



SECURITY NOTICE

Homeowner - Contractor Registration

Due to new security procedures that are being implemented within the Laurel Lakes Community concerning the 24/7 of gate closures. Homeowners are being requested to have their Service Contractors (Lawn Care, Landscaping, Pool Service...) Health Care Visitors (at home health care), or home maid service providers, who visit on a weekly, bi-weekly or monthly basis to complete the following form and return it to the Board at the address below.

Once the Board receives this form, with all the information completed, a security PIN (Personal Identification Number) will be issued to that company or individual for access. These PIN's can only be used during certain hours of the day and on certain days and are recorded through our security system.

It will be the owner's responsibility to notify their Contractors of this change and requirement. If the Contractor is not on the list, they will not be allowed to enter unless you allow them access to enter through your Phone Number, which must be registered in the Sentry Call Box. If you are not registered, the information on registration and use can be found on the on the Laurel Lakes website at: <http://www.laurel-lakes.net>

Even though many contractors enter onto the community, we do not know who you have contracted with to provide services for you. Owners are the only persons that can validate that information and when their contractors are entering. So, we recommend that each of you make copies of this form. Have this form completed by each of your contractor(s) and return it as quickly as you can so that for those who leave in the next few weeks or months can continue your services without interruption. You can email the completed form back to Barry Hart or P.V. Archer using the Laurel Lakes email address: laurellakescommunity@laurel-lakes.net or you can mail it back to:

Argus Property Management Company
C/o Dylan Clements
2477 Stickney Point Road, Suite 118-A
Sarasota, Florida 34231.
Phone: 941-927-6464

Note: Contractors are Guests under the Declarations of the Association and hence are treated as such. It is the responsibility of each homeowner to ensure the Bonding and Insurances that are needed and required for services under the Florida State Laws. Only with your permission is someone allowed to enter the community property. Delivery Services, such as FEDEX and UPS are by your request and are controlled by how you submit you're your delivery request



information. We are currently trying to make arrangements with those companies but in many cases, we cannot authorize a single PIN to the entire company, in such cases, they will only be allowed entry access through your phone system and we recommend that you or someone is home for the delivery. The Association takes no responsibility for the delivery of packages which are left by Delivery Service Providers or the removal there of.

This policy does not apply to Emergency Response Vehicles, Government/County Vehicles, US Postal Service, FPL and TECO vehicles or their personnel when providing a service within the community.

If a contractor has any problems with entry access, they may contact Dylan Clements at Argus Property Management Company to get the forms, change/modify information or to get further clarification.

Respectfully,

HOA Board of Directors



Contractor Registration - PIN Application Form

This form must be completed in full, if information is incomplete, you may either not receive a PIN or the form may take longer to review and approve. If this is an individual, sole proprietor company, please note your name where it states, "Contractor Company Name".

Under the Florida Law most contractors must be licensed or given a permit, all businesses need a Florida Employer Identification Number (EIN), for tax purposes within the state of Florida, and required before providing services to the public. Please **PRINT OR TYPE ALL INFORMATION – Contractor Signature Required.**

Owner Information:

Laurel Lakes Owner Name: _____

Laurel Lakes Owner Address: _____

Company Information:

Company License/Permit Number: _____ Company EIN: _____

Type of Business Service Provided: _____

Contractor Company Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Phone #: _____

Owner's/Manager Contact Name: _____ Contact Phone #: _____

How Many Vehicles Need Entrance to Laurel Lakes: _____

Do you Have a Trailer Attached? (YES/NO): _____

Number of Days/Week in Laurel Lakes (1-7) _____

Which Days Do You Need Access For? _____

Contractor Signature: _____

DO NOT WRITE BELOW: Laurel Lakes ONLY

Received Date: _____ Approved Date: _____ PIN Entry Date: _____

LL Assigned PIN: _____ Approved By: _____