



## **IMPORTANT DOCUMENT**

### **REGARDING GLEN ACRES SECURITY GATE AND VEHICLE PARKING STICKERS**

**PLEASE SEE THAT THIS REMAINS IN YOUR CONDOMINIUM UNIT**

#### **I. OVERVIEW OF THE SYSTEM.**

A resident may open the gate by using a passport card or a remote gate opener (fob). A resident can open the gate for visitors by using their home telephone.

The entry system located at the gate includes a key-pad (just like a touch tone telephone), a passport card reader, a directory of residents on which each unit is assigned a directory code, and an intercom. All of these elements are designed to be easily accessible from a vehicle driver's window.

Your gate entry system stores the telephone numbers of all residents. When a visitor dials a residents' directory code the system will call the resident. The resident and the visitor can speak to each other (for no more than 40 seconds). If you wish to admit the visitor you simply push "9" on your telephone, and then hang up. This will open the gate. Your phone must be set on the tone mode in order for the sound to transmit to the entry system.

Regular vendors, such as the mail carrier, newspaper carriers, UPS and FedEx will have their own code for entry. Some will have time-of-day restrictions. Emergency vehicles have several different ways to override the gate, and our maintenance crew has instructions for operating during a power failure.

#### **II. TO OPEN THE GATE.**

##### **A. RESIDENTS - OPENING THE GATE FROM YOUR VEHICLE.**

- 1) Passport Card:** Present passport card in front of card reader. Gate will start to open. Card reader is located on the right side of entrance in a small box. The light remains green until you pass your card in front of the reader. The light then turns red and the gate opens.
- 2) Remote Opener (gate fob):** Press the button on your fob. The gate will start to open. Remote openers are effective up to approximately 30 feet from the gate.

**B. VISITORS - OPENING THE GATE FROM YOUR TELEPHONE.**

Visitors are directed by directions on the key pad, to press the # key then look up your three digit access code on the directory and press the number on the key-pad. This will cause your telephone to ring. You may speak with your visitor (up to 40 seconds). If you wish to admit your visitor press "9" on your telephone before you hang up. The system will disconnect your call and the gate opens. Your phone must be set on the tone mode in order to successfully open the gate.

**C. PLEASE NOTE:**

The gate will open slowly and remain open while your vehicle passes through. It will close slowly. There will be more than ample time to pass through safely.

Do not stop your vehicle in the path of the gate.

When leaving Glen Acres proceed slowly up to the stop line. A sensor underneath your vehicle will open the gate for you.

**III. POLICIES & PROCEDURES**

**A. KONTROL KARD GATE OPENERS**

LIMIT: Residents and/or owners: no limit.

COST: \$25 each. Deliver written request and payment to the Glen Acres Homeowners Assoc. management office at the address shown below. You will be refunded \$15 when your card is returned to the office.

LOST, STOLEN OR DAMAGED CARDS: Report to management (246-6606) immediately. A new card may be purchased for \$10.00 when a damaged card is returned. If your card was lost or stolen you may purchase a new one for \$25.

**B. REMOTE GATE OPENERS**

LIMIT: Residents and/or owners: no limit.

COST: \$40 each. Deliver written request and payment to Glen Acres Homeowners Assoc. (see address below). You will be refunded \$15 when the remote is returned.

LOST, STOLEN OR DAMAGED REMOTES: Report to management (246-6606) immediately. A new remote may be purchased for \$25 when a damaged remote is returned. If your remote was lost or stolen you may purchase a new one for \$40.

## **GLEN ACRES SECURITY - page 3**

Cards and fobs are assigned and coded for the use of a resident or owner of a specific Glen Acres unit. All Cards and fobs remain the property of Glen Acres Homeowners Association.

When you move from Glen Acres, you must return your gate openers or transfer them to the new owner.

**All checks must be made payable to "Glen Acres HOA" and be delivered to: Glen Acres Homeowners Association 10925 Glen Acres Drive South Seattle WA 98168 (206) 246-6606.**

UPS and FedEx have an entry code to gain access. Residents must make arrangements for other packages to be delivered only to a unit where someone will be available to open the gate from their telephone.

Service people and contractors can be issued a temporary entry code when requested by an owner to the Management Office.

The gate may remain open during "construction periods". This will depend on the need to reduce slow-downs during heavy use times, and to reduce wear and tear on the gate.

### **C. AUTO SECURITY STICKERS**

**SCOPE:** Any resident vehicle parked on Glen Acres property more than 48 hours and not displaying a Security Sticker, is subject to towing.

**PLACEMENT:** Stickers must be affixed to the inside, lower left hand corner, of the vehicles windshield.

**LIMIT:** Due to extremely limited availability of parking spaces in Glen Acres, there is a limit of two stickers per unit. Stickers are for residents only. Exceptions may be made only with prior written approval of the appropriate Phase Chairman.

#### **NEW VEHICLES AND/OR WINDSHIELDS:**

New stickers are issued only when old sticker has been received in the management office. Peel it off the windshield. It need not be intact, but must include the serial number.

**GUESTS:** Guests staying for more than two days will need a temporary parking pass. Call the Management Office with your guests name, vehicle license number, and the beginning and ending dates of their stay. A temporary parking pass will be issued with the vehicle information.

Management (Jane Placek or Maria O'Brien 246-6606) must be notified immediately when any resident moves in or out of the complex.

(SECURITY)10/11