

CAROLINA TRACE ASSOCIATION, INC  
51 TRACEWAY  
GATEHOUSE PLAZA  
SANFORD, NC 27332



February 02, 2016

Subject: Electronic Electronic Passes for non-residents of Carolina Trace

1. The current rules for residential electronic passes allow residents of Carolina Trace to purchase an electronic pass for use on their personal vehicles. This allows the use of the automatic gate, and speeds up traffic through the gate. Several residents have requested permission to purchase electronic passes for their family members who visit frequently, and some have requested permission to purchase a pass for care givers who attend the needs of a resident frequently.
2. Since this request has come from several residents, the Security Committee has brought this to the CTA Board. A motion was made and approved to allow residents to sponsor passes for non-residents. The approval of any request will be the responsibility of the Security Committee. An application form has been created and is part of this communication or may be available at the Gatehouse. The form will need to be completed and submitted with the \$20 fee for the Electronic Pass by the resident of CT. The application will be reviewed by the Security Committee, and the resident will be notified of the status. This pass may be withdrawn by the originator or the CTA Security if the need for the pass ends, or there is a problem with the party to whom the pass has been issued.
3. A record of the non-resident pass will be maintained and attached to the requesting resident's file. A separate file will be kept of all of the Non-Residents who have been issued Electronic Passes through this process. This file will be periodically reviewed, and each Resident who was granted one of these passes will be contacted to verify that the Non-Resident should still retain the opportunity to enter the gate with an e-sticker. This process will not replace any of the current rules for obtaining Electronic Passes, including contractor passes.
4. For further information please contact the undersigned via e-mail or your CTA Director within your Property Owners Association.

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