

Shipyard Property Owners Association (SPOA) Access Policy

PURPOSE: To define the limitations and controls for access to Shipyard POA.

POLICY: It is the policy of Shipyard POA Property Owners' Association to control access to the POA by means of a pass/decal system. These rules are established by the Shipyard Property Owners' Association Board of Directors. Shipyard Security, which is licensed and certified by the South Carolina Law Enforcement Division (SLED) will manage and enforce this policy. Accordingly, all vehicles or persons entering Shipyard POA must possess and display a pass or decal to demonstrate authorization as required.

Decals

A decal is a numbered adhesive label, which must be obtained and affixed to a vehicle in a prescribed manner. All decals are valid for the calendar year issued. Decal types are as follows:

Property Owner Decals

A property owner is defined as one or more persons, firms, or corporations, who can provide proof of title to any residential lot or family dwelling unit within Shipyard as recorded in the office of the Clerk of Court for Beaufort County, SC.

- Property owners will be issued decals for their vehicles. Property owners will have no entry restrictions to Shipyard POA.
- Property owners will be limited to four decals if their primary residence is in Beaufort County and two decals if their primary residence is outside of Beaufort County. The vehicles must be registered in the property owner of record's name (or spouse). All residents must have the vehicles registered to their Shipyard address in order to qualify for four decals. Each owner is entitled to two courtesy decals for relatives living in Beaufort County. The owner must complete an application for each of these types of decals and the recipient must appear in person to obtain the decal. The cost is \$25.00 per courtesy decal. There is no charge for the first two owner decals and a \$25.00 charge for any additional. You must provide a valid vehicle registration and a valid state-issued ID for all decal transactions.
- All registered vehicles will need to be brought to the Welcome Center during business hours to have a Shipyard Staff member place the decal physically on the vehicle.
- Low speed Vehicles ("LSV") such as "Mokes" , "Zeroes" or "Gems" which meets the requirements of the South Carolina Code of Laws Section 56-2-100 et. seq. may be operated on the Shipyard roadways. In accordance with South Carolina law, all LSV's shall be registered with the South Carolina Department of Transportation, be properly insured, and carry a South Carolina license plate. Golf carts are not LSVs and shall not be permitted to use the Shipyard common areas including Shipyard Roadways or recreational paths. All LSVs shall be required to be registered with SPOA just as traditional vehicles to obtain a SPOA pass/sticker.

- Timeshare and Quartershare owners will be issued temporary passes for their vehicles that permit entry to the POA only during the week(s) that is (are) owned by the member. They are ineligible for decals.

Commercial Decals

A commercial decal is required for any access used for the purposes of earning money by means of service or sale. Commercial decals are purchased in accordance with a classification system and are valid from January 1 to December 31 of the purchase year. Commercial decals will display a class letter that coincides with the type of vehicle. Any person purchasing an annual decal must be prepared to present a valid driver's license, proof of insurance and vehicle registration. There are no exceptions. These decals are not transferable.

Class I \$250.00: Defined as all four (4) wheeled vehicles such as cars, pickup trucks, light vans, etc. or (4) wheeled vehicles with a trailer.

Class II \$350.00: Defined as all vehicles with six (6) wheels.

Class III \$425.00: Defined as all vehicles with more than 6 wheels.

Trailers (all classes) \$100.00

The commercial decal permits access to commercial projects Monday through Friday, (excluding holidays), from 7:00 a.m. until 7:00 p.m. Indoor (quiet) work is permitted on Saturdays until 5pm. Outdoor (landscaping) work is permitted on Saturdays until noon. Other outdoor work is only permitted on weekends with a signed *Weekend Work Permit* (available at Welcome Center). All commercial vendors entering the property to provide any type of service must purchase an annual or daily commercial pass. There are no exceptions! Bids, deliveries, and estimates are included. Please note that you must provide your driver's license, vehicle registration and insurance cards for decal purchases. Personal checks are not accepted. ACCEPTABLE METHODS OF PAYMENT ARE: COMPANY CHECKS, CERTIFIED FUNDS, MONEY ORDERS OR CASH. NO COMMERCIAL ACTIVITY IS PERMITTED ON HOLIDAYS UNLESS THERE IS AN EMERGENCY. Special commercial work permits must be completed and signed at the Welcome Center to obtain access on Saturdays. The commercial decal provides limited access to areas within the POA and is restricted to routes from the entrance gates to the projects and between project sites as required. Use of the decal to gain access or purposes not job related, abuse of private property or disregard for safe speeds or safety procedures may result in revocation of the decal. Daily commercial passes may be obtained for vehicles whose drivers have not obtained a commercial decal. The cost of commercial decals and passes are based on the type and weight of the vehicle. All commercial vehicles are subject to search by the Security Department while on the POA and before departure. Drivers of commercial vehicles are responsible for all damage and/or spillage on the roadways caused by their vehicles.

Limitations of Use

Commercial decals may not be used to conduct other sales, conduct other business activities, use POA amenities, fish in lagoons or use beach facilities.

Replacements

Decals may be replaced upon the surrender of the old decal or pieces thereof and a payment of a \$50.00 replacement fee. You must present your original receipt when applying for a replacement decal. Replacement decals are limited to transfers for the original purchaser. Commercial decal replacements are not transferable.

Exceptions

Public service, community service vehicles that provide the referenced services to the residents and businesses of the POA are not required to have or display decals to enter if they have appropriate logos and other colors or markings that clearly indicate their role. Examples are telephone, cable and power utility services, highway maintenance, postal services, elected Town or State officials and police.

- Golf Club:** All service, vendor, maintenance, or other commercial vehicles going to the Golf Club are permitted unrestricted access. The only permitted destination in this category is the Golf Club.
- Parcel Delivery:** Organizations which are in direct competition with a department agency of the United States Government such as United Parcel Service, Airborne Express or Federal Express are granted free access to Shipyard POA. The vehicles must display logos explaining their function.
- Island Clergy:** Hilton Head Island Clergy are authorized free access to Shipyard POA upon submission of an application in the name of the Church or Synagogue they currently represent. A commercial decal will be issued.
- Realtors:** Realtors' access to the POA will be permitted seven (7) days a week until 2100 hours using a commercial decal or by purchase of a commercial daily pass. Realtors may use any of these three options for gaining access to the POA:
- (1) present a valid Hilton Head Area Association of Realtors' card at the Welcome Center or the Visitor's Lane for a complimentary daily pass,
 - (2) purchase an annual decal for \$25.00 at the Welcome Center. The realtor must present a valid Hilton Head Area Association of Realtors' card and a valid driver's license.
 - (3) Realtors who are not members of the Hilton Head Area Association of Realtors must purchase daily commercial or annual commercial passes at regular price.

Please note that you must provide your driver's license, vehicle registration and insurance cards for decal purchases. Personal checks are not accepted. ACCEPTABLE METHODS OF PAYMENT ARE: COMPANY CHECKS, CERTIFIED FUNDS, MONEY ORDERS OR CASH.

Commercial Taxi or Bus Fleets

A taxi or bus operator/owner-providing passenger hauling services on a frequent basis to the POA may elect to purchase individual decals for vehicles at the rates listed or may elect to pay an annual taxi/bus

fleet decal fee of \$2,250.00 for up to 20 vehicles, \$2,650.00 for up to 30 vehicles or \$2,950.00 for up to 40 vehicles.

To be eligible for the fleet rate, the purchaser must own or lease all the vehicles in the fleet. Each vehicle will be registered in the same manner as all other commercial vehicles.

- Only vehicles used in hauling passengers for a fee may be registered under the annual fleet rate.
- The fleet registration does not include the personal vehicles of the commercial operator or his/her employees, administrative or service vehicles or any vehicles of sub-contractors.
- Busses or taxis picking up or dropping off residents or their guests will proceed to and return from the residence or business by the most direct route. Busses bringing passengers into the POA to designated locations will use routes specified by Shipyard Security and will not deviate from these routes.
- Vehicles in this category will haul passengers from point to point by the most direct route. Taxis may wait for passengers a reasonable amount of time but may not remain in the POA overnight. Busses may not wait for passengers for longer than 10 minutes. They may drop off passengers in an area designated by Shipyard Security, proceed to a parking area outside the POA and return later to pick up their passengers.
- Taxis and busses are prohibited from cruising or parking within the POA for the purpose of soliciting passengers.

Commercial Prepared Food Service Delivery Vehicles

Small restaurant facilities such as pizza & deli shops, which provide home delivery service may elect to purchase individual decals at the regular rate or may elect to pay an annual group fee for transferable decals. Contact Shipyard Management for details.

Employee Decals

Staff decals are issued free of charge to full-time employees of Shipyard POA, Shipyard Golf, Van Der Meer Racquet Club, management employees of the Sonesta and the Hilton Head Health.

- Staff decals will be issued and renewed upon submission of the proper application, which must include the authorization signature of the director or general manager of an eligible business.
- Staff decals are conditional and specifically limited to employment with an eligible business. Termination of employment ends the staff decal access privilege.
- Participating businesses are responsible for maintaining accurate records of current eligible employees. They are also required, upon termination of a staff decal holder to acquire the decal, or a portion thereof and return it to the Shipyard Welcome Center.

Staff decals provide access for employment purposes only. They may not be used to conduct other business activities, use POA amenities, fish in lagoons or use beach facilities.

Renter Decals

Renter decals are permitted for long term renters. Renters must present a lease for six months or more for eligibility in the decal program. Only tenants named in a lease with a property owner are eligible for a decal and the privileges attached thereto. Sub-lessors with an informal or other agreement with a

leaseholder are considered guests under this policy and are ineligible for decal privileges. A renter with a lease of less than six months will be issued a temporary pass, which may be renewed every 30 days. Renter decals will have an expiration date that coincides with the expiration date of the lease. The decal expiration date can be updated when a lease is renewed or extended. A \$25.00 administrative fee is required for each renter decal. Renewed, updated, lost or damaged decals may be replaced or appropriately amended upon a payment of \$25.00. The decal, a portion thereof, or the receipt must be presented to the pass office for this replacement fee.

Passes

A pass is an access authorization form, which must be obtained and displayed in a vehicle in a prescribed manner.

Temporary Passes

Temporary passes authorize access for a period not less than 24 hours nor greater than 30 days. Temporary passes can be acquired upon the authorization of a property owner, renter or official agent of a rental property or timeshare management company. A temporary pass must be displayed continually on the dash of the vehicle.

Daily Passes

Daily passes authorize access for a period of less than 24 hours.

- Daily passes issued by the Gate Officers to persons going to the Golf and/or Racquet Club during the hours of operation are limited travel from the gates to the destination.
- Daily passes for guests to any residential property within Shipyard POA require the express authorization of a resident or property owner.
- These passes may not be used to conduct commercial activities, use POA amenities, fish in lagoons or use beach facilities.

Commercial Passes

A temporary commercial pass is required for daily access used for the purposes of earning money by means of service or sale. Commercial passes are purchased in accordance with a classification system and are valid from 7:45 a.m.-7:00 p.m. on the day of purchase.

- Class I \$15.00:** Defined as all four (4) wheeled vehicles such as cars, pickup trucks, light vans, etc. and four (4) wheeled vehicles with out trailers.
- Class II \$25.00:** Defined as all medium vehicles with six (6) wheels and all heavy trucks with eight (8) or more wheels and/or having a rating of five (5) tons or greater.
- Class III \$35.00:** Defined as all large vehicles with eight (8) or more wheels and/or having a rating of five (5) tons or greater.

The commercial pass permits access to commercial projects **Monday - Friday (excluding holidays)** during **daylight hours only**. **Please note that you must provide your driver's license, vehicle registration and insurance cards for decal purchases. Personal checks are not accepted. ACCEPTABLE METHODS OF PAYMENT ARE: COMPANY CHECKS, CERTIFIED FUNDS, MONEY ORDERS OR CASH.**

NO COMMERCIAL ACTIVITY IS PERMITTED ON SATURDAYS, SUNDAYS, OR OBSERVED HOLIDAYS.

- The commercial pass does not permit unlimited access to all areas of the POA, and is restricted to routes from the entrance gates to the projects and between project sites as required.
- Use of the pass to gain access for purposes not job related, abuse of private property, and disregard for safe speeds or safety procedures may result in revocation of the pass.
- The cost of the commercial pass is based on the type and weight of the vehicle.
- Drivers of commercial vehicles are responsible for all damage and/or spillage on the roadways caused by their vehicles.

Domestic Commercial Passes

Commercial decals may also be used in conjunction with property owners who retain the services of a personal domestic/medical attendant. A property owner may authorize access for a personal domestic/medical attendant by completing the appropriate form at the Welcome Center. The domestic may apply for a reduced-fee annual pass in the amount of \$100.00 per residence (limit 2). The domestic may also choose to purchase daily passes at the regular rate of \$15.00 per day. Owners may not request daily/temporary guest passes for domestic personnel. Medical attendants are permitted to access the property at no cost. The property owner must re-authorize access at the end of the year and/or cancel their authorization upon termination of service. Domestic personnel who are employed by cleaning/service companies are not eligible for participation in this program.

Sonesta Passes

A Sonesta pass is a specifically printed visitor's pass, which permits access to and from the Sonesta. Use is limited to the prescribed destination. They may not be used to conduct commercial activities, use POA amenities, fish in lagoons or use the beach facilities.

Shipyard Golf Club Passes

A Shipyard Golf Club pass is a specifically printed visitor's pass, which permits access to and from the Golf Club. Use is limited to the prescribed destination. They may not be used to conduct commercial activities, use POA amenities, fish in lagoons or use the beach facilities.

Van Der Meer Tennis Center Passes

A Tennis Center pass is a specifically printed visitor's pass, which permits access to and from the Tennis Center. Use is limited to the prescribed destination. They may not be used to conduct commercial activities, use POA amenities, fish in lagoons or use the beach facilities.

Non-Conforming Vehicles

Electric Bikes

Electric bikes (“E-Bikes”) are allowed to be operated within Shipyard on recreational paths as long as the E-Bike belongs to a Shipyard Owner and has been registered with SPOA beginning on December 1st, 2023. Only Class 1 and Class 2 E-Bikes may be registered with SPOA and are allowed to be used within Shipyard. If an owner purchased a Class 3 E-Bike before December 1st, 2023 they will receive an exception and be grandfathered in. Pedal mode only is allowed within Shipyard, no exceptions will be made. Shipyard property short-term renter’s E-Bikes are not allowed to be used within Shipyard. Renters with leases for a minimum period of (6) month are not considered short-term renters, and may register their E-Bikes with SPOA. E-Bikes not belonging to Shipyard owners and/or not registered with SPOA may not be used within Shipyard, which includes E-Bikes rented from any E-Bike vendors or bicycle rental agencies. E-Bikes must be ridden on Shipyard recreational paths only and not on Shipyard roadways. Information on the use of E-Bikes on Hilton Head Island outside of Shipyard may be found at <https://hiltonheadislandsc.gov/pathways/ebikes/>

Low-Speed Vehicles

Low speed Vehicles (“LSV”) such as “Mokes”, “Zeroes” or “Gems” which meets the requirements of the South Carolina Code of Laws Section 56-2-100 et. seq. may be operated on the Shipyard roadways. In accordance with South Carolina law, all LSV’s shall be registered with the South Carolina Department of Transportation, be properly insured, and carry a South Carolina license plate. Golf carts are not LSVs and shall not be permitted to use the Shipyard common areas including Shipyard Roadways or recreational paths. All LSVs shall be required to be registered with SPOA just as traditional vehicles to obtain a SPOA pass/sticker. Guest passes for LSVs shall be permitted if meeting the requirements herein regarding South Carolina licensing. LSVs are only allowed to be driven to and from the property owners’s home and stored in a garage at the residence.

Electric Recreational Vehicles

Other than E-Bikes and LSVs as described herein, no electric recreational vehicles shall be operated on the Shipyard common areas including recreational paths, roadways, and/or bicycle paths. This prohibition includes electric skateboards, electric scooters, or any other vehicle that is propelled by any means other than only the rider’s physical propulsion.

Fines

Battery-assisted transportation of any kind is subject to these Shipyard traffic regulations and any violation shall be subject to a fine of no less than \$100.00 per violation as determined by the Shipyard Board of Directors from time to time, which fines shall be imposed on the owner violating these regulations and/or the guest, renter, lessee, or invitee of such Shipyard owner.

