMPLOYEE (TENANT)	
FIRST FLOOR	\$0.20 per sq. ft.
SECOND FLOOR	\$0.15 per sq. ft.

RIGHTS OF THE SEA PINES RESORT GUESTS AND RELATED PARTIES

Attached as an exhibit to the November 17, 1987 Assignment of Rights, recorded at DB 490 at P 712 , and the November 17, 1987 Easement for Access, recorded at D490 at P 769 is the 1987 Gate Policy. Pursuant to said three (3) documents, the **following individuals associated with the Resort are allowed unrestricted, free access**. Nothing in this Gate Policy , or any prior amendment or agreement, has or will limit or restrict these rights originally granted to the Resort (Specific reference to the paragraphs in the 1987 Gate Policy are in parentheses.)

- a) Employees of Sea Pines (4.01.1.6)
- b) Sea Pines officers, directors (4.01.1.6)
- c) Sea Pines consultants (4.01.1.6)
- d) Sea Pines Real Estate Company sales agents (4.01.1.6)
- e) Contractors of Sea Pines (full-time) (4.01.1.6)
- f) A limited number of public officials designated by
Sea Pines (4.01.1.6)
- g) Sea Pines Real Estate Company clients – day passes (4.01.1.7; 4.01.1.6(c))
- h) Construction workers doing work for the company (4.03.1)
- i) Ticket holders, authorized guests, participants, sponsors, volunteers and equipment and service suppliers for major and annual sports events (i.e. MCI golf, Family Circle, Seniors Golf) and to a limited number of sports events sponsored by the Company (4.06)
- j) Contractors working on a temporary basis (4.01.1.6) *
- k) Sea Pines lodging guests (4.01.1.6(a)) *
- l) Business clients of Company (4.01.1.6(b)) *
- m) VIPs and social guests at Company-sponsored events (4.01.1.6(d))*

* Temporary passes

In addition to those persons specifically described above, the following groups of individuals are specifically allowed entry at no charge under the provisions of said 1987 Gate Policy:

- n) Sea Pines Resort guests;
- o) Sea Pines golf, tennis, real estates and eco-tour customers;
- p) Sea Pines Food & Beverage Operations personnel;
- q) Sea Pines Golf Course maintenance personnel;
- r) Sea Pines Academy of Golf and Junior Master program participants and personnel;
- s) Sea Pines Tennis Academy program participants and personnel;
- t) All contractors providing services to Sea Pines or its customers on a daily or continuous basis, including but not limited to, housekeeping, janitorial, food and beverage, golf clinics, tennis clinics, landscaping, maintenance, golf cart maintenance, etc.;
- u) All individuals providing services of any kind to Sea Pines, including, but not limited to architects, engineers, attorneys, construction managers, building contractors, villa maintenance subcontractors, etc.;
- v) All residents of TidePointe;
- w) Any and all Sea Pines real estate development partners;
- x) Any and all commercial deliveries to any Sea Pines operation, including, but not limited to, golf course facility, tennis facility, beach club, musical event, special event or any other similar operation or event. **As the companies and individuals who provide services to the Resort continually change, no specific listing is required.**

REFERENCE TABLES

Definitions - Who am I?

Residential Property Owner (RPO)	Includes owners of Family Dwelling Units (residential dwellings, condominium/villa units) and Residential Lots (undeveloped, platted and recorded lots) located within Sea Pines. A residential property owner may be defined as those identified on the deed.
Long-Term Renter (Six months or more)	Long-term tenants renting directly from a RPO or rental management company are entitled to the same pass privileges as the owner for the extent of the rental term only.
Short-Term Renter (Less than six months)	Short-term renters are <u>not</u> entitled to free pass privileges for themselves or their visitors.
Commercial Property Owner (CPO)	Includes owners of business lands located within Sea Pines, which were purchased from Sea Pines Resort or its predecessors and pay an annual contribution into the general fund.
Multiple Property Owner	Properties with multiple owners, e.g. LLC's, trusts whose names are specifically listed on these legal documents are considered RPOs
Employee	A person employed by CSA, Sea Pines Resort or other commercial entity operating within Sea Pines.
Residential Property Owner Guest	A person invited to visit a property located within Sea Pines at the request of the residential property owner or long-term renter of said property
Casual Visitor (Daily)	Includes all visitors to Sea Pines who are not pre-approved guest of a Sea Pines Property Owner or holders of an approved Sea Pines gate entry pass.
Commercial Vendor (Outside)	Any person or vendor engaging in commercial activity on a regular basis within Sea Pines.
Active Duty Military	Service members currently on active duty within the US Army Forces.
Hilton Head Island Realtor	Current members of the Hilton Head Island area Board of Realtors who possess a current Membership I.D. Card.
Time-Share Owner	Timeshare owners whose general management company pays the annual Sea Pines Residential assessment as set forth in the 1974 Covenants for each unit shared are granted the same pass privileges as Residential Property Owners inside the gate. However, these privileges are only the periods they are in residence at their Sea Pines Property.
Time-Share Renter	Persons renting a timeshare unit within Sea Pines, but is not an owner of the timeshare unit.
Former Residential Property Owners	Persons moving from Sea Pines to a retirement community on Hilton Head Island. (I.E. Seabrook, Cypress, Tide Pointe etc.)

How do I obtain Access to Sea Pines?

	Decal	Guest Pass (Free)	Daily/Weekly Pass (Fee)	Professional Business Pass
Residential Property Owner (RPO)	X	X		
Long-Term Renter	X	X		
Short-Term Renter (Less than six months)			X	
Commercial Property Owner (CPO)	X			X
Multiple Property Owner	X	X		
Employee	X			X
Residential Property Owner Guest		X		
Casual Visitor (Daily)			X	
Commercial Vendor (Outside)	X		X	
Active Duty Military		X		
Hilton Head Island Realtor		X		
Time-Share Owner		X		
Time-Share Renter			X	
Former Residential Property Owners	X			

*If a Property Owner or Long-term Renter is entering Sea Pines in a car that is not registered with the Security Administration Office (i.e.-rental car, loaner car, etc.) they must contact the Welcome Center Guest Pass Desk to obtain a pass for entry.

Decals: Gate Access, Length of Issue & Issue Requirements

Decal Type	Decal Fee	Gate Access	Term	Requirements
Residential Property Owner (RPO)	No	Greenwood/Ocean	2-3 Years	Driver's License, Insurance & Registration
Non-Island Residential	Yes	Greenwood/Ocean	1 Calendar Year	Driver's License, Insurance & Registration Addresses outside HHI Town Limits
Preferred Pass	Yes	Greenwood/Ocean	1 Calendar Year	Driver's License, Insurance & Registration Addresses within HHI Town Limits
Relative	Yes	Greenwood/Ocean	1 Calendar Year	Driver's License, Insurance & Registration Must be accompanied by Property Owner
Long-Term Renter	Yes	Greenwood/Ocean	1 Calendar Year	Driver's License, Insurance & Registration Copy of Lease Agreement
Decal Type	Decal Fee	Gate Access	Term	Requirements
Commercial 4, 6, 6+ Wheels	Yes	Greenwood/Ocean	1 Calendar Year	Driver's License, Insurance & Registration Town of HHI Business License
Commercial Hangtag (Restaurant Delivery, Commercial Cleaning & Property Managers) Only	Yes	Greenwood/Ocean	1 Calendar Year	Driver's License, Insurance & Registration Town of HHI Business License & Employee roster from Business Owner
Employee (Tenant)	No	Greenwood/Ocean	1 Calendar Year	Driver's License, Insurance & Registration Letter from CPO Verifying Employment
Hilton Head Prep	No	Ocean Only	1 Calendar Year	Driver's License, Insurance & Registration Verification form HH Prep
Decal Replacement	Yes	Greenwood/Ocean	1 Calendar Year	Driver's License. If the vehicle previously recorded has changed, the current Registration & Insurance of the new vehicle is required. Return original decal.

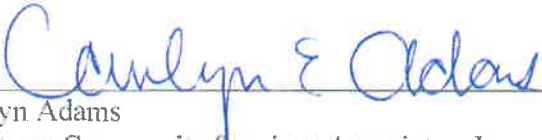
The amendments are listed in the Sea Pines Gate Entry Policy, page ix, Amendments to Policy and are certified as having been approved, by the CSA Board of Directors, on this 23rd day of February, 2021.



Sam Bennett

President: Community Services Associates, Inc.

Consented to as certified this 9th day of March, 2021 (month / year).



Carolyn Adams

Secretary: Community Services Associates, Inc.

Consented to as certified this 8 day of March, 2021 (month / year).

Steve Birdwell

President: Sea Pines Resort, LLC.

Consented to as certified this _____ day of _____, _____ (month / year).

Mark King

Owner/Agent: Sea Pines Center Associates, LLC.

Consented to as certified this _____ day of _____, _____ (month / year).

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Carolyn Adams

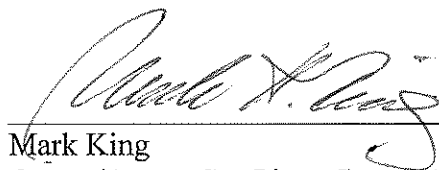
Secretary: Community Services Associates, Inc.

Consented to as certified this _____ day of _____, _____ (month / year).

Steve Birdwell

President: Sea Pines Resort, LLC.

Consented to as certified this _____ day of _____, _____ (month / year).



Mark King

Owner/Agent: Sea Pines Center Associates, LLC.

Consented to as certified this 25TH day of MARCH, 2021 (month / year).