

BARCODE DEFINITIONS

Owner = Name on Recorded Deed

Renter = Name on Lease (Lessee)

VLP (Ventura Long-Term Passes) = Frequent Non-Resident Visitor of Resident or Family Member

Barcode = Sticker affixed to passenger-side rear window that, when scanned by laser reader device, authorizes entry by opening the automatic gate.

Decal = Sticker affixed to lower driver-side front windshield, letter and color-coded to identify the User type for easy reference by HOA employees and Access Control personnel. Also displays expiration month/year for Barcode, requiring re-registration (see “Registration Process” below).

Commercial Vehicles = Vehicles not designed and used for normal personal/family transportation, and vehicles bearing lettering, graphics or other commercial insignia, or visibly altered in a manner to allow transport of equipment and tools.

REGISTRATION PROCESS

Barcodes may be purchased (fees may apply, see “Fee Schedule” below) only at HOA Administration during regular business hours, currently 8:30am-5pm, Monday-Friday, excluding Holidays and office closures.

Upon the expiration of a Barcode, Users must renew their Barcode/decal with HOA Administration. Fees apply, see “Fee Schedule” below.

Users must present an acceptable form of photograph identification (i.e. driver’s license) and the state vehicle registration and insurance for the vehicle. The vehicle must be present and authorized HOA staff only may affix Barcodes and decals.

HOA Administration is required to verify and record all pertinent vehicle information within User’s DwellingLive Profile under the “Vehicles” tab. This may include, but not be limited to, make, model, color, and tag number.

RESIDENT OWNERS

One (1) Barcode may be issued for each vehicle registered to any Owner or their Family Members residing at the Ventura property as their primary residence. Barcodes will expire two (2) years from issue date registration with HOA Administration. VHO decal to be affixed to the front windshield with same expiration date as Barcode. Upon expiration, a replacement decal fee shall apply (see “Fee Schedule” below).

NON-RESIDENT OWNERS

One (1) Barcode may be issued to one (1) Owner. Barcodes will expire two (2) years from issue date upon registration with HOA Administration. Upon expiration, a replacement decal fee shall apply (see “Fee Schedule” below).

RENTERS

One (1) Barcode may be issued for each vehicle registered to any Renter (Lessee on the Lease Agreement) or their Family Members residing at the Ventura property as their primary residence.

Barcodes will expire upon the Lease Agreement termination date up to a maximum of two (2) years. Registration requires a valid Lease Agreement, in writing. A copy of the Lease Agreement will be retained in HOA Administration records; such copy shall not be subject to disclosure to any third party including, but not limited to, Ventura condominium associations. Upon expiration, a replacement decal fee shall apply (see “Fee Schedule” below).

FREQUENT NON-RESIDENT VISITORS (VLP)

Owners or Renters (excluding Family Members – see “Definitions” above) may purchase up to four (4) Ventura Long-Term Passes (VLP) with Barcodes upon registration with HOA Administration, subject to the same requirements and limitations above (i.e. whether Host Resident is an Owner or Renter). Commercial Vehicles shall not qualify for VLP status. VLP Barcodes expire after 1-year and must be re-registered accordingly. Upon expiration, a replacement decal fee shall apply (see “Fee Schedule” below). Only four (4) VLPS are allowed for each owner/renter address.

EMPLOYEES

One (1) Barcode may be issued for one (1) vehicle registered to a Ventura Employee on their employment start date. Barcodes will expire at termination of employment. This section shall apply also to Condominium Association employees and community association employees. A VE decal shall be affixed to the front windshield with same expiration date as Barcode. CME (Condo Management Employee) for condo management employees.

ANNUAL NON-RESIDENT GOLF MEMBERS

One (1) Barcode may be issued for one (1) vehicle registered to an Annual Golf Member on their membership start date. Barcodes will expire one (1) year from the membership start date, which must be presented at the time the Barcode is affixed to the vehicle, or until termination of membership, whichever occurs first. (Exception: Family Golf Plan Members may obtain additional Barcodes as requested by the Director of Golf).

RENTAL VEHICLES

Residents with rental vehicles may purchase Barcodes upon presentation of a valid rental agreement and an acceptable form of photograph identification (i.e. driver's license), for the duration of the rental agreement. Resident will be required to sign an acknowledgement of responsibility for any damage to the rental vehicles and other related costs.

BARCODE RESTRICTIONS

Month-to-Month renters, after having fulfilled their initial lease term of a minimum of six (6) months, must present written proof of month-to-month arrangement from owner or property manager, may renew Barcodes for a six (6) month duration, at which time they must renew accordingly at HOA Administration.

If Owner(s) does not reside at property as primary residence, and Family Member or other occupant resides at that address, and there is not a Lease in effect, the Owner must provide proof of the occupancy arrangement in writing to HOA Administration, including expiration date of arrangement. In the absence of an expiration date, see Month-to-Month limitations above.

EXPIRED DECALS

Expired decals shall be removed by the Access Control Officer and/or the HOA Administration staff and the resident will be directed to visit HOA Administration.

VENTURA ACCESS CONTROL

All entries into Ventura shall be authorized by one of the following methods:

1. Barcode
2. Visitor List (DwellingLive)*
3. Host Resident call directly to Access Control Officer at Gatehouse.*

*Must present current Driver's License to Access Control Officer for scanning.

VISITOR TYPES – DWELLINGLIVE

TEMPORARY

The DwellingLive Visitor List entry must reflect the First and Last Name of the authorized Guest. The Visitor shall be required to present their Driver's License to the Access Control Officer at the Gatehouse. Maximum duration: Thirty (30) days. Visitor shall receive a Pass to be displayed visibly on dashboard at all times. Access Control Officers will only print a pass for ten (10) days. Every ten days the visitor may get a new printed pass from the gatehouse.

PERMANENT

The DwellingLive Visitor List entry must reflect the First and Last Name of the authorized Guest. The Visitor shall be required to present their Driver's License to the Access Control Officer at the Gatehouse. Maximum duration: Indefinite. Visitor shall receive a Pass to be displayed visibly on dashboard at all times.

FEDEX, UPS, LAW ENFORCEMENT, UTILITIES, OTHER AUTHORIZED ENTRANTS

See Post Orders.

Commercial Vehicles: Please see covenants policy.

HOA ADMINISTRATION

HOA Administration maintains an "Organization" Profile to enter vendors, prospective employees, etc. as Visitors. For tournaments, weddings, and other events, the Pro Shop, Food & Beverage Department, or HOA Administration may provide visitor lists to the Gate Attendants.

The Community Association Manager shall be authorized to issue Barcodes to members of organizations that regularly visit Ventura (i.e. Red Hat Ladies, etc.) subject to the regular registration requirements for a maximum duration of twelve (12) months. The fee for this will be \$10.00.

CONDOMINIUM ASSOCIATIONS – Condo Management Employees may get a specific barcode and decal for a fee of \$10.00. They must produce either a valid company ID or a letter from their management company stating their name and position in the company asking for the master association to provide them with a barcode.

GOLF MEMBERS – Annual golf members receive a barcode and decal at no charge.

DWELLINGLIVE PROFILES

Each Ventura property address will be provided with one (1) DwellingLive Profile unless there is a Lease in effect, in which case Renter(s) shall also have a unique DwellingLive Profile upon application to HOA Administration for the duration of their occupancy.

DwellingLive Profile shall contain the Property Address and 1) Owner(s) names as indicated on the property Deed or 2) Renter(s) names as indicated on the Lease or Rental Agreement (i.e. DwellingLive User). [Note: Limited to Two Names].

For Renter(s), a valid Lease or Rental Agreement must be on file at HOA Administration.

FEE SCHEDULE

The Barcode and Decal fee is \$10, subject to change as determined by the Board of Directors.

New Owners only shall be entitled to two (2) Barcodes and Decals at no cost upon initial registration. The \$10 fee will be charged for Barcodes and Decals for additional or replacement vehicles or upon vehicle renewal.

For all Users, a \$10 fee shall apply to replacement of any Barcodes or decals damaged or inoperable due to normal wear and tear.

All barcodes/decals are \$10 upon renewal.

DEVICE TYPES

Handheld Barcodes shall require the approval of the Community Association Manager and shall be available to auto brokers only upon receipt of proof on employer's letterhead. The cost for this is \$10.00, and will expire in six (6) months from activation date.

Motorcycles and vehicles such as Jeeps that do not have windows may get only a decal fixated to their vehicle so that the Access Control Officers know they are a Ventura homeowner or renter. This does not apply to VLPS. The cost for a decal only will be \$5.00.