

# AMBERLEA OWNERS ASSOCIATION SECURITY GATE POLICY *(Revised May 10, 2017)*

## **Background**

Amberlea's gate was installed because the owners wanted an extra measure of security. The vote in favor of the gate was by an overwhelming majority of four to one making security a very important issue to the vast majority of the community.

When the gate was installed access to the community was allowed in one of five ways.

- 1) Every owner was given an electronic sticker for his or her car that would open the gate at any time. (Stickers are currently being sold for \$30 each which is the Association's cost).
- 2) The name of each owner is displayed on the Tele-Entry pad so that a visitor can drive up, call the house and the owner can grant access.
- 3) A unique code was established and given to each owner to use when they were not in their own car or one equipped with an electronic sticker. Owners were told they could give that code to relatives and a very limited number of close and trusted friends who are regular visitors. Unfortunately, maintaining that unique code was cumbersome and it was abandoned in favor of a single 4-digit community code. But it was explained that this code was not to be distributed broadly and must only be given to outsiders in whom the owner has a very high-level of trust.
- 4) Contractors and service providers were given their own unique code. These Contractor/Service codes only work during normal workdays and for a limited number of hours. These codes were intended for newspaper delivery, postal service, FedEx, UPS, FPL, County Utilities, lawn services and other companies that need to perform work or pick up and deliver in the community.
- 5) The gate was left open for garage sales, open houses and large parties. A limited number of openings were allowed by special request.

## **Need for a Policy**

Prior to this policy there were no guidelines governing the operation of our gate and, as a result, access to the community is out of control. Too many owners are distributing the community private code to too many people and those people are giving it to even more people. *Owners must take personal responsibility for restricting the circulation of this code.*

We need to update our procedures for contractors and service people entering Amberlea in order to recapture some control over unauthorized people entering Amberlea. In addition, steps are needed to improve our procedures for open houses and garage sales.

The bottomline is that community security—which is an extremely important issue to the majority of Amberlea residents—is being compromised. Therefore we must reassess our gate procedures making certain that security is the principal priority.

## **New Procedures**

There is no system that will provide absolute security, but there are steps that will improve our current situation. The Association will continue generally with the categories of access as outlined above. However, the following adjustments are adopted:

1) There will be a single (not unique) code for all contractors and service companies. If an owner hires a contractor or service provider or is expecting a delivery, the owner will give them the contractor code—*not the community private code*. The contractor code will only operate the gate Monday through Saturday from 7AM to 7PM.

2) The gate will not be left open for open houses. The listing agent for the property may request a unique 4-digit code be assigned to him or her as the agent during the selling period. That code will remain active until the property is sold or the sales contract expires. At that time the code will be deactivated. If an open house is planned, the agent will place a card with this code on the Tele-Entry Pad so that a prospect wishing to see the property can use the code to enter the community.

3) By special request, the gate may be left open for garage sales on Saturdays, but for no more than a 6-hour period between 8AM and 2 PM. Requests must be made 7 days in advance. The reason for the 7 days advance is to give others in the community time to organize and participate in the garage sale. Residents planning sales are encouraged to coordinate with others since only 3 garage sales per year are allowed. In addition, those requesting the garage sale are expected to make certain that people attending the garage sale do not block the streets and driveways or park on the grass.

4) Estate sales are permitted under the following conditions:

- a) The property must have been sold or be under contract for sale,
- b) A special gate code will be issued for buyers to enter the day of the sale,
- c) A special gate code will be issued for buyers to pick up purchased items.

5) Anyone hosting a party may obtain a special code by contacting Bart Snider (bartsnider@verizon.net) or Murray Golden (chip2020@verizon.net). The party host can give the code to his guests in advance so they may enter without ringing the house. This code will expire after the party.

6) The community private 4-digit code will be changed much more frequently to help restrict its availability to unauthorized people.

7) Owners are encouraged to purchase stickers for all vehicles in their household so as to reduce the number of family members who need to use the community private code.

8) Changes to the community private 4-digit code will be communicated to members by e-mail. It is important that members have a current e-mail address on file with the Association so they can be advised of changes to the gate codes. Anyone without access to an e-mail address must contact the Association's property manager to arrange other methods of notification.

Amberlea Board of Directors

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