



PASADERA

Real Estate Sales and Open House Policy

Effective: October 1, 2025

This policy was developed to provide homeowners and their contracted agents guidance during the sale of real estate within the Pasadera Community. It is the responsibility of the owner to ensure that any contracted agents comply with this policy.

General signage rules for realtors and homeowners selling their residence:

1. "For sale" signs on Pasadera grounds shall be in the form of the **approved** wood Pasadera sign. (See Real Estate Signage Policy for specifications)
2. For realtors: "Fixed" property signage with your company logo also is allowed at the front of the property for sale. If the property borders the golf course, then a second sign is permitted at the rear of the property facing the golf course.
3. All real estate signage shall be removed from a property within seven days of close of escrow.

Rules for Staging an Open House:

1. Homeowners, not agents (unless they are also a Pasadera resident), must advise the guardhouse in advance when they are having an open house, either by phone or by listing the Open House as an "event" in their web portal. The guard should look for this designation when visitors arrive for that Open House.
2. **"Open House" signage with the realtor's company logo is ONLY allowed at the front of the property to be open.** The realtor's normal and customary business sign is appropriate for the day of the Open House.
3. DIRECTIONAL SIGNS - Only HOA-approved signage is permitted. Signs MUST comply with Pasadera Homeowners Association Sign Specifications. Only the necessary number of signs needed to direct visitors to the Open House is allowed.
4. PASADERA ENTRANCE SIGNAGE – Only HOA-approved signage is permitted at the entrance of the community. An approved directional sign may be used. The Security Gate has an approved Open House sign that may be borrowed for use at the entrance of Pasadera & Highway 68.
5. Absolutely no individual real estate flyers are to be left at the guardhouse.

Pasadera Homeowners Association

- 3 Quail Run Circle, Suite 200, Salinas, CA 93907 – (831) 758-2322 -

6. Open House signs must be removed within 1-hour of the conclusion of the Open House, but no later than 5pm.
7. Any non-compliant signs used to direct open house traffic will be picked up and held by the HOA.

Rules for Admitting Visitors for an Open House:

All visitors arriving to see an Open House must show their driver's license in order to receive a one-day guest pass printed by the guard. These visitors must have their names entered into the system. A "Resident Name" called **Pasadera** (first name) **Real Estate** (last name) has been set up in the computer. Only the name, photo and driver's license number are retained when the pass is created. *The driver must agree to a driver's license scan in order to be admitted.*

Non-Open House Access Rules for Realtors and Prospective Homeowners:

There are two ways for a potential buyer to see a home at times other than during an Open House:

1. If Approved For Entry By The Homeowner. Residents pre-approve the names of these visitors either directly into their personal web portal, or they may call the guardhouse in case of an emergency, or if they are not in a position to enter the visitor information. All visitors must say who they are, identify where they are going and present a valid driver's license (assuming they are driving a vehicle).
2. If Accompanied by Recognized Agent. Prospective buyers accompanied by a recognized agent are always welcome Monday through Sunday from 9am until 5pm. ("Accompanied" means in the same car or in a separate vehicle arriving at the same time.)

Real estate agents who frequently enter Pasadera have the option of receiving a renewable three-month pass by presenting their business card and allowing the guard to copy the front of their driver's license into the Pasadera system. The pass has a unique barcode that the guard scans each visitor removing the need for the realtor to continue providing a business card and showing a driver's license while the pass is in effect.

After 90 days, a new pass can be issued. If the agent does not wish to have this information in the Pasadera system, they must provide a business card and show they have a valid driver's license each time they enter.

Realtors who are not Pasadera residents are not allowed to approve their prospective buyers.

Restrictions on Short-Term Rentals

The Pasadera community does not allow rentals of homes for less than 31 days. For qualified listings, a completed short-term lease form and set-up fees for a guest web portal (to facilitate access for their visitors) are required. For details, contact the Association's Management Office.

Questions? – Please direct questions to the Association's Management Office:

Pasadera Homeowners Association
c/o Brandon & Tibbs Accountants
3 Quail Run Circle, Suite 200
Salinas, CA 93907
(831) 758-2322
stuart@bt-hoa.com