

Modified Security Procedures for Open Houses/Estate Sales Being Held in Carolina Trace

Effective 3-21-2021

An owner wishing to have an Open House for the purpose of showing their property, or an Estate Sale, is required to notify their POA Board and should also discuss with the POA whether or not Open House/Estate Sale signs will be permitted on POA property. NO Open House or Estate Sale signs are permitted to be placed on CTA property at any time. The Owner must then contact Security two weeks in advance and request approval for the day and times that they want to have an Open House/Estate Sale. This is due to the total number of Open Houses/Estate Sales on a specific day is limited to 1. Security will maintain a list of scheduled Open House/Estate Sale Events.

Due to the Covid 19 Pandemic, the homeowner will not be required to be at the Gate the entire time of the Open House in order to approve entrance by guests wishing to attend. Instead, the homeowner who gives permission will sign a document taking responsibility for the people who are coming into Carolina Trace to attend the Open House/Estate Sale and affirming they are responsible for any misuse of the pass. The homeowner is also required to have a sufficient number of written direction sheets or maps at the gate which the Security officer will give to the guests.

The Security officer will then handle the guests as follows:

1. Request from the driver a valid driver's license.
2. Record the name and driver's license number on the log sheet
3. Obtain and record the vehicle tag number.
4. Provide the visitor with a valid OPEN HOUSE GUEST pass and explain the limitations of travel by reiterating that the pass is valid only for the times specified and to and from the specific location.
5. Provide the guest with a copy of the owner provided directions to the home.

A special colored pass will be made up with OPEN HOUSE GUEST on it. The time that the pass is valid shall be posted on the pass for 1/2 hour prior and 1/2 hour past the actual Open House/Estate Sale times along with the date, Lot # and POA.

