



RESIDENTIAL ACCESS BARCODE POLICY

The use of bar codes provides Litchfield-By-The-Sea Community Association (LBTS) residents with automatic entry into the community. Bar codes are issued from the office (49 Wall Street, Pawleys Island, SC) between 9:00AM and 12:00PM and 1:00PM to 4:30PM, Monday through Friday.

Each residence will be issued personal barcodes for \$25 each, provided the association account is in good standing. A valid permanent vehicle registration and proof of LBTS property ownership (settlement documents if a recent purchase) are required for bar code issuance. The barcode **MUST** be adhered to the outside of the passenger-side rear window of the vehicle, **NOT TAPED**.

In addition to vehicles, resident-owned golf carts **MUST** have barcode attached to the cart. Residents must also sign a statement stating the barcode will be permanently affixed to the cart.

Your barcode will allow you to access the community, the beach, and the LBTS pool at River Club through the leading and back gates. The barcode **MUST** be adhered to the outside of the passenger-side rear window of the vehicle, **NOT TAPED**.

If the vehicle is traded, the barcode must be removed and returned to LBTS before a new barcode can be issued. If your window is damaged and needs to be replaced and a new barcode will be issued for your vehicle. There is a \$25 fee for replacing a barcode. We do **NOT** accept Titles, Insurance Cards, or picture of your license plate. We do **NOT** accept cash.

LBTS property owner barcodes are the property of LBTS. The Association reserves the right to deny the issuance of a barcode or to remove a barcode if the rules and regulations of LBTS or if assessments are in arrears. All barcodes are issued to one specific vehicle. Transferring barcodes to another vehicle will result in deactivation of the barcode. In addition, barcodes cannot be altered or defaced in any manner.

Residents may contact LBTS Security to schedule visitors for current or future access to LBTS or by using the Resident Module at <https://lbts.gatehouseportal.com>. If you need your username and password, don't hesitate to contact Info@LitchfieldByTheSea.com or call (854) 223-5287. LBTS Security can be reached at (843) 237-2451.

We appreciate your cooperation!

PLEASE REPORT ALL LOST OR STOLEN BARCODES TO LBTS IMMEDIATELY.