

# LAKE MONTICELLO OWNERS' ASSOCIATION

41 Ashlawn Boulevard  
Lake Monticello, VA 22963-3330  
(434) 589-8263; Fax (434) 589-5696

Email: [Admin@lmoa.org](mailto:Admin@lmoa.org)  
Website: [www.lmoa.org](http://www.lmoa.org)

## 2011 POLICY AND USE OF GUEST BARCODES

**PM 19.03 II G (Dec 2007) Guest Access Device** – A property owner, Business Member or Tenant Associate Member may request by application that persons identified on their Master Guest list be allowed to purchase a gate access device, allowing them to enter all Lake Monticello access gates. The privilege may be revoked by the requesting party at any time upon request in writing to the police department. This special privilege can only be obtained by property owners, Business Members and Tenant Associate Members residing on improved Lake Monticello property.

Holders of gate access devices shall follow all applicable rules and procedures regarding the use of the device. The penalty for misuse of the gate access device shall be revocation or deactivation of the device.

A property owner, Business Member or Tenant Associate Member must fill out the Request for Guest Access Device form completely and return the form to the Main Gate before the access device can be issued to any guest.

Guest access devices shall not be issued for or attached to large trucks or other construction vehicles as described in PM 14.02. Business permit holders may obtain the benefits of a guest access device for other than these large trucks or other construction vehicles upon application by a property owner, Business Member or Tenant Associate Member.

LMPD will review requests for gate access devices and approve or deny the request. Unusual circumstances shall be addressed on a case-by-case basis.

**Fee:** The annual fee for guest access devices is \$35.00 as established by the Board of Directors and published in the Association's annual schedule of dues, assessments, charges and fees.

**Identification:** All vehicles shall be identified by a LMOA access device placed on the vehicle by LMOA personnel. The access device will be distinctive so as to allow LMPD personnel to immediately identify the type of access device. A copy of the Commonwealth of Virginia Vehicle Registration(s) shall be checked before the access device is approved. The vehicle shall be registered to the guest named on the application form.

### Rules for Use:

The guest access device shall be affixed only to the vehicle identified on the access device request.

A copy of the approved request shall be kept in the vehicle and shall be produced upon request of any Lake Monticello Police/Security Department officer.

The guest access device shall not be used to allow ANY other vehicles to enter Lake Monticello property.

The guest access device shall not be removed from the vehicle or altered in any way from its original condition.

The guest shall agree to abide by all rules of Lake Monticello, and all criminal and traffic laws of the Commonwealth of Virginia.

No guest shall use a guest access device for employment purposes whatsoever.

If the guest access device is lost, stolen, damaged, or if the vehicle ownership is transferred or becomes inoperative, and the holder notifies LMPD immediately for deactivation, the holder may request that another device be issued at the normal fee. If LMPD is not immediately notified, the privilege to receive another guest access device shall be denied. No access device fees shall be returned once an access device has been attached to a vehicle.

**Penalties:** The penalty for the misuse of the guest access device shall be immediate deactivation of the device. The fee will not be returned for any reason. Additionally, the property owner, Business Member or Tenant Associate Member may not be afforded the privilege of obtaining a gate access device for that guest in the future.

**Appeals:** The sponsoring property owner, Business Member or Tenant Associate Member may appeal any penalty action in writing to the Chief of Police, who shall investigate and render a decision. If the sponsor does not agree with the decision, it may be further appealed to the LMOA General Manager. If not satisfied with the General Manager's decision, the sponsor may appeal to the LMOA Board of Directors, whose decision shall be final.

This appeal procedure shall not inhibit the enforcement of other applicable policies.

**LAKE MONTICELLO OWNERS' ASSOCIATION  
2011 REQUEST FOR GUEST BARCODE**

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**Property Owners/Tenant Associates** Lot \_\_\_\_\_ Section \_\_\_\_\_

Home Phone \_\_\_\_\_ Business Phone \_\_\_\_\_

Last Name \_\_\_\_\_ First Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

**\*Guest** Phone: \_\_\_\_\_ On Master Guest List: \_\_\_\_\_

Last Name \_\_\_\_\_ First Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

**Vehicle below MUST be registered to the name of guest above**

License Plate Number \_\_\_\_\_ State \_\_\_\_\_

Vehicle Make \_\_\_\_\_ Vehicle Body \_\_\_\_\_

Year of Vehicle \_\_\_\_\_ Color of Vehicle \_\_\_\_\_

Identification Number \_\_\_\_\_ Number of Axles \_\_\_\_\_

**Indemnification statement:**

*The person receiving a LMOA guest access barcode shall indemnify, protect and hold harmless the Association and its Board of Directors from and against all liabilities, obligations, claims, accidents, casualties, occurrences, damages, causes of action, costs and expenses, including, without limitation, reasonable attorneys' fees, and expenses, imposed upon or incurred by or asserted against the Association or its Board of Directors by reason of issuance of this access device. The Association and the Board of Directors reserves the right to designate counsel.*

**Access Device disclaimer:**

*Use of this access device is governed by the current conditions set forth by LMOA, which may be amended without notice from time to time. Holder of the LMOA guest access barcode agrees to surrender the access device to the LMOA upon demand. Applicant agrees to follow all rules/procedures and penalties associated with the guest access device.*

The annual fee for guest access devices is \$35.00.

\_\_\_\_\_  
Signature of Guest Date

\_\_\_\_\_  
Signature of Property Owner/Tenant Associate Date

**\*Guest must be registered on current Master Guest List.**

**OFFICIAL USE ONLY**

Access Device Number \_\_\_\_\_ Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Amount Paid: \$ \_\_\_\_\_ Effective Date: \_\_\_\_\_ Expiration Date: \_\_\_\_\_