

## Coquina Guest Registration Procedure

***PURPOSE: Carrying out a routine for a lessee, owner guest, and lessee guest registrations to achieve efficiency while reducing miscommunication and failure.***

Unit owner must download the appropriate form from the website, fill it out completely, and email request back to Seacrest Southwest Property Management Co. at [csabin@swpropmgt.com](mailto:csabin@swpropmgt.com).

Seacrest Southwest Property Management Co. will forward the request to the Board of Directors and the on-site manager. The BOD Secretary will follow up with an invite for the on-site manager's cell phone calendar.

A welcome letter will be emailed to the lessees and guests by the Board of Directors.

Upon arrival of the lessees and guests, the on-site manager will introduce himself and provide a copy of Coquina rules.

Daily, the on-site manager should politely approach anyone unfamiliar to verify that they are registered guests with Coquina Club. He can refer to his cell phone calendar to confirm registration on the spot.

If there is no record of registration, the on-site manager will notify the BOD and Seacrest Southwest Property Management Co. via email. Seacrest Southwest Property Management Co. will then email the owner in violation of the rules, keeping the BOD on copy.