

Heron Bay Realtor Access Code Guidelines

The following guidelines have been established to ensure that the property owners privacy, safety and security of Heron Bay residents are maintained while still providing reasonable access for real estate agents.

Please read these guidelines carefully and respect the community and our desire to maintain a safe and secure environment by strictly adhering to these guidelines at all times while in our community.

- All real estate agents that seek access to the community are required to read and sign the Heron Bay Realtor Access Code Guidelines before access privileges are granted into the Heron Bay community.
- The Heron Bay HOA Board can change these guidelines at any time. Changes to these guidelines will be communicated to all agents that have current codes via email.
- Heron Bay property owners are ultimately responsible for ensuring that their real estate agent has a copy of the Heron Bay Realtor Access Code Guidelines. A copy of these guidelines can be obtained by contacting Support@PremierManagementNC.com.
- In the event an agent is separated from the company for any reason, Premier Management shall be notified and the realtor code will be deleted.
- Real estate agents are responsible for their own conduct and for complying with all applicable federal, state, and local laws and regulations while conducting real estate activities within the Heron Bay community. The issuance or use of a Heron Bay access code does not relieve an agent of these responsibilities.
- Realtor codes will expire on January 31st of each year and re-issued once a new guidelines form has been signed and received by Premier Management.
- Agent access to the Heron Bay Community or use of community amenities for non-business related activities is strictly prohibited.
- While conducting official business within the Heron Bay Community, agents may briefly visit the following community amenities: clubhouse, boat ramp located behind the clubhouse, boat storage and deeded boat docks to include A,B,C and D docks.

- Heron Bay access codes may be shared **only with other licensed real estate agents** for the purpose of facilitating authorized property showings. When a buyer's real estate agent needs to access a property, the seller's agent may provide the access code directly to that agent. The seller's agent must also provide the buyer's agent with a copy of the Heron Bay Real Estate Guidelines to ensure they are aware of and comply with all applicable community rules and requirements.
- Access codes must **never be shared with buyers, clients, or any unauthorized individuals**. Agents are responsible for maintaining the confidentiality and security of the access code and ensuring it is used solely for authorized real estate activities. All buyers/clients must be accompanied by a licensed professional real estate agent for their entire visit to the community.
- Agents will be held responsible for the actions of any other agent or person admitted to Heron Bay using their issued code.
- Agents shall not enter any private property except that property in which they are showing to a client. Should an agent need to enter onto the property other than the one being shown they must have permission from that property owner to do so.
- All vehicles entering the Heron Bay community with an agent must be properly insured and up to date on their registration.
- The board reserves the exclusive right, at any time, to deny access to any agent that, in its opinion, poses an unreasonable risk to the security and safety of the community or is otherwise deemed unfit to access the Heron Bay Community.
- Failure to comply with this policy may result in the immediate suspension and/or revocation of the agent's Heron Bay community access privileges.

Enforcement of Realtor Access Code Guidelines

The following enforcement measures may be applied when, in the opinion of the Heron Bay HOA Board, sufficient evidence exists that a violation of the Heron Bay Realtor Access Code Guidelines has occurred.

Compromised Codes and Enforcement -

a. Any access code found to have been improperly shared or otherwise compromised may be immediately deactivated by the Heron Bay HOA Board to protect the security of the community. Deactivation may occur upon the first violation and does not require a prior warning.

b. The individual to whom the code was issued may submit a request for a replacement code. The issuance of any replacement code is subject to review and approval by the Heron Bay HOA Board and is not guaranteed.

c. Depending on the nature and severity of the violation, the Board may issue a written warning, deactivate the access code, deny a request for a replacement code, or suspend or revoke the associated Realtor access privileges.

Notification and Appeals

d. The Realtor to whom the access code was issued will be notified of any enforcement action affecting that code or the associated access privileges.

e. The homeowner may submit a written appeal to the Heron Bay HOA Board regarding an enforcement decision affecting their Realtor's access privileges. The Board will review the appeal and communicate its decision to the homeowner. Realtors and other third parties who have been granted use of an access code do not have independent appeal rights under these guidelines.

f. All enforcement actions and appeals will be handled in accordance with the HOA's governing documents and applicable NC Law.

g. These measures are intended to protect the security of Heron Bay, maintain control over community access codes, and ensure their responsible use.

I certify that I have read, understand and agree to abide by the Heron Bay Realtor Access Codes Guidelines set forth above at all times while in the Heron Bay Community.

Agent Printed Name: _____

Agent Signature: _____

Agent Email: _____

Real Estate Agency Name: _____

Date: _____