

**February 26, 2009**

**To:** Cape Royale Boater's Association (CRBA) Members

**Re:** Non-Property Owner (NPO) and Guest Access

At the request of CRBA Membership, the Cape Royale Property Owners Association (POA) Board, reviewed current practices and policies related to NPO/Guest access. It was determined that:

- 1) current policies serve us well and there is no reason to create redundant policies.
- 2) Gate personnel are inconsistent in how they apply the access requirements.

Both are addressed below.

### **Current Policies/Documentation**

Policies and associated documentation related to gate access are found in the Post Order manual at the gate. That same information (specific to NPO Marina Slip Renters) was addressed in a memo from the Marina Committee Chairman, dated April 26, 2002. A copy of that memo is attached.

One clarification to the memo April 26, 2002 memo relates to CRBA members who are neither property owners nor marina slip renters. They can enjoy the marina facilities at any time as a guest of a property owner or a slip renter. For CRBA functions, their name will be provided to the gate, in writing, by a CRBA representative.

Rules for all marina users are attached to the slip rental agreement. Everyone must abide by the rules. If needed, you can get an additional copy from the Marina Manager.

### **Current Practices**

Please note the six general guides in the attached memo – especially items 3, 5, and 6. There is a significant disparity in how these are applied. Please review and familiarize yourself with the requirements. In conjunction with this memo, the gate personnel will be reminded of the policy and asked to follow it, consistently.

We thank you for choosing Cape Royale. We assure you that we will strive to make your visit as pleasant as possible. Please visit with our Marina Attendants at anytime. He or she can help you with any questions you may have.

Cape Royale Marina Committee

Cape Royale Property Owners Association

**April 26, 2002**

**To:** Non-Property Owner Boat Slip Renters

**Re:** Guests

As you know Cape Royale is a gated community with a twenty-four (24) hour controlled access gate. All property owners must register their guests with the gate personnel before entry of the guest is permitted. The Marina has started renting boat slips to non-property owners, and it is our desire to make their use of the Marina as pleasant as possible. In order for those renters to enjoy an occasional guest the following guidelines have been established for entry into the Cape.

**For the renter:**

When you sign our rental agreement, the Marina Attendant will list your name at the entry gate on a Marina Slip Rental List. When you enter the gate, identify yourself as a marina slip renter, give your name and receive your Visitor's pass to the Marina.

**For the renter's guest:**

When you come through the gate give the gate personnel a written list of the names of each of your guests expected for that day. Your guests names will be checked off the list as they arrive and a Visitor's pass will be issued to each vehicle.

**In general:**

1. Passes and guest lists are good for one (1) day only.
2. You will be allowed a total of six (6) guests per day.
3. Should you be on the Cape and wish to register a guest, you must go to the gate with a written list of your guest's name. For your protection, phone calls are not allowed.
4. As with property owners, you also will be held responsible for the actions of your guest.
5. We ask that you be on site at all times while your visitors are here.
6. We will not admit any guest to the marina prior to your arrival.

We thank you for choosing Cape Royale. We assure you that we will strive to make your visit as pleasant as possible. Please visit with our Marina Attendant at anytime. He/she can help you with any questions you may have.

Bill Rowlett, Marina Committee Chairman