

Entry Tag Policies and Procedures
Commercial Center / Leonard Bend Farms

All entry tag rules are covered in Chapter five of PPOA rules and regulations. What follows is a guideline for the Commercial Center and Leonard Bend Farms employees and Nut Cracker employee / members.

Leonard Bend Farms employees, Commercial Center employees and Nut Cracker employees / members will be approved for and issued entry tags based upon their names being on the list submitted to the Security Office by the Anthony's and Commercial Tenants. These approved individuals will follow the same policy below to obtain their entry tag. The cost of entry tags is \$15 each.

Nutcracker Members and or Commercial Tenants are not authorized to call in anyone from outside of Pecan Plantation. Any outside vendors or salespersons that conduct business inside of Pecan Plantation will have to be processed at time of entry. They will be identified and logged into our system. They will be given a specific pass to hang from their rear view mirror. This pass will be for a predetermined time frame and will have to be returned to gate upon exit.

Each commercial business that leases space inside Pecan Plantation will be responsible for the actions of their employees while on Pecan Plantation property. Businesses will determine through their own choosing which of their employees will be approved for entry tags for entrance through the outside automated lane. All other employees will gain entry through the inside lane by displaying proper identification.

It will be the businesses/ LBF responsibility to make available to PPOA Security Office an approved list of employees and their position. The list will be used by the Security Office to identify the employees for the purpose of applying an entry tag to the employee's vehicle and identification of what employees will have authorization to the Commercial Center/ PPOA property. When employees are approved by the sponsoring business and or LBF they will need a valid driver's license and current proof of insurance on the vehicle obtaining the entry tag.

Each business /LBF will be responsible for updating any changes to the approved list that is on file at the PPOA Security Office at least quarterly. However, the businesses must report immediately any employee that is separated from employment to the Security Office.

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There are five categories listed below that require access into Pecan Plantation. Each individual will be listed in one of the six. Each designated owner or supervisor is required to submit a list of approved for entry persons. Please see the examples below for clarification.

Commercial Center Employee:

Nutcracker Employee:

Leonard Rend Farms Employee:

Nutcracker Member:

Leonard Bend Farms Guest:

Example # 1. (All Employee List use same format)

Pecan Foods Entry List

Name:	Date of Birth:	Position:	Entry Tag:	Access Only:
John Doe	12/28/75	Cashier	NO	YES
Sam Jones	9/10/89	Butcher	YES	

Example #2.

Nutcracker Member List

Name:	DOB:	YES or No	YES or No
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Example #3

LBF Guest

Name:	Date of Birth:	YES or NO	YES or NO
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Each list should be on a business letter head to assist Security with administration of access. Any questions should be directed to Operations manager Mitch Tyra 817 408-3511 or email mitch@ppoaweb.com