

Resort Access, Gate Hours & Pass Policy

Resort Access:

1. Access to the Resort by SOA Members will not be restricted. Homeowners shall receive up to 5 owner decals per unit for use only on vehicles of family members or persons residing with the owner in their Sandestin home.
2. Access to the Resort by Rental Guests will be restricted to 2 vehicle passes per rental unit. Rental Guest passes shall include name of guest, departure date and rental unit address.
3. Vehicular access to the Resort by Guests of SOA Members and Intrawest will be restricted only to the extent that parking must be available to them at their destination.
4. Access to the Resort by Guests of the Marriott Courtyard and the Residence Inn will be allowed to Commercial Amenities operated within the Resort and to Intrawest owned and/or operated resort amenities. The appropriate front desk will offer guests tram service to their destination. Access by private vehicle will be limited to the North and South gates only and subject to all normal gate access regulations in effect at that time. IHM-Sandestin Operations will coordinate additional training and printed materials to the personnel at the Marriotts to promote tram use.
5. Access to the Resort by the General Public will be allowed to Commercial Amenities operated within the Resort. Access may be restricted under the following situations.
 - a. When parking capacity at any Specified Destination within the Resort reaches 85% of capacity, vehicular access to that destination will be restricted to accommodate the traffic already on it's way, homeowners and guests that have no restrictions to drive to the Specified Destination and therefore have an expectation of parking. All General Public vehicles will be directed to the parking lot at Horseshoe Bayou, other alternate on site parking lot or off site parking that may previously have been designated for overflow. At anytime capacity at that Specified Destination falls below 85% and additional vehicles can be accommodated, vehicles will again be allowed access to that Specified Destination. A BWNA and/or an IHM-Sandestin Operations Parking Coordinator will be assigned to monitor parking capacity at Specified Destination lots during times of expected high use and daily at the Finz beach parking lot during high season. The Parking Coordinator will be responsible for contacting the SOA security officers at the appropriate gate(s) to restrict all General Public access and to redirect to alternate lot(s) when 85% capacity is reached.
 - b. In the interest of safety and security, the SOA, IHM, Village Commercial Properties and BWNA will closely monitor the activities in, around, and related to the Village of Baytowne Wharf nightlife venues especially during Resort quiet hours of 10pm – 7am. The aforementioned entities may convene at times to identify problems and discuss procedures directly related to Village access and parking and establish a best practice solution that is amicable to all groups or that which is needed in the best interest of the Resort, its guests or its membership.
 - c. Vehicular access to the Hilton will be limited only to the extent that parking will be available.
6. Access to the Resort for Special Events and Conference Service Events is subject to all established capacity restrictions and is specifically addressed in the Special Events section of the Traffic Management Plan.
7. All access to the Resort by the General Public may be restricted on specific days or occasions as pre-determined and agreed to by IHM-Sandestin Operations, independent Village merchants via the BWNA, Hilton Sandestin and SOA Security.

8. Access to the Resort for Construction Personnel will be allowed Monday – Saturday 6:45am to 6pm. Access is prohibited on Sunday. An exception may be allowed with the advance written permission of the SOA ARB. Northside entry will be restricted to the East Gate or designated construction gate unless special permission has been obtained in advance from the SOA. All contractors, sub-contractors and their laborers will be required to display appropriate decal or entry pass.
9. Access to the Resort by Intrawest employees and employees of Commercial Amenities will be allowed during normal business hours. Commercial employees arriving after normal business hours may be stopped and their destination confirmed. Intrawest employees arriving between the hours of 1:00am and 4:30am may be stopped and their destination confirmed. Employees accessing Commercial Amenities outside of their normal work hours will be considered General Public and subject to all General Public access restrictions.
10. Access to the Resort by delivery vehicles will be allowed between the hours of 7am and 6pm unless otherwise approved.
11. As motorcycle, mopeds, go-carts, all terrain vehicles and other motorized cycles or scooters are not allowed to operate on any common road or area on the resort, access to the Resort will be limited to the Horseshoe Bayou parking lot, transportation of the vehicle on a trailer to an owner's unit for garaged storage or transportation of the vehicle to the SOA RV/Boat parking lot for storage. Vehicles that are used for the daily routine maintenance of golf course or common property or landscape vehicles are exempt from restrictions. Boats and other trailers or RVs shall be granted access, however, they will be stored in a designated location.
12. SOA members must advise SOA security in advance of a Guest's arrival in one of the following formats. Failure to provide advance notice may result in the Guest being denied access to the resort.
 - a. Provide the Guest with a letter stating your name, Guest name, dates of stay and your house/unit number.
 - b. Call Security Dispatch at 850-267-5000 to provide your guest's information as soon as practical of your guest's arrival.
 - c. E-mail **northg@soaowners.com** with your name, guest's name, dates of stay and your house/unit number as soon as practical prior to your guest's arrival.
13. Emergency, public service and trash collection vehicles are exempt from time, day and gate access restrictions.
14. SOA Security staff may restrict access to the resort by Owners, Guests of Owners or the General Public in cases of emergency or to insure the safety of a member or guest.

Gate Hours

1. North Gate

24-hour continuous operation. To provide additional detection of potential trespassers, Security will staff two entry lanes and identify vehicles accordingly. This will be done at the direction of the Director of Security, or the on duty shift commander, and will be based on traffic volume. Access is subject to established parking policies and will be limited to the following groups:

- Homeowners
- Homeowner guests
- Resort guests
- Employees
- Public Service, Postal and Emergency vehicles
- Village of Baytowne Wharf
- Limited commercial vehicle access

2. South Gate

24-hour continuous operation. Staffing will be the same as the North Gate and will be based on traffic volumes. Access is subject to established parking policies and will be limited to the following groups:

- Access all groups (except contractors after normal operating hours)

3. East Gate

Limited hours of operation.

- Monday – Friday 5:30am – 9:30pm
- Saturday 7:00am – 3:00pm
- Sunday closed

Gate equipped with remote gate opening equipment for after hours operation.

Access is subject to established parking policies and will be limited to the following groups:

- Access all groups (except contractors after normal operating hours)
- After hours access is for homeowners with remote opening devices
- No Village of Baytowne Wharf access

4. Club Drive Gate at Burnt Pine

Limited hours of operation.

- 5:30am – 9:30pm 7 days per week

Gate equipped with remote gate opening equipment for after hours operation.

Access will be limited to the following groups:

- Access all groups with verified destination (except contractors after normal operating hours and/or any person without pre approved arrival clearance or confirmed business)

5. Horseshoe Bayou Events Gate

Opened during Village special events to relieve pressure on the North Gate in an effort to control access of General Public visitors when parking fills for special events.

- Access all groups (except contractors. General Public access until parking fills.)

Access passes and decals

All vehicles, unless otherwise excluded from policy, entering the property will be required to display a pass or decal. These passes will be displayed in the lower left corner of the windshield or dash area. SOA Security reserves the right to stop any vehicle not displaying a pass or decal. With the exception of the Homeowner, proof of insurance, drivers license and registration are required prior to issuance. The SOA maintains a database of information regarding passes and decals.

Decals are distributed as follows:

- Homeowner – issued to SOA property owners, bi annual renewal, limit 5, no charge
- Contractor – issued to contractor vehicles using SOA roadways, annual renewal, no limit, charge applies as approved annually by the SOA Board of Directors.
- Employee – issued to employees of Sandestin and other companies directly related to Resort business, annual renewal, limit two, no charge
- VIP – limited issuance to those with approved business of a professional nature and others as directed by SOA or Resort Senior management, as needed renewal, limit 3, no charge
- SOA Limited Access – issued to those not conducting Resort business but may need access beyond the normal, i.e. private housekeepers, annual renewal, limit two, some charge may apply.
- Long Term Renter – issued to any person with a lease agreement greater than 6 months, annual renewal, limit 3, no charge
- Associate Member – Member of any of the Resort clubs; tennis, spa etc, annual renewal, 1 per member

- Village Employee, issued by BWNA to employees and Managers of the Village. Village manager decals are allowed to park at the Village in approved locations.

Paper passes are issued at the gates or registration desk depending on the group. There is a variety of passes that are used. Guest passes for specific locations have been created in response to parking challenges, and will help identify traffic that is restricted from the use of certain parking locations. All passes include the expiration date, destination and name. There is no charge for paper passes.

Paper passes are distributed as follows:

- Contractor – 1 time per person/vehicle 30 day pass issued at gate
- Guest General - gold, extended stay beyond one day issued at gate or guest registration
- Guest Village - purple, all guests staying in Village
- Guest Beachside Two - pink, all guest staying at BS II
- Guest Hilton - gold, all Hilton guests
- Guest IROC/Club Intrawest - gold, all CI guests
- Guest Bay Club - gold, issued to all Bay Club Guests
- Guest Burnt Pine - orange, pre approved BP guests
- Visitor Day Pass – green, approved day visitors
- Visitor Burnt Pine - green, approved Burnt Pine day visitors (Burnt Pine Golf)
- Model Home Burnt Pine – pink, approved Burnt Pine model home visitors
- Real Estate Tour General – pink, issued by Real Estate and accompanied by agent
- Meeting pass - white, used for General Public visitors to day meetings
- Village day pass – gold, access to Village only when parking is available.
- Guest Marriott – white, all Marriott guest for access to the Resort amenities

Presented by the Traffic Management Plan Sub-Committee - March 29, 2007

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This policy has been accepted by IHM Sandestin Operations, Intrawest Placemaking and the SOA and is not intended to nor does it supersede the SOA Covenants & Restrictions, By-laws and Articles of Incorporation.

Revised 2/2008 to comply with 2008
 Commercial Vehicle Access Policy