

**WINDSOR HILLS MASTER COMMUNITY ASSOCIATION, INC.**

2600 N. Old Lake Wilson Road

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To whom it may concern,

Due to recent incidents, we at Windsor Hills would like to clarify our community access rules.

In order to enter the property:

- All drivers **MUST** have a **VALID** driver's license –state IDs, military IDs, voter's card, passports, and/or a bank issued card will **NOT** be accepted.
- Guest **MUST** comply with entry procedures –their driver's license will be read into CapSure so that a parking pass can be issued.
- Guest must have their reservation paperwork with the property address ready.
- The vehicle registration **MUST** be up-to date.
- Only **ONE** vehicle is allowed through the gate at a time.
- Check in through the **LEFT** lane at the Guard Shack.
- Homeowners **MUST NOT** share their gate card with their renters.
- Renters must not share their parking passes with their guests.

Parking rules:

- There is a **FIVE CAR MAXIMUM** per reservation –exceptions **MUST** be approved by the HOA manager **PRIOR** to arrival.
- Parked vehicles **CANNOT** block sidewalks.
- Parked vehicles **CANNOT** park on the streets or grass.
- There are only **TWO** vehicles allowed to be parked in the driveway – additional vehicles **MUST** park in the oversize parking lot or near the clubhouse.
- **ALL** parking permits **MUST** be visible in the windshield at **ALL** times.
- Registered guests **CANNOT** share parking permits with unregistered guests.

If guests cannot comply with our community access rules they will not be allowed on property. Vehicles can/will be towed at the vehicles owner's expense. If the issue escalates, guests can be trespassed by the Osceola Sheriff's Department and the property manager/owner will be notified.

Also, there is a common problem of guest going to the back gate. Please include our community address (2600 N Old Lake Wilson Rd Kissimmee, FL 34747) as the address they will use on their GPS to prevent road blocking at the back gate. Please notify all guests of these rules and regulations.

Thank you for your cooperation, Windsor Hills Management