

Bear Paw Service District Access Control Policy

January 17, 2026

Effective Date: March 30, 2026 (revised May 30, 2026)

Expiration Date: Does NOT Expire

The Bear Paw Service District (“BPSD”) is implementing improved access control for the Bear Paw Entry Gate(s) as well as the pool, clubhouse, bathrooms, tennis court, and all other lockable assets or amenities (“Amenities”). These improvements will include the implementation of electronic locks on doors and gates as well as additional cameras at the gates. These electronic locks will be controlled by software which specifies who is allowed to access/open any door or gate and when it can be opened.

The use of improved access control is necessary to address security issues that have been experienced within the Bear Paw Service District. Examples of the issues include: Liability associated with the use of the pool during hours when the pool is closed; Expense caused by Vandalism of the Clubhouse; State requirement to Protect BPSD records securely; etc.

Property Owners will gain access to various areas of Bear Paw by utilizing a “access control device”. This is often referred to as a “Fob”. The Fob that BPSD plans to use may be a physical device or a “virtual” device which resides on a phone. If a virtual Fob is used the Fob must be recreated whenever the physical phone changes (e.g. if a property owner activates a Fob on their phone and subsequently buys a new phone, the Fob must be recreated for that new phone). This requires a request be submitted to activate a new virtual Fob for the new phone.

A Virtual Fob Replacement Fee will be charged if a new virtual Fob is requested.

A Physical Fob Replacement Fee will be charged anytime a physical Fob is issued (other than the initial issuance of the Fob).

Do not loan your Fob(s) to anyone and do not let people who are not family or guests into the pool while you are using the pool. You are solely responsible for the use of your Fob and all actions taken by the user of your Fob(s).

Note: Fobs are programmable and may be setup to access only the gate or the gate along with some or all the Amenities. Any and all usage of a Fob is tracked and recorded electronically.

The following Access Control Points have Access Control Policies:

Bear Paw Entry Gate(s) and Guard House Policy

Fobs will be issued along with vehicle stickers according to the current vehicle sticker policy which specifies the criteria to receive a sticker based on ownership of lots with and without a house. This policy applies to all property owners in Bear Paw (Cottages, Condos I and II, BPPOA, and HLPOA owners). The policy requires all vehicle stickers be permanently applied to the registered vehicle and this must be vigorously enforced.

Up to two (2) “Family Fobs” are also available upon request based upon the current vehicle sticker policy. The vehicle sticker policy specifies how to receive stickers and fobs for family members. Applicable fees may apply.

Fobs will be activated to open the gate during the hours when a guard is NOT on duty. All cars will still check-in with the guards during guard working hours (6am to 10pm). Between 10pm and 6am only, Fobs can be used to enter Bear Paw. Guards may be on duty in the evening (10pm to 6am) at the discretion of the Board if circumstances require a Guard or to support special events. Posting of Guards during the evening is at the discretion of the BPSD Board only.

When Guards are not on duty the Guard House will be locked and monitored by Security Cameras. Fobs issued to Guards will unlock the Guard House 24 hours/day. Board members may be granted access to the Guard House if their Board role necessitates this access (e.g. in an emergency, if they manage the guards, or if they cover shifts, or if they are a permanent year-round resident who may be asked to assist when other board members are not present).

Fobs may also be activated to access the “alternate gate” 24 hours/day during holiday weekends or special events at the discretion of the BPSD Board only (this is the gate without a guard house). Although vehicles may EXIT the alternate gate at any time, do not block this gate or the driveway from the Hiwassee Dam Access Road all the way to Village Road since this entrance is primarily for Fire Department access and must stay clear at all hours of the day and night.

Only permanent year-round residents of Bear Paw may request their Fobs be activated for 24x7x365 access via either gate upon request.

Workers/Vendors

Workers/Vendors who enter Bear Paw frequently may purchase a Fob for a specific project for each vehicle if desired. The property owner must complete a “Worker/Vendor Fob Request” for a specified period (not to exceed 6 months) identifying each vehicle requesting a Fob. These Fobs will only be active during guard working hours on Monday through Saturday (6am to 10pm). These may only be virtual fobs on their personal cellphone assigned to a specific worker for the time period requested (up to 6 months). The use of Fobs will decrease the time required to get through the gate and provide accurate information of who entered Bear Paw. As a worker with a Fob approaches the gate, they will activate the Fob reader to open the gate. Guards will identify well known workers entering with a Fob into Bear Paw.

Rental Properties

Renters may enter Bear Paw as they have before as visitors between the hours of 6am and 10pm. Rental property owners who wish to allow access for their renters between 10pm and 6am must either purchase a one-stay use Fob (good for up to 2 weeks for one renter only – the same Fob cannot be used for multiple renters during the 2 week period) or purchase a year-round “renter” Fob for each property each year (based on BPSD Fiscal Year of July 1 to June 30). If the house is sold the Fob must be returned to Bear Paw and will be inactivated. “One Stay” may only be virtual Fobs on the renter’s phone. Year-round Fobs will be physical Fobs to be maintained and distributed by the Renter. Guards will NOT be responsible for Renter Fobs and will NOT distribute, inventory, or in any way take control of or ensure return of any Renter Fobs. The property owner is responsible for anyone accessing Bear Paw or any Amenity using a “renter” Fob.

Emergency After Hours Access

There will be an emergency access process in place in the event a Fob is not working or when legitimate access is needed during the hours guards are not working. This will require the wireless internet connection for Guests at the Guardhouse to have a published password. Instructions will be posted to join the WiFi, turn on wifi calling, and then call a number to speak with a guard to determine access. If access is granted, a one-time use code will be provided to be keyed into the keypad at the gate or the person determining

access may simply open the gate. The person granting access must complete the documentation currently required for visitors to access Bear Paw any time a keypad code is issued or if they open the gate.

Additional Access Required

Emergency vehicles (Police, Ambulance, Fire) will be able to access Bear Paw 24x7x365 using the “yelp” tone.

Carolina Water will be issued two (2) Fobs at no cost. Philip Murphy has requested these be physical fobs since they already utilize Carolina Water issued fobs for other purposes.

Tri-State will have access to Bear Paw added to their current badges which are used to access other properties. If this is not possible, Tri-State will be issued Fobs (either virtual (for a particular person on their phone) or physical (for a specific vehicle)) if they require them. Access can also be granted 24x7x365 by calling the person on duty to issue a code to the keypad at the gate or have the gate opened.

The Marina may request access be granted for non-Bear Paw boat owners who store their boats at the Marina. Marina access for non-Bear Paw boat owners will only be granted for the hours when guards are not on duty (10pm to 6am) and only as long as the boat is stored at the marina. During hours Guards are on duty, the current access policy will remain in effect. Marina owners must request this access for non-Bear Paw boat owners who store their boats at the marina and must notify Bear Paw if the boat is no longer stored at the marina. The non-Bear Paw boat owners are required to pay the fee for nighttime access (10pm to 6am).

Clubhouse Bathroom Access Policy

All property owner Fobs will be activated to have access to the Clubhouse bathrooms during the hours the Clubhouse is open and minimally whenever the pool is open.

Pool Access Control Policy

Up to two (2) Fobs will be allowed access to the pool per “House”. Property owners who own a lot without a House may have their gate access Fobs updated for pool access provided they have not already updated their access for a House that they own, and the pool fee has been paid for this House. No separate Fobs will be issued to property owners for pool access (i.e. there will not be any “Pool & Bathroom Only” Fobs issued). Since the seasonal pool fee payment is required for access to the pool and is applicable for the entire household, no more than two (2) pool access fobs per house are allowed.

For purposes of this policy a non-Bear Paw Property Owners Association lot or house is not considered a “House” and does not have access to the pool unless an active legal agreement to access BPSD amenities exists between the Owners Association and BPSD and that agreement gives them access to the pool.

You, your family and guests will share a Fob and are the only ones who may use this Fob. Fob(s) will be issued/activated each pool season after the seasonal pool fee is received by BPSD.

Pool access is from 10am to dusk each day the pool is open from Memorial Day through Labor Day since the Bear Paw pool is designated a “seasonal pool” by Cherokee County. The pool may be closed without notice in which case all pool access will be suspended until the pool is reopened.

Tennis Court Access Control Policy

Note: Very similar to Pool Access Control Policy

Up to two (2) Fobs will be allowed access to the Tennis Court(s) per “House”. Property owners who own a lot without a House may have their gate access Fobs updated for Tennis Court(s) access provided any applicable fees (if any are in effect) have been paid. No separate Fobs will be issued to property owners for Tennis Court(s) access (i.e. there will not be any “Tennis Court(s) Only” Fobs issued).

For purposes of this policy a non-Bear Paw Property Owners Association lot or house is not considered a “House” and does not have access to the Tennis Court(s) unless an active legal agreement to access BPSD amenities exists between the Owners Association and BPSD and that agreement gives them access to the Tennis Court(s).

You, your family and guests will share a Fob and are the only ones who may use this Fob. Fob(s) will be issued/activated each year after any applicable fees (if any) are received by BPSD.

Clubhouse Access Control Policy (includes the Clubhouse, Skate Room, Garage & Kitchen)

All BPSD property owner’s Fobs will be activated to access the Clubhouse from 8am to 10pm all days of the year unless maintenance or some other event necessitates limiting access to the Clubhouse.

For purposes of this policy a non-Bear Paw Property Owners Association lot or house is not considered a “House” and does not have access to the Clubhouse unless an active legal agreement to access BPSD amenities exists between the Owners Association and BPSD and that agreement gives them access to the Clubhouse.

All BPSD/BPPOA Board Members and the Working Manager (and other applicable employees) Fobs will be activated for 24x7x365 access to the Clubhouse, Kitchen and Skate Room.

Only the Finance Officer and other board members responsible for signing checks along with the Working Manager and any office personal will have access to the Office area of the Clubhouse. The Board may vote during a Board Meeting to provide other Board Members access to the Office only if access is mandatory for them to perform their Board responsibilities.

Additional access to the Kitchen may be granted temporarily to property owners renting the Clubhouse who request access to the Kitchen. Access may also be granted to non-board members responsible for supporting Clubhouse rentals and/or cleaning the clubhouse.

The Chairperson of the Community Action Committee, Chairperson of the Beautification Committee, and Chairperson of other community groups (if approved by the BPSD board) may also be granted access to the Skate Room if/as needed for the hours/days agreed upon by the BPSD board Chairperson and/or Finance Officer. Such access must be approved/reapproved each calendar year.

Garage Access to both the interior and exterior door will be controlled via keys kept in the BPSD offices as it is currently.

Pavilion Access Control Policy

There is no additional access control in place currently for the Pavilion.

Mailbox Access Control Policy

There is no additional access control in place currently for the Mailbox area.

Playground

There is no additional access control in place currently for the Playground.

Access Control Fob Fees

Fees are being implemented to recover the cost of physical fobs, administrative support, and guard support of the Fobs. Fees for any Fobs and/or Fob Access will be defined initially when this policy is adopted and subsequently defined each year during the budgeting process.

- Worker/Vendor Fob Access per vehicle (virtual Fob) for up to 6 months
- “One Stay” Renter Fob Access (virtual Fob) for a two-week period
- “Year Round” Renter Fob (physical Fob) per year (July 1 to June 30) unless the house is sold
- Marina “Non-Bear Paw Resident” Fob Access (virtual Fob) per year (July 1 to June 30) unless the boat is no longer stored at the marina.
- Family Fob (physical Fob) per fob
- Virtual Fob Replacement (after initial creation)
- Physical Fob Replacement (anytime a Fob is lost or damaged)
- Seasonal Pool Fee Access (added to existing Fob) each yearly season once the pool usage fee is paid
- Other Controlled Access Areas Yearly Fees (if/as defined)

Example Fee Schedule

- Worker/Vendor Fob Access per vehicle (virtual Fob) - \$xx per vehicle for 6-month activation
- “One Stay” Renter Fob Access (virtual Fob) - \$xx per stay
- “Year Round” Renter Fob (physical Fob) - \$xxx per year (July 1 to June 30)
- Marina “Non-Bear Paw Resident” Fob Access (virtual Fob) – \$xxx per year (July 1 to June 30)
- Family Fob Replacement – same as Physical Fob Replacement (below)
- Virtual Fob Replacement (each time after initial creation) - \$xx for FIRST time each year (to provide for the purchase of new phones)
- Virtual Fob Replacement (if more than once per year) - \$xx each time after the first time each year
- Physical Fob Replacement (anytime a Fob is lost or damaged) - \$xx each time
- Seasonal Pool Fee - \$xxx for pool season (Memorial Day to Labor Day)
- Other Controlled Access Areas Yearly Fee - \$xx per year (July 1 to June 30)

Note: a 15-minute grace period before and after any “time bounded access” may be included. A one (1) week grace period after any “yearly” fee renewal may be applied.