



Community Services Association

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2 May 2012

MEMORANDUM

From: CSA Manager
To: ALL CSA EMPLOYEES

Subj: EMPLOYEE ACCESS TO THE COMMUNITY AFTER WORKING HOURS

I want to make it clear to all non-resident employees that you are not authorized to enter The Great Outdoors during non-working hours unless you are on official CSA business. I realize that some employees work as independent contractors for residents. That is addressed below in the front gate procedures for employee access.

1. All non-resident employees of the CSA and the commercial area businesses will be issued an orange static front window sticker, and be entered into the Visitor Management System (VMS).
 - a. When an employee enters, the gate officer will check ID and find their name in the VMS under their employer. If employees are riding together, all IDs will be checked. Once they are checked in, access will be granted. If the person is not in the system, the gate officer will call the employer, if authorization cannot be verified, access will not be granted.
 - b. Employees are not allowed entrance outside of normal working hours.
 - c. CSA employees: Some CSA employees work on Saturdays and Sundays. There are typically 2 people for trash and 1 person for pools each day. The pool person may also come in during the evenings.
 - i. A number of the maintenance personnel work odd jobs for residents. These employees are authorized to stay in or reenter the community until the end of contractor hours Monday - Friday. If an employee is working an odd job on Saturday they should be called in by the resident and receive a contractor pass.
 - ii. If an employee is called in for CSA duties other than trash or pools, either the on-site Maintenance Man, Maintenance Supervisor or the Community Manager will call the gate to authorize. If an employee attempts to enter the community outside of normal working hours and they have no authorization, the guard will call the on-site Maintenance Man, the Maintenance Supervisor or the Community Manger.

If you have any questions please contact me or your supervisor.


Keith Lamb
CSA Manager