



# Playa De Oro Neighborhood Security Department Protocols



Playa De Oro, San Felipe, Baja California, México

## Dear Home Owner:

This document is to explain the security **Protocol** required for visitors, guests and workers to enter Playa De Oro Neighborhood.

## Contractors/Workers:

Contractors or any construction worker will be able to access once you have communicated with the security department by calling Security, calling Operations Manager or by email. The following information is required:

- Contractor/Worker Name
- Date & Time on premises
- For a small project or job, provide the length of time they need access to your property? The contractor or construction worker will be issued a numbered pass. The contractor or construction worker must provide your address or name and phone number.
- For Monthly Service Personnel, please notify and direct them to the guardhouse to obtain a monthly pass. They will be issued a laminated annual access card (cost: \ \$100 pesos), unless they already hold a valid pass from El Dorado. In that case, their pass will be registered with the guards.

**Note: Work hours are from 7:00 am to 7:00 pm. from Monday to Saturday without any exception Visitor (less than a day)**

If hosting a guest or dayworker the procedure is very similar. The Security Department needs the name of who is coming to visit you. They will be issued a temporary pass.

## Guest/Renter (greater than 24 hrs.)

If you are going to host guests, family or renter the following must be provided:

- Name
- Vehicle type and license plate number (if possible)
- The number of people visiting/renting needing guest wristbands
- The property managers should contact me to acquire the rental wristbands (to pay the resort fee)

This established **Protocol** is for the safety of the homeowners. In order to prevent outsiders from entering and causing damage or inconvenience to our neighborhood, please follow **Protocol** so guests and visitors will be able to enter Playa De Oro Neighborhood.

To contact the security department:

- ❖ Security House Phone Number +52 (686) 162-46-47
- ❖ Email Address: [pdomanager2@gmail.com](mailto:pdomanager2@gmail.com)
- ❖ Cesar Quirarte (Playa de Oro Property Management Office) Personal Cell Phone Number +52 (686) 216-19-38
- ❖ All these contacts are 24/7 in case of an emergency