

**FLAT TOP LAKE ASSOCIATION
3001 FLAT TOP ROAD
GHENT, WV 25843**

August 22, 2021

FTLA Policy for Gate Cards:

The purpose of the gate and security systems at FTL is to protect members' privacy and property. Therefore property access must be limited. The goal is to limit the number of non-members and their access, to keep our property private. Effective immediately, the following gate card policies are in effect, superseding FTLA previous policy.

- 1) Gate card applications must be signed by a member requesting cards or transponders (cards) for their lot. Gate cards will not be issued without signature of the member and FTLA President, VP, Treasurer, or Employment & Safety Chairperson.
- 2) Members gate cards & transponders will be deactivated within 24 hours of closing on the sale of their property.
- 3) New members will be issued two cards, transponders, or a combination of the two free of charge. Additional cards may be issued after member application and approval. Additional cards cost \$25 each and transponders cost \$35 each. Members are not necessarily entitled to all of the cards they want. A maximum of 5 cards per lot will be issued without board approval.
- 4) With approval, additional gate cards may be purchased for a member's immediate family. Immediate family includes parents and children.
- 5) Transponders and cards will be replaced free of charge only if the defective unit is turned in when the new unit is issued.
- 6) The following rules apply to contractors:
 - a. Each contractor will not be issued more than two cards.
 - b. The contractor's cards will be deactivated in 12 months unless a new application is submitted and cards are paid for (\$35 for contractors). The following exceptions will receive gate cards without expiration.
 - i. Utilities including AEP, gas company, cable company, PSD, water company, trash company, FedEx and UPS, school bus, and newspaper delivery.
 - ii. A contractor's gate access card may be cancelled and property access prohibited at any time for violation of FTLA rules.
 - iii. Members must apply for contractor's cards for their domestic help.
 - iv. FTLA will notify contractors 30 days prior to their gate card expiration to allow them sufficient time to apply for card renewal. Contractors must pay for new cards annually when they are renewed.
 - v. Contractors will be issued gate cards only, not transponders.
 - c. Contractors and utilities are responsible for their cards. If a card is lost or damaged a new card must be purchased.
 - d. Contractors must specify the projected length of their project at FTL. The cards will be deactivated after that period expires unless an extension is requested and approved.
 - e. Contractor's cards are valid from 7:00am to 7:00pm only.
 - f. Issuance of a contractor's card does not authorize contractors or their employees to use FTLA facilities (garbage dumpsters, fishing, trails, etc.).