

ANDALUSIA HOMEOWNERS ASSOCIATION

c/o Community Management Services, Inc.

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SECURITY GUARD INSTRUCTIONS

ACCESS

- Security guard is responsible for providing manual access into the community for open house patrons and party guests using toggle switch in the gatehouse for the entry gate, after patron or guest has identified their purpose in getting access.
- Exit gate may not be left open.
- Security guard may not distribute entry codes or keys to patrons or guests.
- Security guard should contact owner or resident hosting party, if patron is unable to provide information regarding the host.

DEMEANOR

- Security guard must be personable, cheerful, well groomed and in uniform.
- Security guard should welcome guests and patrons to the community and ask them how he or she can be of assistance.

FACILITIES

- Security guard may use bathrooms in the recreation center, and a key will be provided.
- Association will provide chair for gatehouse.
- Security guard should stay at post unless on break or utilizing bathrooms.

PARKING

- Security guard may park vehicle in the guest parking spaces in the community.
- Security guard is to instruct guests and patrons to park only in spaces marked "guest" and not to park in numbered, assigned parking spaces.

SECURITY

- Security guard should address any disturbances, loitering, or other security issues brought to his or her attention and in the case of emergencies or threats to property or persons, report issues immediately to the Fremont Police Department.

OTHER RESPONSIBILITIES

- Security guard should distribute any flyers or brochures provided by the realtor to patrons for the open house.