

SOUTHWINDS AT THE MOORINGS

3.1 GOING OUT OF TOWN

In order to stay in contact and handle emergencies, if you are going away for an extended time, **log onto the Southwinds website** and make the changes to your mailing address. Be sure to change again upon your return. It is an owner's responsibility to keep their mailing address accurate at all times.

GUESTS/SERVICE PERSONNEL

Prior to the arrival of daytime or evening guests or service personnel, it is necessary to notify the Guard House to allow them entry.

When having extended stay or overnight guests, complete the **Overnight Guest Registration Form** found in the forms section of this Directory. The completed form should be left at the Guard House. Upon arrival, your guest will receive a guest Parking Pass. This should be placed on their car dashboard.

You are responsible for the conduct of your guests and should ensure that they are familiar with Southwinds Rules and Regulations included in this Directory.