



Shipyard

ACCESS POLICY

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SHIPYARD
Property Owners Association

I. Mission Statement

Purpose: To define the limitations and controls for access to Shipyard Plantation

Policy: It is the policy of Shipyard Plantation Property Owners' Association to control access to the Plantation 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 Plantation must possess and display a pass or decal to demonstrate the authorization as required.

Decal: a numbered adhesive label, which must be obtained and affixed to the outside of a registered vehicle in a prescribed manner. All decals are valid for the calendar year issued.

Pass: is an access authorization form that must be obtained and



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II. Property Owner

A. Decal: a numbered adhesive label, which must be obtained and affixed to the outside of a registered vehicle in a prescribed manner. All decals are valid for the calendar year issued.

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 Plantation as recorded in the office of the Clerk of Court for Beaufort County, SC.

- Owners will be issued two (2) free decals for their vehicle and will have no entry restrictions to Shipyard Plantation.
- They will be limited to four decals if their primary residence is in Beaufort County and two decals if their primary residence is outside county lines. The vehicles must be registered to the Shipyard address in order to qualify for four decals. The owner must complete an application for each type of decal and the recipient must appear in person to obtain the decal. There is no charge for the first two owner decals and a \$25.00 charge for any additional. A valid registration card and state-issued ID must be provided.
- Timeshare and Quartershare owners will be issued temporary passes for their vehicles that permit entry to the plantation only during the weeks that are owned by the member. They are ineligible for decals.



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II. Property Owner

B. Pass: is an access authorization form that must be obtained and displayed in a vehicle in a prescribed manner.

Temporary Pass authorizes access for a period of time not less than 24 hours nor greater than 30 days. Temporary passes can be acquired upon the authorization of the property owner, renter, or official agent of a rental property or timeshare management company. The pass must be displayed continuously on the dashboard of the vehicle. The pass must be called in or emailed using the security code, owners' code, or rental code.

Daily Pass authorize access for a period less than 24 hours.

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



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II. Property Owner

C. Domestic Commercial: commercial decals or passes that are used in conjunction with property owners who retain the services of a personal domestic/medical attendant. The property owner may authorize access for a personal domestic/medical attendant by completing the appropriate form at the Welcome Center. The company may apply for a reduced-fee annual pass in the amount of \$100.00 per residence (limit 2). The company may also choose to purchase daily passes at the regular rate of \$15.00 per day. Owners may not request daily/temporary 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 the service. Domestic personnel who are employed by cleaning/service companies are not eligible for participation in this program.



III. Commercial

A. Decal: a numbered adhesive label, which must be obtained and affixed to the outside of a registered vehicle in a prescribed manner. All decals are valid for the calendar year issued.

Commercial Decals are 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 1st to December 31st 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 valid driver's license, proof of insurance, and vehicle registration. There are no exceptions. These decals are nontransferable. The annual decal price is below:

| | | |
|------------------|----------|--------------------------------------|
| Class I | \$200.00 | All four (4) wheeled vehicles (cars, |
| Class II | \$300.00 | All six (6) wheeled vehicles |
| Class III | \$400.00 | All vehicles with more than six (6) |
| Trailers | \$50.00 | All types of trailers |

B. Prepared Food Service Delivery Vehicles

Small restaurant facilities such as pizza and deli shops, which provide home delivery service may elect to purchase individual decals at the regular rate or can pay an annual group fee for transferable decals. Contact Shipyard Management for details, 843-785-3310.



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III. Commercial

C. Limitations of Use

The commercial decal permits access to commercial projects Monday to Friday, excluding holidays, from 7:00am to 7:00pm. All vendors entering the property to provide any service must purchase an annual or daily commercial pass/decal. **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 not accepted. Acceptable methods of payment: Company Checks, Certified Funds, Money Orders, or Cash.

NO COMMERCIAL ACTIVITY IS PERMITTED ON SATURDAY, SUNDAY, OR HOLIDAYS.

Special commercial work permits must be completed and signed at the Welcome Center in order to obtain access on Saturdays. The decal provides limited access to areas within the plantation 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 is based on type of vehicle. All commercial vehicles are subject to search by the Security Department while on the plantation and before departure. Drivers are responsible for all damage/spillage.



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III. Commercial

D. Replacements

Decals may be replaced upon the surrender of the old decal or pieces thereof and a payment of \$50.00 replacement fee. Personal checks not accepted. Acceptable methods of payment: Company Checks, Certified Funds, Money Orders, or Cash. You must present your original receipt when applying for a replacement. Replacements are limited to transfers for the original purchases. They are nontransferable.

E. Exceptions

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

Shipyard Golf Club: All vehicles going to the golf club are permitted unrestricted access. The only permitted destination is the golf club.

Parcel Delivery: Direct competitors with a department agency of the US government (USPS, FedEx) have free access with displayed logos.

Island Clergy: Hilton Head Island Clergy are authorized access to Shipyard upon submissions of an application in the name of the Church or Synagogue they represent.



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III. Commercial

F. Taxi or Bus Fleets

A taxi or buss operator/owner-providing passenger hauling services on a frequent basis to Shipyard may elect to purchase individual decals for their 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 hauling passengers for a fee may be registered under the fleet rate
- Fleet registration does not include personal vehicles of commercial operators' employees, administrative, or service vehicles or 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 specified by Shipyard Security.
- Taxis may wait for passengers a reasonable amount of time, no longer than 10 minutes, and cannot not remain in the plantation overnight. They may drop off passengers in an area designated by Shipyard Security, proceed to a parking area outside Shipyard, and return later to pick up their passengers
- Taxis and busses are prohibited from cruising or parking within for the purpose of soliciting passengers



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III. Commercial

Realtor Decals:

Realtors' access to Shipyard will be permitted seven (7) days a week until 2100 hours (9:00pm) using a commercial decal or by purchase of a commercial daily pass. Realtors may use any of these options for gaining access:

- Present a valid Hilton Head Area Association of Realtors' card at the Welcome Center or the Visitor's Lane for a complimentary daily pass
- Purchase an annual decal for \$75.00 at the Welcome Center. The realtor must provide a valid Hilton Head Area Association of Realtors' card and driver's license

If the realtor is not a member of Hilton Head Area Association of Realtors' they must purchase a daily commercial or annual commercial pass at regular price. Personal checks not accepted. Acceptable methods of payment: Company Checks, Certified Funds, Money Orders, or Cash.



III. Commercial

G. Daily Commercial Pass:

It is required for daily access that is used for the purpose of earning money by means of service or sale. Commercial passes are purchased in accordance with a classification system and are valid from 8:00am to 7:00pm on the day of purchase. These will be purchased at the Welcome Center located at 10 Shipyard Drive. The commercial pass permits access Monday to Friday (excluding holidays) during daylight hours only.

Personal checks not accepted. Acceptable methods of payment: Company Checks, Certified Funds, Money Orders, or Cash

| | | |
|------------------|---------|--|
| Class I | \$15.00 | All four (4) wheeled vehicles (cars, trucks, vans, etc.) |
| Class II | \$25.00 | All six (6) wheeled vehicles |
| Class III | \$35.00 | All vehicles with more than six (6) wheels |
| Trailers | \$5.00 | All types of trailers |

- The pass does not permit unlimited access to all areas of Shipyard and is restricted to direct routes to and from the gates to the projects.
- 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
- Drivers are responsible for all damage/spillage



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IV. Employee

A. Employee Decals:

Staff decals are issued free of charge to full-time employees of Shipyard Plantation, Shipyard Golf, Van Der Meer Racquet Club, and management employees of the Sonesta Resort and Hilton Head Health. Staff decals provide access for employment purposes only. They may not be used to conduct other business activities, use plantation amenities, fish in lagoons, or use beach facilities.

- Decals will be issued and renewed upon submission of the proper application to include the authorization signature of the director or general manager of the business
- They 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 required, upon termination of a staff decal holder to acquire the decal, or a portion thereof and return it to the Shipyard Welcome Center

Daily Pass authorize access for a period less than 24 hours.

- They are issued by the Gate Officers to persons going to the Golf/Racquet Club during hours of operation are limited travel from the gates to the final destination.
- These passes may not be used to conduct commercial activities, use plantation amenities, fish in lagoons, or use beach facilities.



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V. Renter

A. 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 and considered guests under this policy and are illegible for the decal privileges. 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, or portion thereof, or the receipt must be presented to the office for the replacement fee. Renter decals will have an expiration date that coincides with the date of the lease.

B. Temporary Pass

A renter with a lease of less than six months will be issued a temporary pass, which may be renewed every 30 days. Renters must present a lease for eligibility in the decal program.



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VI. Miscellaneous

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

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

Van Der Meer Racquet Club: There is a specifically printed visitor's pass, which permits access to and from the Can Der Meer. Use is limited to the prescribed location. They may not be used to conduct commercial activities, use plantation amenities, fish in lagoons, or use beach facilities



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VII. Contact

If you or your company have any further questions, please reach out.

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