

GATE CODE REQUEST/CHANGE FORM

(PROPERTY OWNERS)

(Rev. 12-1-2022)

Welcome to Cross Point Community at Eastlake Woodlands. Entrance into the community is purposefully restrictive in nature. Every opening of the entrance gate is well documented with a resident name, date, time, and method of entry. The obvious intent is for our gate entry system to serve as a deterrent, helping to keep our residents safe and secure.

1) NEW OWNERS PROPERTY ADDRESS: _____

This address will serve as () my personal residence or () investment/rental property (See "Property Renter's on back).

2) NEW OWNERS NAME(S): _____

My last name is to be () Hidden on the Entry Systems "Residents Directory". (See "Owner's Name" on back).

PREVIOUS OWNERS TO BE REMOVED: _____

3) OWNERS PHONE #(S): Primary #: _____ Secondary #: _____

4) DIRECTORY PHONE #: () _____

5) 4-DIGIT ENTRY CODE: Please suggest four different, 4-digit number combinations. These numbers must not be an easily guessed/common sequence of numbers (ex. 0911, 0000, etc.).

a) _____ b) _____ c) _____ d) _____

6) REMOTE TRANSMITTERS: Property owners have the option to purchase remote radio frequency transmitters.

At present, transmitter are approximately \$50 however, this price fluctuates. How many remote transmitters would you like to purchase? _____. If you received the transmitters from the prior owner, please provide the numbers on the back of the transmitters. Transmitter #'s: _____

7) VENDOR 4-DIGIT ENTRY CODES: If you will utilize Vendors (lawn & pest control, pool or cleaning service, etc.) that will regularly enter the community; you must obtain a different "Vendor 4-Digit Entry Code" for each.

Vendor (1):

Company Name: _____

Contact Name: _____

Vendors Phone #: _____

Vendor (3):

Company Name: _____

Contact Name: _____

Vendors Phone #: _____

Vendor (2):

Company Name: _____

Contact Name: _____

Vendors Phone #: _____

Vendor (4):

Company Name: _____

Contact Name: _____

Vendors Phone #: _____

As the owner of property in Cross Pointe, I acknowledge that the "4-Digit Entry Code" that I receive is for the sole use of my immediate family members. It is NOT to be shared with Renters, Guest, or Vendors (to include the pizza person, lawn & pest control, vendors, delivery people, contractor, etc.). I will read and **follow** the procedural guidelines (as stated in the Residents Gate Manual) **to ensure the community's security.**

NAME (print): _____ (signature): _____ (date): _____

Welcome to Cross Pointe at Eastlake Woodlands

The information requested on the opposite side of this form is necessary to provide you with a 4-Digit Entry Code and optional remote transmitters, which your family will need to enter the community and grant access to your guests and vendors. For more detailed information concerning procedures and your responsibilities that will ensure the community's security, see the Entry Systems – Resident Manual for details.

Property Owners are provided with a *4-Digit Entry Code* and the option to purchase *Remote Transmitters*. Entering # and the *4-Digit Entry Code* (ex. #0000) will result in the automatic opening of the Security Gate. Clicking the Remote Transmitter in close proximity to the Key Pad will also cause the Security Gate to automatically open. Another way to achieve the above is for your guest to locate your name on the *Resident Directory* by pressing the “A” & “Z” buttons on the Key Pad (*Note: “A” Button for 1st half of alphabet P - A & “Z” button sequentially P to Z*). Once your name appears on the screen, they press the **CALL** button. **CAUTION:** Under no circumstances should you share your private *4-Digit Entry Code* or your *remote transmitter* with others.

Property Tenants will also receive a *4-Digit Renters Code* and have the option to purchase remote transmitters to gain entrance into the community (See specifics on their use above). Only the Property Owner may submit a request to obtain these items, via the “Tenant’s Gate Code Request/Change Form”, available from the Property Manager. Please be vigilant to inform the Property Manager when one Renter vacates the property and a new Renter moves in, as the old renter’s code must be deactivated, and a new code assigned. **CAUTION:** Under **NO** circumstances should you **share** your private *4-Digit Entry Code* with renters.

Guests – to include the pizza guy and deliveries: Entry for *Guests* and single occurrence *Vendors* such as the pizza guy, the repair man or a furniture delivery & etc., must be initiated by your guest at the entrance *keypad*. The guest simply presses the “A” & “Z” buttons until your name is located on the keypad screen. Afterwards the “CALL” button should be pressed which initiates direct phone contact with you. You may then press either “9” to grant or “#” to deny access. Again, every entry/denial is associated with an owner’s/renter’s name and is recorded. Do not share your private *4-Digit Entry Code* with these individuals as this practice circumvents the purpose of our entry gate system.

Vendors – to include your lawn, pool, pest control service: Entry by vendors that regularly enter our community on your behalf, require a *4-Digit Vendors Entry Code*. This code links the vendor’s name back to the homeowners/residents and allows unrestricted but well documented gate entry. It is the resident’s responsibility to request this code for each individual vendor via the Property Manager. If the vendor’s services are no longer utilized, inform the Property Manager so the issued code can be deleted from the system.

Caller I.D. For Gate: Enter the name “Front Gate” into your phones menu to be notified when you are receiving a call from a guest at the front gate.

IMPORTANT TERMS RELEVANT TO THE REQUEST/CHANGE FORM

- **Owners Name:** The entry system contains a Resident Directory and is located at the Keypad. This directory makes it easy for your guests and vendors to contact you, via your phone and for you to **remotely** admit or deny their entrance into the community. You may elect to “hide” your name from appearing on the keypad screen.
- **Resident Directory Phone #:** This phone number is programmed into the entry system and is the number that is dialed when your guest press the “CALL” button. Once verbal communication occurs, you press “9” to remotely open the gate or “#” to terminate the call and deny entry. Note: Your phone number does not appear on the screen.
- **4-Digit Entry Code:** The System Administrator will be the final authority as to the exact code assigned. If at any time you believe that your code has become compromised, contact the Property Manager.
- **Remote Transmitter:** You will be invoiced for this purchase. If at any time you believe that your transmitter has been lost or stolen, contact the Property Manager so it can be deactivated.