



## Gate Access Instructions

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### To Enter

To access an entrance gate, you will need to pull up to the first control box and wave the magnetic card that was issued to you upon moving in. Please make sure you face the side of the card, which has the numbers listed towards the control box. The magnetic strip is located at the bottom of the card where the numbers are listed. The gate will automatically open and then shut once you have passed through. **PLEASE DO NOT TAILGATE.**

The entry gate will close immediately after one car passes and will hit any cars attempting to "follow in." Gate cards may be used at either entrance.

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### To Exit

To exit the property, stop at the gate to allow the sensor to detect your car and open. Once you have passed through the gate, the arm will automatically close. As a reminder, **PLEASE DO NOT TAILGATE** or your car may be hit by the closing arm.

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### Visitor's Entrance

All visitors will need to use the main gate located in front of the Clubhouse. The following are methods in which your visitors may use to enter:

1. Directory Code (quickest method): Your visitor will go to the second control box. Here they will type in your assigned directory code. Your directory code is the following:

\_\_\_\_\_  
Directory Code

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
Directory Code

\_\_\_\_\_  
Last Name

Once your visitor has typed in your assigned directory code, it will automatically call the phone number you provided the office. Your phone will ring, which will allow you to speak with your visitor. There is a 60 second time limit for each call. To allow your visitor to enter, simply press the number "9" on your telephone. At that time, the phone call will disconnect and the gate arm will automatically open and close once they have passed through. For those of you with cellular phones, additional charges may apply per your agreement with your cellular provider.

2. Last Name (alternate method): Your visitor will go to the second control box. They will need to scroll through the alphabetized screen on the keypad until they reach your last name. They will hit the "CALL" button, which will automatically call the phone number you provided the office. To allow your visitor to enter, simply press the number "9" on your telephone to allow your visitor to enter.
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### Deny access to visitor

When you receive all call from a visitor, simply hang up the telephone to deny access to the property.

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### If you do not have your access card

If you have your cellular phone programmed into the gate panel and have it with you at the time, you may use the call system by looking up your last name. Refer to steps above (alternate method).

**As a reminder, the gate will not be opened by staff after 6 p.m. for any reason.**

**It is imperative that you have your gate card with you and an updated contact number in the system.**

**Lost or Damaged cards will be assessed a replacement fee of \$25 per card.**

Residents who reside in a 2 bedroom apartment may be issued an additional complimentary access card for persons age 16 and older (max 4 complimentary access cards).

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