

Procedure for Open Houses in Winston Trails

1. Request Submission

- Residents: Must submit a request to the property management office to host an Open House the Wednesday before the scheduled event, using the WT Authorized Form.

2. Signage Rules

- No signs permitted, as per the Winston Trails Documents.
- Penalty for Non-Compliance: Placement of signs may result in a fine of \$50 per sign.

3. Security Patrols

- Security will patrol the property.
- Incident Reporting: If signs are placed, security will record an incident report with the address and photograph the signs.
- Sign Collection: All signs will be collected and taken to the clubhouse and tagged with the address where the signs were picked up.

4. Handling Collected Signs

- Property Management Role: The property management will handle the fine process for signs.

5. Gate Access Control

- Entry Restrictions: Security will promptly log guests attending the open house following the Golf/Restaurant Standard Operating Procedures (SOP) under the resident's address for the open house.
- Management will contact security to inform them of the Open House.
- Homeowner can add it to their GateAccess.net account.
- The security supervisor will add a note to the ABDI system under the resident's address for the open house, instructing security staff to carry out the quick log process for the visitor.

6. Enforcement and Compliance

- Monitoring: Regular monitoring and enforcement are crucial for the success of this procedure.
- Feedback Mechanism: Residents can contact security via Text Something Say Something number or contact the office

7. Communication and Awareness

- Informing Residents: All residents should be made aware of these procedures through community bulletins, emails, or community meetings.

8. Periodic Review

- Evaluation: Regularly evaluate the effectiveness of these procedures.
- Adjustments: Make necessary adjustments based on feedback and observed challenges.

By following these steps, Winston Trails can ensure a well-managed and safe environment for Open Houses while maintaining the integrity and aesthetics of the community.