

# Rosedale Gardens Homeowners Association

## Access Control Policy

The residents of Rosedale Gardens have three ways to grant access to visitors thru the main gate:

- Directory entry
- Personal access code
- Remote access device (out of scope for access control policy)

## Directory Entry

The directory entry method is the preferred method to grant access to an occasional visitor.

When a visitor selects a name (on the access console outside the gate) and presses the CALL button on the console, the resident's home phone will ring. If the resident wishes to grant access to the caller, the resident presses the number 9 on their telephone dial pad. This action will open the gate and drop the call.

## Personal Access Code

Entering a personal access code will immediately open the gate. This access code should not be given to all visitors. The personal code should be given to family, close friends, caregivers, and housekeepers.

All residents will have a different four digit access code. The code will be changed when the current residents moves away from Rosedale Gardens. Residents should use caution when giving their code to occasional visitors or contractors. If a homeowner's personal code is shared with outsiders, the HOA board can request the gate administrators change the homeowner's personal access code.

If contractors will be working in the neighborhood or on a homeowner's property within Rosedale Gardens, the HOA board or homeowner shall request a temporary code that can be given to the contractor. When the work is completed, the temporary access code will be removed from the access controller.

All vendors that serve more than 5 residents in the HOA will be given a unique vendor access code specifically assigned to that vendor's company. All utility companies and delivery companies will be assigned a unique access code.

Residents should not share their personal access code with pizza delivery drivers or donation pickup drivers. Similar to occasional visitors, the homeowner shall grant access via the Directory Entry method.

The system shall have an access code that is shared by donation pickup companies. That code shall be changed twice a year. Residents can give the donation pickup code when they are called by one of the charities. Examples are VVA, Cerebral Palsy...

## Realtors

Realtors should use the personal access code for the house that is listed for sale. After closing of the sale, the old code will be removed from the access system and a new entry code will be assigned to the new residents.

If a realtor schedules an open house, the realtor should request a temporary access code for the period of the open house. The temporary access code will be entered into the gate controller system before the open house and removed soon after the end of the open house. The gate administrators need one week advance notice to assign an open house code.

**Remote Access Device**

This gate access method is via a *garage door opener* specially programmed to open the main gate. If needed, a homeowner can purchase a remote access device. The door opener switch settings code is available from the gate administrator.

Board of Directors

Rosedale Gardens

Policy Approved on 19 October 2013