

San Michelle Homeowners Association

C/O VISION COMMUNITY MANAGEMENT
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GATE DIRECTORY UPDATE FORM

Code Update for Homeowner

Homeowner Name: _____ Date: _____

Gate Code: _____

Property Address: _____ Lot/Unit #: _____

Phone Number: (_____) _____ - _____ Email: _____

***Phone number must be local for gate to dial.

(IF APPLICABLE)

Please note, codes will not be released to tenants or management companies without written homeowner authorization on file.

Code Update for Tenant or Property Manager

Homeowner Name: _____ Date: _____

Gate Code: _____

Property Address: _____ Lot/Unit #: _____

Phone Number: (_____) _____ - _____ Email: _____

***Phone number must be local for gate to dial.

HOMEOWNER ACKNOWLEDGEMENT

Codes must not be given out to guests/vendors. Please have all guests and vendors use the gate's call box to request access.

Signature of Person Receiving Code: _____ Date: _____

Gate Services

Resident information Sheet



Maverick
UNBRIDLED QUALITY

Property:

Prepared by:

Date:

Your community has been equipped with a Liftmaster Telephone Entry System that will provide communication for your guests from the gated entrance to your home by use of the local telephone network. below are some general instructions for using your system:

- **Guest Access:** When a guest comes to visit you, they will look your name up in the directory using the touch screen. When your name is displayed on the directory, the guest can call you by entering the associated Directory Code (displayed next to your name) or pressing the "Call" button. your phone number IS NOT displayed at the entry unit.
Once you answer the phone call, you will be able to speak freely to the person at the gate for about 2 minutes. After you have identified the person at the gate, you have the choice to either grant access or deny access. To grant access, press 9 on your touch-tone telephone (some cell phones require you press 9 a few times in rapid succession, or HOLD 9 for about 1 second). The telephone entry system will respond with a confirmation tone indicating that the gate is opening, and the phone will automatically disconnect. to deny access to the caller press # or simply hang up.
- **Access Codes:** Your system is equipped with an access code (if your community allows) that will allow you to open the gate by entering this code on the system keypad. For Liftmaster systems, press # and then your four-digit code. DO NOT provide this code to others, particularly to vendors, as it has a direct impact on the integrity of the security of the community. if you do provide your access code to someone for whom you wish to no longer have access, please request a new code.
- **Fire Access:** The fire department has access to the community via emergency equipment designed specifically for your gates.
- **Tailgating:** DO NOT follow vehicles into the property (tailgating). Please use the proper means of entry. The gates are meant to allow one vehicle access at the time. Following traffic through the gates could cause gate or vehicle damage. Neither Maverick Gates nor the community will be responsible for such damages.
- **Access Devices (Remotes, Cards, Key Fobs, etc.):** Devices are the responsibility of the home owner. Lost or stolen devices will need to be reported so they can be deactivated from the entry system.

I have read and understand the above statements: _____

Signature

Date

Last name, 1st initial

Phone Number (Including area code)

Lot #

Address

4 Digit Access Code

Device #

Device #

Device #

Device #

Management Notes: _____

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