



## **NEW OWNERS OF THE RIVER CLUB**

### **WELCOME TO THE RIVER CLUB COMMUNITY!**

#### **AFTER CLOSING:**

Before we can provide access through the security gate, please confirm with [mrdoran@fieldstonerp.com](mailto:mrdoran@fieldstonerp.com) that the closing has occurred and provide a copy of the HUD Settlement Statement and scan of checks that are due to the Association. The closing attorney may email these documents.

Once we have received confirmation the closing has occurred, we can then move forward with the process of providing your gate access tags (RFID's).

#### **HOW TO OBTAIN YOUR RFID (s)**

The enclosed Resident Profile form needs to be submitted to Security prior to issuing RFID's. The completed form can be delivered to the Greeters Cottage, the Association Office or emailed to the Security Manager.

Once the form has been received, the RFID (s) will be programmed, and you will be contacted within 24 hours to arrange application of the tag.

PLEASE NOTE: Days available for access tags: Wednesday – Sunday from 2pm – 10pm.

Security Manager: Office: 678-546-1690 or [riverclub.greeterscottage@gmail.com](mailto:riverclub.greeterscottage@gmail.com)

#### **MOVING IN:**

The move in date is needed, in advance, and needs to be scheduled with security to allow entry through the construction gate. Moving trucks and any commercial vehicles will only be allowed through the construction gate, just north of the residents' entrance. Hours are; Monday – Friday 7am – 6:30pm and Saturday 9am – 6:00pm. The construction gate is closed on the following Holidays - Memorial Day, July 4<sup>th</sup>, Labor Day, Thanksgiving Day, Christmas Day and New Years' Day.

For additional information, please contact The River Club Community Association Manager Michele Doran at 678-714-4756 or [mrdoran@fieldstonerp.com](mailto:mrdoran@fieldstonerp.com)

---

*Association Office Location;  
1300 Peachtree Industrial Blvd  
Suite 3103  
Suwanee, GA 30024*

#### **CLUB INFORMATION:**

For information regarding the Club, please contact the Member Relations Director, Kelly Smith 770-271-2529 ext. 14 or [ksmith@theriverclub-ga.com](mailto:ksmith@theriverclub-ga.com)

*The River Country Club  
1138 Crescent River Pass  
Suwanee, GA 30024*

Attachments:  
Resident Profile form  
Golf Cart Rules and Registration (if applicable)  
Traffic Rules  
Gate Access Procedures and Instructions  
Pet Policy  
Party Rules

BLANK



# The River Club

Resident Profile Information Form

**THIS FORM MUST BE FILLED OUT AND SUBMITTED TO SECURITY PRIOR TO MOVING IN AND RECEIVING GATE ACCESS TAGS**

**CONTACT NUMBER – 678-482-2814 OR [riverclub.greeterscottage@gmail.com](mailto:riverclub.greeterscottage@gmail.com)**

**Address or Lot #:** \_\_\_\_\_ **Move-in Date:** \_\_\_\_\_

**Property Use**

- \_\_\_\_\_ Owner Occupied (Permanent)                      \_\_\_\_\_ Owner Occupied (Seasonal)
- \_\_\_\_\_ Leased Property: Supplemental Tenant Information Form required
- \_\_\_\_\_ Current Club Member

**Residents of Property at:**

---



---



---



---

**Children:**

_____	M / F	DOB:	/	/
_____	M / F	DOB:	/	/
_____	M / F	DOB:	/	/
_____	M / F	DOB:	/	/
_____	M / F	DOB:	/	/

**Contact Information:**

Primary Phone (default GateAccess.net username): \_\_\_\_\_

Phone 2: \_\_\_\_\_ Carrier: \_\_\_\_\_

Phone 3: \_\_\_\_\_ Carrier: \_\_\_\_\_

Phone 4: \_\_\_\_\_

Primary Email (default GateAccess.net profile information): \_\_\_\_\_

Alternate Email: \_\_\_\_\_

**MAILING ADDRESS IF DIFFENT THAN ABOVE:**

---



---

**Permanent Visitors (24/7 access to property):**



# The River Club

## Resident Profile Information Form

Note: You are able to modify this information yourself at any time through the GateAccess.net resident portal. Attach an additional sheet if necessary.

---



---



---



---



---

### Domestic Help/Service Providers (housekeeping, lawn care, tutoring, etc):

Name: \_\_\_\_\_ Days of the week person/company should have access:

	Su	Mo	Tu	We	Thu	Fr	Sa
_____							
_____							
_____							
_____							

### Residents Directory:

Do you wish to have your contact information included in the residents' community phone directory? Y / N

Do you wish to have your information shared with the Welcoming Committee only? Y / N

Do you wish to keep your contact information entirely private? Y / N

### Vehicle Registration:

Primary Driver	Make	Model	Year	Color	License Tag/State



# The River Club

Resident Profile Information Form

### Pet Information:

Name	Type	Chipped?	Identifying Information

Please attach additional sheets as necessary for more residents, children, vehicles, etc., and include any additional information you would like to have included in your profile.

Welcome to the community!

### RESIDENT AUTOMOBILE INFORMATION

**Smartpasses are available after 24 hours of returned application**

**Wednesday – Sunday 2pm-10pm**

Please complete the following fields as completely as possible and return the completed form, with payment, to the Greeter’s Cottage at your earliest convenience. New residents are given two access tags at no charge. Each additional tag is \$45.00. PLEASE MAKE CHECK PAYABLE TO TRCCA. If this is a replacement for a defective tag, please indicate so below. The \$45.00 purchase price of a new tag is waived for tags that have stopped working, but is not waived for tags lost to repairs, sold vehicles, or trade-ins.

NAME OF DRIVER (S): \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE#: (HOME) \_\_\_\_\_ (CELL) \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

### VEHICLE INFORMATION (1)

MAKE: \_\_\_\_\_ MODEL: \_\_\_\_\_

YEAR: \_\_\_\_\_ COLOR: \_\_\_\_\_ LICENSE TAG #: \_\_\_\_\_

DO YOU HAVE DARK TINT ON YOUR WINDSHIELD? Y/N



The River Club  
Resident Profile Information Form  
VEHICLE INFORMATION (2)

MAKE: \_\_\_\_\_ MODEL: \_\_\_\_\_

YEAR: \_\_\_\_\_ COLOR: \_\_\_\_\_ LICENSE TAG #: \_\_\_\_\_

DO YOU HAVE DARK TINT ON YOUR WINDSHIELD? Y/N

\_\_\_\_\_  
Administrative Use Only  
\_\_\_\_\_

HEADLIGHT STRIP #:

\_\_\_\_\_

WINDSHIELD TAG #:

\_\_\_\_\_

HEADLIGHT STRIP #:

\_\_\_\_\_

WINDSHIELD TAG #:

The River Club Community Association, Inc.

2018

GOLF CART RULES

The Board of Directors of the River Club Community Association, Inc. (the "Association"), pursuant to its rule-making authority under Chapter 7, Section 7.2 of the Association's Charter, hereby adopts this Golf Cart Policy and Rules (the "Policy"), to be effective on June 9, 2018. This Policy shall be part of the Association's rules and regulations. In the event of a conflict between the terms of this Policy and the terms of other Association rules and regulations, the terms of this Policy shall apply.

**POLICY STATEMENT:**

In an effort to allow the use of golf carts within The River Club Community Association Common Areas (the "Community") while attempting to promote safety within the community, the following policy has been established for all Property Owners who operate golf carts within the Community. While the Association does not advocate or endorse the operation of golf carts on its streets, it will, however, permit the use of golf carts on the private streets owned by the Association in accordance with the Policy. Compliance with this policy does not guarantee compliance with local, state or federal law and Owners are advised to investigate all other applicable laws or regulations.

In order to assist in providing safety for everyone in the Community, the following registration requirements and rules have been established. Anyone operating a golf cart must be observant of, and attentive to, the safety of themselves and others including their passengers, other motorists, bicyclists, and pedestrians. Everyone who operates or rides in golf carts on the streets within the Community does so at their own risk. The Association assumes no liability for permitting carts to be operated on the streets.

The following Rules apply to the use of golf carts on the Common Area of the Association.

As used in these Rules, the term "Golf Cart" shall have the same meaning as the definition of "Golf car" or "golf cart" as set forth in O.C.G.A. 40-1-1(17.3). It also includes low-speed vehicles as set forth in O.C.G.A. 40-1-1(25.1) and 49 C.F.R. §571.500.

1. The Golf Cart may be driven only by persons sixteen (16) years of age and older with a valid Driver's License.
2. Maximum of four (4) people on a four (4) passenger Golf Cart or six (6) people on a six (6) passenger Golf Cart. NO CHILDREN ALLOWED IN DRIVER'S LAP. ALL PASSENGERS MUST BE SEATED.
3. The Golf Cart may be driven only on paved roadways within the Community.

4. The Golf Cart will be operated at all times in accordance with State and local traffic regulations governing the use of motor vehicles.
5. The Golf Cart must be parked in a designated parking space.
6. Extreme caution will be exercised at all times while operating the Golf Cart, especially during periods of inclement weather, crowded roadways, or situations involving special hazards.
7. Alcoholic beverages are not permitted on any Golf Cart. No alcohol may be consumed by any driver or passenger while the Golf Cart is in use and no driver shall operate the Golf Cart while under the influence of alcohol.
8. If so equipped, seat belts must be worn by all passengers when the Golf Cart is operated.
9. Anyone observed operating the Golf Cart carelessly, recklessly, dangerously or in any manner likely to cause injury or damage to himself/herself or any other person or to property, or on any unpaved roadways, or in violation of any provision of these Rules shall be subject to the revocation of the privilege to operate the Golf Cart in the Community.
10. The Golf Cart will be driven in a safe, slow, and careful manner and shall at no time exceed any posted or designated speed limit.
11. Operator of the Golf Cart shall yield to pedestrians at all times.

#### REGISTRATION:

1. A registration form and a release of liability and indemnification agreement (the "Registration Form) must be completed by each Owner who intends to use a golf cart on the private streets within the Community. Only Property Owners of record of property within the Property shall be entitled to register a golf cart in accordance with this Policy.
2. Upon receipt of the completed Registration Form and compliance with the requirements of this Policy, the Owner will be notified to schedule an inspection of the vehicle by a River Club Security Officer for vehicle identification purposes.
3. Following the vehicle inspection, each registered cart will be issued two reflective numbered stickers which must be permanently affixed to the sides of the body of the cart, centered in the general area beneath the driver's seat. These stickers must be prominently displayed on the cart at all times. All requests for replacement stickers must also adhere to these rules regarding the placement of stickers on the carts.



4. At the time of registration and at all times while the Golf Cart is operated on the Common Areas, the operation of the Golf Cart must be covered by a liability insurance policy with at least a combined single limit of at least \$100,000 per occurrence for bodily personal injury, including death and property damage coverage. The Owner shall name the Association as an additional insured on any policy. The policy shall provide that the Association shall be given at least thirty (30) days' notice prior to the non-renewal, lapse, cancellation, or termination of the policy. Additionally, by completing the Registration Form, the Property Owner covenants and agrees to maintain this coverage as long as the Golf Cart is operated in the Community. Owner shall, within five (5) days of Association's request therefore, provide the Association with a certificate of insurance evidencing compliance with this paragraph 4.

#### ENFORCEMENT:

1. Any violation of this Policy should be reported to the Association's managing agent. Any resident may report a violation to the managing agent or any Association Board Member in writing. The complaint should have as much identifying information as is possible, including but not limited to the identity of the party violating the Policy, the Golf Cart registration number, the date, time and approximate location of the incident and a detailed description of the alleged violation.
2. Any act constituting a violation of this Policy may result in a fine of \$100.00. A second violation may result in a fine of \$250.00. A third violation may result in a fine of \$500.00 and revocation of the registration to operate the golf cart in the Community. Any additional violations may result in a fine of \$1000.00 and legal action. Any threat to safety may result in immediate legal action. Operation of a Golf Cart that is not registered hereunder on the Common Areas shall constitute a violation and the Owner shall be subject to fines as provided in this Paragraph 2.
3. All reported violations will be reviewed by the Association's Managing Agent to determine if the report of a violation is valid before any action is taken.
4. The affected Property Owner shall be given notice and an opportunity for a hearing regarding fines to the extent required in Article 9 of the Bylaws.
5. The Golf Cart registration forms will be maintained by the Association management company.

THE RIVER CLUB COMMUNITY ASSOCIATION, INC.  
GOLF CART OWNER REGISTRATION FORM

(Please Print)

Golf Cart Owner(s): \_\_\_\_\_

Owner's Address: \_\_\_\_\_

Owners Phone #'s: Home: \_\_\_\_\_

Office/Cell: \_\_\_\_\_

Make/Manufacturer of Golf Cart: \_\_\_\_\_

Model \_\_\_\_\_ Year \_\_\_\_\_ Color \_\_\_\_\_

Headlight and taillight equipped: YES \_\_\_\_\_ NO \_\_\_\_\_

Top: YES \_\_\_\_\_ NO \_\_\_\_\_

Vehicle Identification Number: \_\_\_\_\_

I have received, read and understand The River Club Community Association, Inc. (the "Association") Golf Cart Policy. I acknowledge that I assume all liability related to Golf Cart operation, and am fully responsible for the operation of the above-described cart within the Association Common Areas (the "Community"). I also acknowledge that the Association, by providing this privilege, is in no way endorsing the operation of this Golf Cart in the Community and does not and will not assume any liability to the operation of the Golf Cart. On behalf of myself and anyone who operates the Golf Cart, I agree to indemnify and hold harmless the Association and its respective directors, officers, managers, and anyone else acting by or on behalf of the Association from any and all losses, demands, claims, or injury arising from the use of the golf cart within the Community.

I agree that I will obey all applicable Laws, the terms of this Policy, and all other Association requirements concerning the operating of golf cart within the Association's community.

Owner Signature(s): \_\_\_\_\_ Date: \_\_\_\_\_

Owner Signature(s): \_\_\_\_\_ Date: \_\_\_\_\_

For HOA Use Only:

Signature of HOA Agent Approving Form: \_\_\_\_\_

Printed Name of HOA Agent: \_\_\_\_\_

Assigned number of golf cart: \_\_\_\_\_ Date sticker issued: \_\_\_\_\_

## **TRAFFIC RULES & ENFORCEMENT POLICY**

### **1. Purpose**

- 1.1 This regulation establishes the rules and controls applicable to vehicle operation on the Common Area roads within The River Club Community.
- 1.2 Rules and controls applicable to Golf Cart operation are contained in the Golf Cart Policy adopted by the Board of Directors on April 9, 2018 . In the event of a conflict between these Traffic Rules and the Golf Cart Policy, the Golf Cart Policy shall apply when operation of golf carts is at issue.

### **2. Traffic Rules**

- 2.1 All traffic and vehicle control signs posted under the authority of the Association must be obeyed, including but not limited to, speed limit signs.
- 2.2 Vehicles and vehicle operators shall comply with all local, state and federal ordinances, rules, regulations and laws applicable to operation of a vehicle on public roads in Gwinnett County, Georgia, including but not limited to the Uniform Rules of the Road for the State of Georgia, O.C.G.A. § 40-6-1, et seq., as such may be amended.
- 2.3 Vehicle and vehicle operators must obey the direction of Association personnel
- 2.4 All vehicles and vehicle operators shall hold all such current drivers licenses and registrations, and maintain such insurance coverage, as required to drive and/or operate on Gwinnett County public streets in conformance with all applicable local, state and federal laws.

### **3. Enforcement**

- 3.1 The Association will enforce these rules using all reasonable means at their disposal, including the use of radar, laser, video and other devices and/or engagement of local Law Enforcement.
- 3.2 Violations of the above Rules and Regulations will subject the violator to sanctions in accordance with the following. Note that the below fining schedule will be followed in most instances. However, as it is not feasible to establish a fining schedule appropriate to every possible infraction and circumstances surrounding the same, thus, the Board shall have discretion to vary from this schedule for egregious, blatant, repeated or otherwise out-of-ordinary violations as it sees fit.

#### **Fine schedule:**

1 <sup>st</sup> Offense in a 12 month period	\$100
2 <sup>nd</sup> Offense in a 12 month period	\$250
3 <sup>rd</sup> Offense in a 12 month period	\$500 and loss of resident gate access for 30 days
4 <sup>th</sup> Offense in a 12 month period	\$1000 and loss of resident gate access for 6 months

BLANK

## **Gate Access Procedures**

**Resident Gate Access:** Residents, Club Management and Club Members have the option of purchasing a RFID tag and gaining access thru the automatic resident gate. Contact the Security Patrol Office for a RFID Tag request form.

**Gate Access System:** The River Club uses a gate access system from Applications by Design, Inc. to provide residents, Club Management and Club members the ability to manage their guest access list thru an on-line website, a smart phone, tablet or iPad app. See the Gate Access software instructions for more information.

### **Greeter's Cottage or Construction Gate Access:**

- 1) Residents and Club Members - If a resident or club member arrives at the visitors' gate, their right to access the property must be confirmed (usually with a drivers license), even if they have a windshield sticker or the security officer recognizes the person driving the vehicle. The Gate Access System is queried to confirm an individual's right to access the property.
- 2) Guests, vendors, contractors, employees, etc. should be identified on the Gate Access System by the Resident, Club Manager or Club Member authorizing the access. The Security Officer will request a drivers license or other form of identification and check the name against the authorized list. If the name is not on the list, the Officer will attempt to call the Resident, Club Manager or Club Member for authorization to admit the person. If the Officer cannot get authorization the person will be asked to contact the Resident, Club Manager or Club Member to have their name added to the Gate Access System before they are admitted.
- 3) When Guests, vendors, contractors, employees, etc. arrive at the Greeters Cottage and present a FastAccess Pass with a QR code, the Officer will ask for a drivers license, scan the QR Code and verify the name on the pass matches the identification. If the pass has expired or the name on the pass does not match the identification, then the Officer will attempt to call the Resident, Club Manager or Club Member for authorization to admit the person. If the Officer cannot get authorization the person will be asked to contact the Resident, Club Manager or Club Member to have their name added to the Gate Access System or a new FastAccess Pass issued before they are admitted.

### **Other considerations/guidelines**

Make sure that your guests understand the photo identification procedure at the visitors' gate. Even when a guest's name is on the list, the guest will be required to show photo identification. If they cannot provide this identification, they will not be allowed into the community. If you do not provide a guest list, then Security will call your home to get verbal confirmation that the guest should be allowed entry. Once you give the confirmation, they will be asked for photo identification. If you cannot be reached, your guest will not be granted access.

### **Parking and Traffic rules in The River Club**

- Parking is only allowed on the side of the street with a sidewalk.
- On streets and cul-de-sacs with no sidewalks, please park on the side of the street facing the exit way.
- Parking is not allowed in front of driveways or in front of fire hydrants.
- Only emergency vehicles can park in cul-de-sacs.
- If you have an event during the day, please do not park in front of mailboxes.
- Parking is also not allowed on the shoulders of the road or on another person's property.
- Middle Fork Trail, from Whitestone Way to the Sports Center, is one of the most difficult traffic areas to control. So, for that reason parking will be limited along that stretch of the street.
- Visitors must be made aware of our 20mph speed limit and stop at all stop signs.
- Please be considerate of other residents by keeping noise at a reasonable level.



## The River Club Community Association

June 9, 2018

### RE: GATE-ACCESS SYSTEM INSTRUCTIONS

Dear Residents & Club Members:

The River Club uses a gate access system from **Applications by Design, Inc.** to provide every resident and Club member the ability to manage their guest access list thru an on-line website, a smart phone, tablet or iPad app.

**The website you will utilize to update your visitor list, and change your contact information will be [www.GateAccess.net](http://www.GateAccess.net).**

Instructions on how to log-in and update your new account are listed here and on the attached pages.

To log-in to your account for the first time you will use the User Name and Password provided to you by the Security Staff:

Community Code: RC

User Name: <<XX>>

Password: <<XX>>

It is important you establish your log in and make needed changes or updates. If you have any trouble accessing the system, please call the Security Manager at (678) 546-1690. Staff will be happy to help you.

**MAKING VEHICLE UPDATES:** Vehicle descriptions and decal information may only be updated by the Security Staff. Forward changes to your vehicle descriptions to Security Manager at [riverclub@ussecurityassociates.com](mailto:riverclub@ussecurityassociates.com).

Please remember, any time your license plate or vehicles are changed, the new information must be sent to the Security Manager.

**MANAGING VISITOR LIST:** You may review and update your "Guest List" in the "FastAccess Pass" section as often as you like. We encourage you to review the list on a regular basis, deleting those who should no longer have access.

### **MOBILE DEVICE APPS**

Once you have confirmed your account information is correct, we recommend that you download the GateAccess Mobile App on your Android and iOS devices (iPhone or iPad) so you can conveniently access and edit your guest list, and view your recent visitor list. The log-in information for the GateAccess Mobile App are the same as for the [gateaccess.net](http://gateaccess.net) website.

**Please keep the attached instruction pages for reference** as they contain important information such as the new website address, directions to log into the system, and a brief overview on navigating the web site once you have successfully accessed your account.

If you have questions or problems accessing the system please contact Celeste Lumpkin-Heard at (678) 546-1690 (8am – 4pm) M-F.

Best regards,  
The River Club Community Association

## GATEACCESS.NET SYSTEM INSTRUCTIONS

### INITIAL SET-UP: ACCESSING YOUR ACCOUNT

Using any standard web browser (Internet Explorer, Firefox, Chrome, etc.), navigate to [www.GateAccess.net](http://www.GateAccess.net)

Login to GateAccess.net  
Community Code:  
RC  Remember  
User Name:  
 Remember  
Password:

At the login screen:

Select the "INSERT YOUR COMMUNITY CODE" community code from the dropdown list. Our Community Code is "RC".

Enter the User Name provided (Primary Telephone Number) NO SPACES

If you have not set up a custom login:  
Your user name is the PRIMARY PHONE NUMBER  
(as appears on the security staff file)  
(entered as 10 digits without spaces, dashes or parenthesis)

Enter the Password provided – NO SPACES. *Keep this code as you will need it to access key information about your account.*

Your password is your CODE NUMBER or PIN CODE

Once you have filled in these 3 data fields, click on the LOGIN button.

IF YOU ARE UNAWARE OF YOUR CODE NUMBER, YOU MAY  
CONTACT SECURITY OR THE PROPERTY MANAGER TO  
OBTAIN IT.

Upon a successful login, the OVERVIEW page will open with community news and important phone numbers.

Login

### CHANGING USER NAME AND PASSWORD

We recommend you change your initial user name and password. This is done by clicking the *Login Information* tab. You will then be able to enter a new user name and password. If the user name you select is already in use, the system will let you know so you can select a different one. Guidelines on the page will direct you in selecting a valid user name and a strong password. Click on the "Update Login Information" button below the "Confirm Password" section to save the changes.

### NAVIGATING THE WEB SITE

Once you have successfully accessed your account, on the upper part of the screen you will see a tab selection bar that allows you to access various categories of information such as:

#### Overview

This page contains community news and contact information for Property Manager and Security.

#### Contact Info

This page allows you to update your contact information as it appears on file.

Simply enter all of the information that you need, and click on "Update Information"

The guest arrival notifications drop-down list allows you to select what guests you'd like to be notified for (via email or text).

Please note: The section showing Owners and Occupants are NOT available to edit.

If you have changes contact the Property Manager or Security Manager.

#### Entry Logs

This page allows you to view vehicles and guests that were allowed entry to your house.

The guests are sorted by the time of entry, starting with the latest one arriving.

To use the search function click on the Help Button for more information.

Note: guests or vendors that go to multiple addresses in the community may go to your house (and other addresses that day) but LOGGED IN under a different address.

This screen is "Read Only". No modifications can be made on it.

#### Emergency Contacts

This page allows you to enter your emergency contact information.

The names entered on this page will be visible to your Security Staff, and will enable the Security Staff to contact someone should an emergency occur and you are not available on any of the numbers that you listed.

If your contact has your key in his or her possession, select YES for the "Has Key" field.

#### Vacation Notification

This page allows you to view, modify or add a new vacation.

The note that you can leave will show to the Security Staff for as long as you are out of town.

Click on the Help Button for more information.

#### Pets Information

This page allows you to view, modify or add your pet's information, as well as to upload your pet's picture, so the Security Staff may access it if a lost animal is found on site.

Click on the Help Button for more information.



### Vehicles

This page allows you to view vehicles that are registered to your address.

If a vehicle is listed on this page that you do not own, please contact Property Management or Security Staff to get that corrected. For security purposes, this screen is "Read Only". No user modifications can be made on it.

### Login Information

This section allows you to change the user name and the password for your GateAccess.net account:

### Fast Access Passes

This is where you add, delete, and edit your guest list as well as issue a "FastAccess Pass" to your guest.

See attached example of the FastAccess Pass.

**Note:** *When you add a guest, if you don't provide a "start" and "end" date the guest will be shown as "Permanent".*

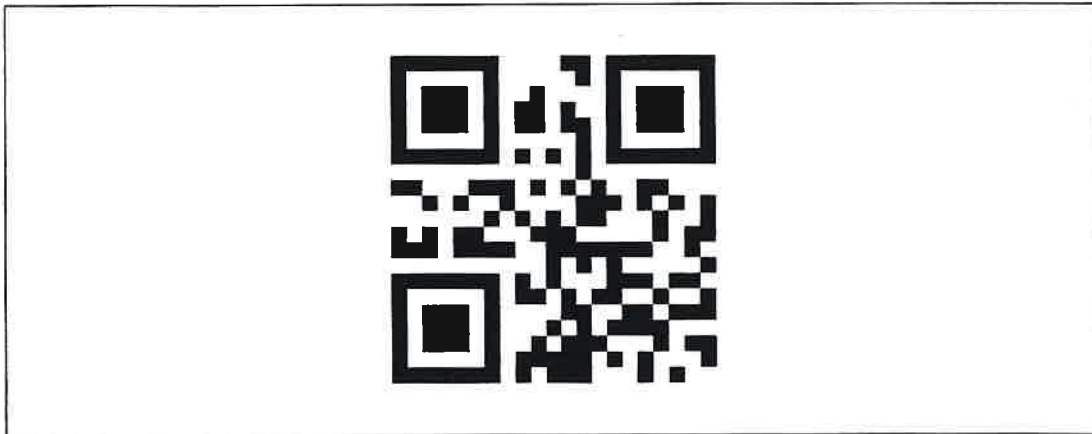
Should you need assistance while updating these tabs, click on the HELP button that is located at the bottom right hand corner of each page. The HELP button will generate a pop-up screen detailing information regarding editing, deleting, and adding data.



THE  
RIVER CLUB

<b>Guest Name:</b>	Your Guest Name
<b>Valid From:</b>	1/11/2018 to 1/18/2018

<b>Destination:</b>	880 Middle Fork Trail
---------------------	-----------------------



	<b>Speed Limit</b>
--	--------------------

**20**

Unless otherwise posted

Powered by:  
**ADi GATEACCESS.NET**

BLANK



**Pet Rule:**

Pets shall be registered, licensed, and inoculated as required by the governing laws of the jurisdiction. Pets must be kept under control for their own protection and to preserve the safety of other residents and their pets. When outside the dwelling, dogs shall be kept confined to your property by means of a fence, including an electronic fence. If you do not have a fence or means of confining your dog, they cannot be left unattended to roam freely. Any dog NOT confined to your personal property must be on a traditional, controlled leash, maintained at a maximum of 6' in length. Wireless / remote controlled collars are not an acceptable means of controlling your dog outside of your personal property. Any pets which are permitted to roam free, or, in the Board's sole discretion, make objectionable noise, endanger the health or safety of or constitute a nuisance or inconvenience to the occupants of other Units, shall be removed upon the Board's request. If the pet owner fails to honor such request, the Board may remove the pet.

And, as always, please remember to pick up after your pet.

**Special Note:**

If you are walking your pet in the Chattahoochee River/National Recreation Area's please note the regulations as posted on their website; <https://www.nps.gov/chat/planyourvisit/pets.htm>

**Pets in the Park**

Pets are welcome in Chattahoochee River National Recreation Area - but to protect other visitors, wildlife and your pets themselves, please remember these regulations: Pets are allowed on park trails.

- Pets must be leashed (6' or shorter leash) at all times
- You must clean up your pet's poop.
- You must dispose of poop in appropriate receptacles or take it home.
- Pets may not be left unattended.
- As much as you may enjoy the park sometimes your pets are happier staying at home.

BLANK

## THE RIVER CLUB COMMUNITY ASSOCIATION, INC.

### ACCESS, TRAFFIC/PARKING AND SPECIAL EVENT/PARTY RULES

**PURPOSE:** The streets within The River Club Community are not designed to accommodate vehicle parking for a large gathering of visitors/guests on the street at a residence. If not managed properly vehicle parking can threaten the health, safety, and welfare of the Community and residents, or at the very least, create a nuisance for other residents. In addition, large numbers of visitors/guests to a home for an event, party or gathering creates difficulty and delay at the security gates and Greeter's Cottage. For these reasons, the Association's Board of Directors believes it is in the best interest of the Association to adopt rules and regulations to govern the access for, and parking of vehicles on, the streets within The River Club Community. Additionally, these rules refer to and clarify certain restricted uses outlined in Exhibit "C" to the Declaration.

#### EVENT PLANNING FORM SUBMISSION:

Owners, Occupants or residents expecting over 20 vehicles parking on the street for an event/party/gathering, must submit the enclosed "EVENT PLANNING FORM" to the Community Association Manager @ mrdoran@fieldstonerp.com at least 72 hours in advance of the event and use a valet service.

Owners, Occupants or residents expecting more than 10 but **less** than 20 vehicles parking in the street, must provide notification, at least 48 hours prior to your event/party/gathering by submitting the Event Submission Form to the Community Association Manager @ mrdoran@fieldstonerp.com

- *\*Please note – if the number of anticipated cars is more than 25, additional personnel may be required for the duration of your event to assist with traffic control and rules enforcement. You will be invoiced \$45/per hour (\$67.50/per hour for holidays)*

#### GUEST LIST PROCEDURE:

Security will **no** longer accept guest lists either by fax, e-mail or drop off. Owners, occupants or residents will be responsible for entering their guest list in GateAccess.net. For assistance with Gate Access functionality, please contact Security Manager, Celeste Heard @ 770-371-6143 or Celeste.LumpkinHeard@aus.com

- Guest list should be entered into GateAccess.net at least 24 hours prior to start of the event/party/gathering
- Guest list additions of 10 or less can be entered into Gate Access up to 1 hour prior to the event

#### GUEST / VISITOR ACCESS PROCEDURES:

Make sure that your guests/visitors understand the photo identification procedure at the visitors' gate.

Even when a guest's/visitors name is on the list, the guest/visitor will be required to show photo identification. If they cannot provide this identification, they will not be allowed into the Community. If owners, occupants or residents have not entered their visitors/guests into Gate Access system, the Greeter's Cottage will call your home to get verbal confirmation that the guest/visitor should be allowed entry. Once you give the confirmation, they will be asked for photo identification. If you cannot be reached, your guest/visitor will not be granted access.

## **THESE RULES APPLY WHEN GUESTS/VISITORS ARE BEING SHUTTLED IN FROM AN OFF-SITE LOCATION:**

### **SHUTTLE SERVICE**

- Only passenger vans will be permitted through the visitor gate, no large buses.
- Must provide the Association with the name of the shuttle service and driver's name.
- Must provide the Association with the number of shuttle vans expected.

### **LARGE PARTY BUSES**

- Requires 72 hour advance notice and approval.
- Buses are not permitted to remain on property after drop off.
- Buses must enter through the construction gate only during normal operating hours, unless previous accommodations are made with Security to staff the construction/delivery gate outside of normal hours.

They will be denied if they try to access through the visitors' gate.

- Monday – Friday 7:00am – 6:30pm
- Saturday – 9:00am – 6:00 pm
- Sunday – closed
- Holiday closures - New Years' Day, Memorial Day, July 4th, Labor day, Thanksgiving day and Christmas day

### **TRAFFIC RULES AND PARKING:**

- Visitors must be made aware of our 20mph speed limit and stop signs
- Parking is only allowed on the side of the street with a sidewalk.
- On streets and cul-de-sacs with no sidewalks, park on the side of the street facing the exit way.
- Parking is not allowed in front of driveways or in front of fire hydrants.
- Cul-de-sacs are to be left open for emergency vehicle access.
- If you have an event during the day, do not park in front of mailboxes.
- Parking is also not allowed on the shoulders of the road or on another person's property.
- Do not block your neighbors' driveway
- Valet Parking is required if you are expecting more than 20 cars
- No vehicle may be parked overnight on any street within The River Club Community.
  - a. Specifically, on street parking is prohibited daily between the hours of 1:00a.m. and 6:00 a.m. If a resident is hosting a party or other special event that necessitates on street parking during these hours, the Association will, upon written request by a resident in good standing, issue to the resident a reasonable number (as determined by the Board in its sole discretion) of temporary parking passes which, when prominently displayed on the front driver's side dashboard of the vehicle, will allow the vehicle to be parked on the street on the date or dates specified on the permit, subject to compliance with these rules and regulations.
  - b. Any vehicle parked on a street between the hours of 1:00 a.m. and 6:00 a.m. which does not display such a temporary parking pass may be towed, without notice, at the vehicle owner's expense. Additionally, any resident whose vehicles or whose guests' vehicles are parked on a street between the hours of 1:00 a.m. and 6:00 a.m. without the required temporary parking pass may be subject to fines and other sanctions as provided in the Declaration.

- Parking on the street is permitted only as a temporary measure. Neither residents nor guests of residents may regularly park on the street as a matter of course.
  - a. The Association may, in its discretion, notify any resident whose parking patterns suggest that they are using the street consistently for parking that they must cease and desist or be subject to fines and other sanctions.
  - b. This rule shall not apply to contractor's vehicles, provided they are parked directly in front of (or directly across from) a house on which they are actively working while they are parked. A warning notice will be sent to the resident before any fines are assessed or any vehicle is towed based upon a violation of this rule.

**RESTRICTED ACTIVITIES:**

- Any activity that emits foul or obnoxious odors outside the Unit or creates noise or other conditions that tend to disturb the peace or threaten the safety of the occupants of other Units;
- Any activity that that violates local, state, or federal laws or regulations; however, the Board shall have no obligation to take enforcement action in the event of a violation;
- Any noxious or offensive activity which in the reasonable determination of the Board tends to cause embarrassment, discomfort, annoyance, or nuisance to persons using the Common Area or to the occupants of other Units;
  - Tips for abiding by this rule:
    - Contain all guests within the limits of your unit
    - Do not allow guests to infringe on another neighbors' property
    - Ensure guests are not lingering in the streets
    - Ensure guests do not litter streets and/or neighboring yards
    - Control negative behavior such as drunkenness, fighting, verbal abuse, etc.
- Use or discharge of any radio, loudspeaker, horn, whistle, bell, or other sound device so as to be audible to occupants of other Units, except alarm devices used exclusively for security purpose;
- Use and discharge of firecrackers and other fireworks;
- All commercial filming and/or commercial film production in the Common Area, at any time, without the Association's express permission;
- Other rules apply as outlined in Initial Rules, Exhibit "C" of the Community Charter ("Charter").

**Important to keep in mind:**

All Property Owners are responsible for all violations of the Governing Documents by the occupants of or visitors to their Units, and for any damage to the Area of Common Responsibility that such occupants or visitors cause as stated in Chapter 8, Section 8.1 of the Community Charter for the River Club.

***If a non-resident is cited for a traffic violation and does not pay, the property owner or Club member who authorized the non-resident's access is ultimately responsible.***

Violations of the above Rules and Regulations will subject the unit owner to sanctions in accordance with the following. Note that the below fining schedule will be followed in most instances. However, as it is not feasible to establish a fining schedule appropriate to every possible infraction and circumstances surrounding the same, thus, the Board shall have discretion to vary from this schedule for egregious, blatant, repeated or otherwise out-of-ordinary violations as it sees fit.

Fines for any Violation of the of Rules, Regulations and Restricted Activities  
 Minimum of \$200 per violation





## EVENT PLANNING FORM

Type of party/event, i.e. birthday party, wedding, baby shower, etc. \_\_\_\_\_

Date of the Event: \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Location/Address of the event: \_\_\_\_\_

Number of expected guests: \_\_\_\_\_

\*Number of anticipated cars: \_\_\_\_\_

\*Shuttle Service or Other Transportation? Shuttle Van- how many \_\_\_\_\_ Party Bus – how many \_\_\_\_\_

Drop off Time(s): \_\_\_\_\_

Pick up Time (s) \_\_\_\_\_

### Fundraising/Charity Event (This includes any event where the general public is invited to attend)

- Names and contact information of organizers:

- \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_

- Is this event advertised?

- Yes \_\_\_\_\_ NO \_\_\_\_\_

- If yes, Where and how it is being advertised: \_\_\_\_\_

- What Charity? \_\_\_\_\_

- How many guests will be allowed? \_\_\_\_\_

\*PLEASE NOTE – IF THE NUMBER OF ANTICIPATED CARS IS MORE THAN **25**, ADDITIONAL PERSONNEL MAY BE REQUIRED FOR THE DURATION OF YOUR EVENT TO ASSIST WITH TRAFFIC CONTROL AND RULES ENFORCEMENT. YOU WILL BE INVOICED \$45/PER HOUR (\$67.50/PER HOUR FOR HOLIDAYS)

**IF YOUR GUESTS ARE BEING SHUTTLED IN FROM AN OFF-SITE LOCATION**

**SHUTTLE SERVICE**

- ONLY PASSENGER VANS WILL BE PERMITTED THROUGH THE VISITOR GATE
- MUST PROVIDE THE NAME OF THE SHUTTLE SERVICE, DRIVER'S NAME.
- NUMBER OF SHUTTLE VANS EXPECTED

**LARGE PARTY BUSES**

- REQUIRES 72 HOUR ADVANCE NOTICE AND APPROVAL
- BUSES ARE NOT PERMITTED TO REMAIN ON PROPERTY AFTER DROP OFF
- BUSES MUST ENTER THROUGH THE CONSTRUCTION GATE ONLY DURING NORMAL OPERATING HOURS, UNLESS PREVIOUS ACCOMMODATIONS ARE MADE WITH SECURITY TO STAFF THE CONSTRUCTION/DELIVERY GATE OUTSIDE OF NORMAL HOURS – NO EXCEPTIONS – THEY WILL BE DENIED IF THEY TRY TO ACCESS THROUGH THE VISITORS GATE
  - MONDAY – FRIDAY 7:00AM – 6:30PM
  - SATURDAY – 9:00AM – 6:00 PM
  - SUNDAY – CLOSED
  - HOLIDAY CLOSURES - NEW YEARS' DAY, MEMORIAL DAY, JULY 4TH, LABOR DAY, THANKSGIVING DAY AND CHRISTMAS DAY

**OTHER CONSIDERATIONS**

ENCOURAGE GUESTS TO TAKE OTHER MEANS OF TRANSPORTATION I.E. UBER OR LYFT

IF YOU LIVE CLOSE TO THE SPORTS CENTER, AND ARE EXPECTING MORE THAN 10 CARS, YOU MAY WANT TO CONSIDER HAVING YOUR GUESTS PARK AT THE SPORTS CENTER AND SHUTTLING THEM TO YOUR HOME. PLEASE MAKE SURE YOU CONTACT THE CLUB DIRECTLY FOR AUTHORIZATION TO USE THE SPORTS CENTER FOR PARKING - RCEVENTS@THERIVERCLUB-GA.COM OR BY CALLING 770-271-2529 EXTENSION 14!

I acknowledge I have read the enclosed rules and regulations stated within and accept liability for any major deviations from the original plan, as submitted, as well as any violations of community standards by guests.

Print Name \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_