

## Litchfield By The Sea

### Barcode POLICY

Waccamaw Management, LLC, AAM will distribute Litchfield By the Sea Community Association, Inc. ("LBTS") property owner access barcodes. Barcodes give LBTS property owners automatic entry into the community. Barcodes can be obtained from Waccamaw Management, LLC, AAMC ("WM") between the hours of 8:30 a.m. to 12:00 p.m. then 1:00 p.m. to 4:30 p.m. Monday through Friday.

Each residence will be issued personal barcodes free of charge, provided that all assessments have been paid. Additional barcodes may be issued to immediate family members, specifically limited to sons, daughters, son-in-law, and daughter-in-law. Family member barcodes will cost \$20 each. A total of no more than eight (8) barcodes issued to one residence. Residents must submit a vehicle registration and proof of LBTS ownership, if a recent purchase, for each property owner barcodes. Requests for family member barcodes must be accompanied by the vehicle registration form.

All residents that own golf carts **MUST** have a decal or barcode attached to the golf cart. Residents must sign a statement stating the barcode will be permanently affixed to the golf cart.

Your barcode will allow you access to your community, the beach, and the LBTS pool at River Club, via the main and back gates.

The barcode **MUST** be adhered to the outside of the passenger side rear window of the vehicle; **NOT TAPED**.

If the vehicle is traded the barcode must be removed from the vehicle and returned to LBTS before a new barcode can be issued. If your window is damaged and needs to be replaced you may transfer the barcode or come by WM and a new barcode will be issued for your vehicle. ***There is a \$25 fee for the replacement of a barcode without the old one.***

**PLEASE REPORT ALL LOST OR STOLEN BARCODES TO LBTS IMMEDIATELY.**

LBTS property owner barcodes are the property of LBTS. The Association reserves the right to deny issuance of a barcode or to remove a barcode if it is not used in accordance with the rules and regulations of LBTS. All barcodes are issued to one specific vehicle. Transferring barcodes to another vehicle or requesting barcodes for non-eligible persons will result in a fine and temporary deactivation of the barcode. In addition, barcodes cannot be altered or defaced in any manner. Any exception to the location of a barcode on the vehicle **MUST** be approved by the Security Committee.

The first offense will incur a fine of \$100 and deactivation of the barcode for thirty (30) days. Subsequent infractions will result in a one (1) year deactivation and a \$500 fine. Barcode activity will be continually monitored to maintain accurate data.

Residents may contact LBTS Security to schedule visitors for current or future access into LBTS or by using the Resident Module at [www.lbtsguard.com](http://www.lbtsguard.com). If you need your username and password, please contact Jennifer Wing at WM, 843.314.0844. LBTS Security can be reached at 843.237.2451.

We appreciate the patience of all property owners while we continue to modify and improve this gate access security system.