

Please read all of the following policy and procedures, regarding the duties and responsibilities as a Harbor Point Gate Attendant. Thank you for having an understanding of these procedures when you or your guests enter the gate.

ENTRY

1. ENTRY through the security gate requires a current Harbor Point windshield sticker, a property owner's permission to enter as their guest, and/or a guest pass issued for overnight visitors.
2. The guest MUST be asked if they are staying overnight.
3. Guests passes may be issued for no more than 30 days, upon the property owner's request, but can be renewed if necessary.
4. All passes MUST be returned to the guard shack upon final departure.
5. All property owners are REQUIRED to have a current windshield sticker. All others will be stopped and questioned, including those with an expired HP sticker.
6. DO NOT open the gate until the sticker is in view, and verified that the sticker is current.
7. Commercial vehicles brought home by property owners do not require a sticker, but require a 30-day guest pass, that may be renewed.
8. It is REQUIRED property owners advise the gate when contactors and deliveries are expected.
9. It is REQUIRED that property owners advise the gate when visitors are expected, with the exception of home health care.
10. Unannounced guests, contractors, or delivery trucks will be turned away, until the property owner notifies the gate.
11. Any guests entering Harbor Point will be signed in and license plate recorded on the guest register by the gate attendant on duty (even if going to the office).
12. Exceptions made for entry without permission are as follows ONLY: Emergency vehicles, Sam Houston Electric, Monarch Utilities (Southwest), and Sheriff Department

STICKER POLICY

1. Each property account can receive up to two windshield stickers at the gate. Any additional stickers requested by the property owner needs to report to the office.
2. Stickers are not available to friends and relatives. They may be issued a guest pass if requested, or if staying overnight.
3. Property owners with more than 2 vehicles who wish to have additional stickers need to report to the office, with proof of insurance.
4. Renters will be REQUIRED to provide proof of residency to the office before any stickers may be issued.
5. New property owners MUST check in with the office (after recording name and license plate) before attaining stickers.

LOTS FOR SALE BY OWNERS

1. A “Lots for Sale by Owner’s” list will be available in office only, Tuesday – Saturday 10 a.m. – 2 p.m.
2. These guests MUST still be signed in at the gate and license plate recorded.

HEAVY HAUL FORMS AND IMPROVEMENT PERMITS

1. There MUST be a heavy haul form filled out and paid for by the property owner prior to delivery.
2. Heavy haul forms and improvement permits may be picked up at the gate.
3. Money MUST be put into the night drop box by the property owner, if the office is closed or contact your director or the gate supervisor.

MONEY RECEIVED and SALES OF CANDY, SODA, AND CHIPS

1. **NO MONEY WILL BE COLLECTED AT THE GATE, ASIDE FROM THE CANDY, CHIPS, AND SODA SALES.**
2. No advertising of candy, soda, or chip sales will be posted outside, due to safety concerns of our gate attendants.
3. Goods will not be sold while driving through the gate. Please ask the property owner to park, and then receive their items.

*******Property owners please have your gate card ready at all times, in the event the gate attendant is not present*******

Thank you!