



Wexford Security

Policies and Procedures

Supersedes all previous editions.

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Wexford Security Policies and Procedures

1. Access

1.1 Passes

1.1.1 Owners

1.1.1.a Permanent Decals

Owner Decals may be obtained at the Security Gate. Owners must submit a signed Owner Vehicle Registration Form (Section 7) for each vehicle owned, along with a copy of the state issued vehicle registration. If the vehicle is registered to a company, decals will only be placed on a vehicle that is operated by the Owner or family member that resides in Wexford Plantation ("Wexford"). Owner Vehicle Registration forms are available at the Security Gate and in the Executive Office. A Security Officer will place the decal at the proper location on the vehicle. Owners must immediately notify the Security Department when a vehicle has been sold or is no longer owned by the Owner. If possible, the Owner decal should be removed from the vehicle and returned to the Security Department.

1.1.1.b Temporary Passes

Owners not wishing to obtain a permanent decal can obtain a temporary pass for up to 30 days from the Security Department.

1.1.1.c Pass Authorization Policy

The following persons are authorized to call in passes:

- Owners
- Family members residing at Wexford
- Designated User "A" (voting members) (as defined Article III, Section 3.03(b) of the Wexford Plantation Declaration of Covenants, Conditions and Restrictions, hereafter referred to as Covenants)
- Board approved long-term renters residing at Wexford

Please note that others not listed above can also generate temporary passes with the pre-approval of the Chief of Security or the General Manager. Such authority will be granted for a specific period of time and will automatically expire. It shall be the responsibility of the Owner to request that this authority be granted. Please note that persons who receive temporary pass authority will be unable to grant extensions themselves.

1.1.1.d Password Security

Those individuals who are given temporary pass authority will have their own password issued and are not to use Owner's confidential password. Passwords that are used by unauthorized persons will be cancelled and the Owner will be required to create a new password before passes will be issued.

Individuals who have been provided with a 30-day pass by an Owner shall not be affected by this policy, and shall not have authority to call in passes.

1.1.2 Guest Passes

Owners may request a gate pass granting access to Wexford for their guests by notifying the Security Department. Guest passes are available at the Security Gate for announced guests only and are valid for one day.

Unexpected guests will be issued a pass only after an Owner has been contacted and approval has been obtained.

Temporary passes for up to thirty (30) days are available at the Security Gate for guests staying overnight in an Owner's home.

Owners must provide the following information prior to a guest pass being issued:

- Requesting Owner's name and lot number/Wexford address
- Guest's name
- Date of guest's arrival
- Length of stay (in the case of a houseguest)
- Owner's password

1.1.3 Commercial Decals

Commercial decals are issued at the Security Gate to commercial firms working on a jobsite or to firms who provide services to Owners. Owners may call in passes for commercial workers for work requiring no more than three consecutive days per calendar quarter for sporadic, infrequent work. If work requires more than three days, workers are required to purchase a yearly commercial decal or daily commercial pass. Infrequent work is for existing homes only, not homes under construction. Exceptions are made on an emergency basis or if there is approval by the General Manager or Chief of Security.

1.2 Home Tours

Access to Wexford to the general public for a tour will be considered for only those recognized, bona fide charitable organizations who have met all of Wexford's criteria as set forth in this policy. Up to four (4) home tours per year will be permitted in Wexford subject to advance approval by the General Manager and the Chief of Security, on a first-come, first-served basis.

1.2.1 General Information

Wexford does not permit tour attendees to drive into the community. Tour organizers must provide offsite parking and a shuttle system to transport ticket holders to and from homes in Wexford that are featured on the tour. The requesting Owner is responsible for the cost of any extra security and/or maintenance personnel, if applicable, and will also be responsible for the repair of any damages to property and/or clean-up required as a result of the tour. In addition, the Owner is required to coordinate with the Security Department the roping of neighbors' property or common property and any required directional signage.

1.2.2 Approval Procedure

1.2.2.a Request Form

The Owner submits a written request, with a signed Home Tour Access Form (Section 8) to the General Manager at least 60 days in advance of a proposed tour date(s). Requests are to include the following:

- Name of charitable organization
- Type of tour (home, garden, boat, etc.)
- Address of Wexford home(s) to be toured
- Proposed tour date(s)
- Number of anticipated visitors
- Proposed tour hours
- Organization point of contact

1.2.2.b Compliance

The General Manager and the Chief of Security review all aspects of the Owner's request and specifically determine the following:

- Proper compliance with requirements outlined above, including completion of Home Tour Access Form
- Potential conflicts with previously approved club activities

- Whether or not the number of visitors will require separate morning and afternoon access by visitors
- Traffic flow, signage needs and roping of appropriate area
- Extra security requirements and Wexford access procedures

1.2.2.c Approval

The General Manager then gives final approval of the tour. If he has any concerns, he submits the final request to the Board of Directors for approval, and proceeds as following:

Notifies requesting Owner, in writing, as to approval or disapproval.

If approved, advises Owner of specifics related to traffic flow, extra security, roping and signage requirements, Wexford access arrangements and any other special considerations.

1.3 Realtor Access

In order to gain access to Wexford at no charge, the real estate agent/broker must present the Security Department with a valid South Carolina Real Estate Commission License, along with a photo identification and proof of a local address.

The following restrictions will apply to all realtors once inside Wexford:

- Realtor must accompany their client(s) while visiting Wexford.
- Speed limits must be observed.
- Stopping in front of any property other than those listed for sale is not permitted.
- Parking on the street is not permitted.
- Questions related to Wexford may be directed only to the General Manager.
- Photographs, movies or video tapes of personal property, private residences, Owners, guests or staff are not permitted. Photographs, movies or videotapes may be taken only of listed property with owner consent.
- Access to Wexford shall be between the hours of 9:00 a.m. and dusk, seven days a week. The restaurant and bar area (unless participating as a guest) may only be toured daily between the hours of 9:00 a.m. to 11:30 a.m. and 2:30 p.m. to 5:00 p.m.

1.4 Contractor Access

Commercial work is allowed in Wexford on weekdays from 7:00 a.m. until 6:00 p.m., unless otherwise requested by Owners and approved by the ASC Administrator, the General Manager or the Chief of Security. Work is not permitted on weekends or on the following holidays: New Year's Day, Memorial Day, July 4th, Labor Day, Thanksgiving Day and Christmas Day.

1.5 Deliveries and Private Transportation Companies

Owners are responsible for notifying the Security Department in advance whenever deliveries or private transportation companies are requested to enter Wexford. This requirement applies to any and all items, including food deliveries, which are to be delivered to the residence of an Owner. Transportation companies include taxi companies, limousine services and private transportation.

If a delivery or transportation company arrives at the entrance to Wexford and the Security Department has not been notified by the requesting Owner (or a pass has not been requested in advance), the Security staff member on duty shall place a phone call to the Owner to attempt to verify the service request. If permission to enter Wexford is not verified, and/or contact cannot be made with the Owner, the delivery or transportation service shall not be allowed to enter Wexford.

Delivery invoices, receipts or orders will not be accepted for access into Wexford; owner authorization, preferably in advance, is required in all instances. Residents arriving at the Security Gate in a taxi or limousine will be asked to show identification prior to gaining entrance to Wexford. Guest arrivals not previously communicated to the Security Department will be detained until verification can be obtained by the hosting resident.

2. Vehicles

2.1 Operation of Motor Vehicles

Owners are permitted to operate licensed automobiles, trucks, motorcycles and/or mopeds that are in good operating condition with properly functioning mufflers on Wexford streets. Private carts and mopeds must be properly registered and have displayed a Wexford issued decal to be operated within Wexford.

As a general rule, the Security Department has been instructed to prohibit access into Wexford to individuals not in possession of a guest pass or decal. Proof of ownership (membership) will be requested from Owners without a valid Wexford decal.

2.2 Golf Cart Registration/Operation Requirements

The purpose of these rules is to provide a safe environment for the operation of golf carts in Wexford.

2.2.1 Registration

Owners shall notify the Golf Pro Shop that they are in possession of a golf cart. At that time the Owner shall complete the Golf Cart Registration Form (Section 11 of Golf Policies and Procedures). A copy of the completed form shall be provided by the Golf Pro Shop to Wexford Security.

The form releases Wexford and its employees from any liability associated with damage or injury resulting from the operation of a golf cart in Wexford. After completion of this form, decals shall be placed on the cart. The decals shall be of a color and style designed by Wexford Security. No less than two decals or more than four decals shall be placed on each golf cart. Wexford Security shall direct the location and placement of the decals.

Owners shall be responsible for any damage or injury as a result of the operation of their golf cart. Owners must ensure that their homeowner's insurance policy shall include appropriate liability coverage for any golf cart that is maintained in Wexford. Coverage shall include anyone that operates the golf cart in Wexford.

A Owner planning to permanently remove a golf cart from Wexford shall notify Wexford Security Department so the decals can be removed before the golf cart leaves Wexford.

2.2.2 Operation

To operate a golf cart in Wexford, one of the occupants must have a valid state vehicle driver's or operator's license. The license does not have to be a South Carolina license, nor does the license have to be in the possession of the occupant while operating the golf cart.

- Beginner's permits do not qualify as a driver's or operator's license.
- Golf cart operators must obey all traffic laws and Wexford rules.
- All passengers must be seated when the golf cart is in operation.
- The golf cart operator or Owner must immediately notify Security Department of any injury or damage resulting from the operation of the golf cart.
- Only golf carts with operable headlights may be operated during hours of darkness. Golf carts without headlights or taillights may not be operated during hours of darkness. Hours of darkness are defined as the timeframe between one-half hour after sunset and one-half hour prior to sunrise.
- Golf carts may not be operated on the golf course except when the cart is used for an approved golf course activity.

2.2.3 Violation

- A golf cart owner who fails to comply with these rules shall be subject to sanctions that may include, but not limited to a fine, public disclosure or restricted access to facilities.
- First violation shall result in a written warning.
- Second violation shall result in a fine of \$50.00.
- Third violation shall result in a fine of \$100.00 and a mandatory appearance with the Wexford Board of Directors. The Board of Directors may decide on any further sanctions to be administered for the violation. If the violator is not the Owner, the Owner shall be required to appear with the individual at the meeting with the Board of Directors and the Member is ultimately responsible for payment of any fine(s).
- A fourth or subsequent violation shall result in a suspension of club privileges by the Board of Directors.
- Any serious violation or disregard for traffic rules or safety can result in any of the above sanctions.
- If a golf cart operator is in violation of the traffic rules or is not safely operating a golf cart, the Security Department can take custody of the golf cart and have the operator and passenger(s) transported to the Owner's residence. If the violator is not the Owner, the Owner will be required to provide transportation for the operator and passenger to return the golf cart to their residence.
- The Wexford Board of Directors can suspend the privilege to operate any privately owned golf cart in Wexford for violating these rules and regulations.
- Copies of violations shall be provided to: Owner, Security Department, General Manager and Security Committee.

2.3 Motorcycle Operation

This policy is intended to serve as the operational guideline for motorcycle usage in Wexford. It has been drafted to allow Owners the privilege of storing and operating their own motorcycles within the community, while at the same time setting well-defined limitations on the usage of motorcycles in order to preserve the peace, safety and tranquility of the community for all owners.

- Wexford Owners ONLY are permitted to operate motorcycles within the confines of the community. All motorcycles owned by Owners must display a current Wexford Owner decal.
- Motorcycles are subject to all traffic rules of the community, and operators must obey posted speed limits. In addition motorcycle operators are requested to be considerate of their neighbors and to keep engine noise to a minimum while on Wexford roads.
- Owners are solely responsible for informing their guests of this policy in advance of its implementation.
- Guests are not permitted to store, maintain or operate a motorcycle anywhere within the confines of Wexford at any time. Guests arriving at the Security Gate on a motorcycle, even those possessing a valid guest pass, will not be permitted access into community. In such cases, the guest will be respectfully turned away and attempts will be made to inform the Owner of any action taken.
- The Board of Directors, at their sole discretion, reserves the right to modify the policies and rules pertaining to motorcycle operations at any time, in accordance with Article X, Section 10.21 of the Covenants.

2.4 Boats

Every vessel permanently in Wexford Harbour must display a Wexford decal. This decal can be obtained from the Harbourmaster.

2.5 Bicycles and Skates

Bicycling and skating on Wexford common areas is at your own risk. Bicyclists must obey all traffic laws. Bicyclists under the age of 16 are required to use the bike path where available. Bicyclists must ride in the same direction as motor vehicle traffic. Walkers and skaters may use the streets of Wexford and must be on the left facing traffic.

2.6 Vehicles Parked on Streets

Vehicles are not to be parked on the streets overnight.

2.7 Recreational Vehicles

Recreational vehicles must be garaged. Should garage space not accommodate these items, there is an eight (8) hour load/unload time permitted per day for a maximum of two consecutive days. Overnight storage of a recreational vehicle owned by an Owner is permitted in the Harbour Center parking area during the loading and unloading process. The Security Department is to be notified if temporary parking is required.

2.8 Trailers in Driveways

Trailers are not allowed in driveways overnight. They must be placed in a garage or removed from the property.

3. Pets

Pets must be under leash control when on common property. Pets are not allowed in the clubhouse. Clean up after pets is the owner's obligation. Residents are asked to register their cats and dogs with the Security Department by filling out a Pet Registration Form (Section 9).

4. Enforcement Duties

Any person violating any of the criminal statutes of the state, county, city or Wexford policies may be cited. All traffic laws, speed limits, stop signs and directional signs must be obeyed. The Wexford Security Department is S.L.E.D. certified and may issue citations whenever state, county or city laws or broken.

5. Architectural Standards Committee Related Rules

The Architectural Standards Committee Policies and Procedures, Architectural Guidelines and Landscape Guidelines and Builder/Contractor Guidelines/Work Rules are referenced herein for rules and regulations that pertain to enforcement procedures handled by the Security Department.

6. Covenant Compliance

6.1 Signs

No signs or advertising posters of any kind shall be allowed in windows or on the exterior of an Owner's property. (Article X, Section 10.13 of the Covenants)

The ASC has approved the placement of security company signs in and on the Owner's property showing that the homes are covered by said security company.

6.2 Nuisances

No rubbish or debris shall be placed on any property. No odors may be permitted to exist from any unsanitary, unsightly, offensive or detrimental to persons.

No exterior speakers, horns, whistles, bells, or other sound devices, except security and fire alarm devices are allowed. (Article X, Section 10.19 of the Covenants)

6.3 Covenant Compliance Committee

The Board of Directors may at any time establish a Covenant Compliance Committee. This Committee will include the Chief of Security.

6.4 Rules Stated in Covenants

Every effort has been made to list all rules the Security Department enforces. All rules stated in the Covenants are applicable even if they do not appear in this document.

Wexford Plantation Security Department

7. Owner Vehicle Registration Form

Owner: _____

Wexford Address: _____

Wexford Phone Number: _____

Permanent Address: _____

Phone Number: _____

Vehicle Info: Make: _____ Year: _____

Model: _____ Color: _____

License Number: _____ State: _____ Year: _____

Signature of Owner: _____ Date: _____

Application must be signed by General Manager or Executive Assistant before any vehicle decals are issued:

Signature: _____ Date: _____
General Manager or Executive Assistant

Decal Number: _____

Date Issued: _____

Issued By: _____
Name of Security Officer

Wexford Plantation Security Department

8. Home Tour Access Form

Tour Request Date: _____

Name of Wexford Plantation Owner: _____

Address of Wexford Home on Tour: _____

Name of Charitable Organization: _____

Contact Person at Charitable Organization: _____

Phone Number(s) for Contact Person: _____

Type of Tour (home, garden, boat, etc.): _____

Proposed Tour Date(s): _____

Proposed Tour Hours: _____

Number of Anticipated Visitors: _____

Estimated Signage / Security Rope Requirements at Tour Location: _____

NOTE: In an effort to protect private and common area property, and minimize inconvenience to owners and residents not involved with this home tour, Wexford Plantation requires that all vehicular traffic associated with an approved home tour be parked offsite and that attendees be transported to and from homes featured on the tour via a shuttle service.

In accordance with Wexford policies, I hereby authorize access to the plantation as outlined above with the full understanding that I am responsible for:

1. The cost of extra security and maintenance personnel, as needed.
2. The repair of any damages to property and/or clean-up required as a result of the tour.
3. Coordinating with Wexford Security Department the roping of neighbors' property or common property and any required directional signage.

Owner Signature

Date

Wexford Plantation Security Department

9. Pet Registration Form

Date: _____

Owner: _____

Wexford Address: _____

Phone Number: _____

Name of Pet: _____ Male _____ Female _____

Type of Pet: _____

Description of Pet: _____

Tag Number: _____

Signature of Pet Owner: _____