Dobbins Heights Community Association

GATE DIRECTORY UPDATE FORM

Code Update for Homeowner

Homeowner Name: _____   Date: _____

Property Address: _____ Lot #: _____

Phone Number: (_____) _____-_____   Email:_____
    ***Phone number must be local for gate to dial.

Chosen 4 Digit Gate Code: _____

(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

Resident Name: _____   Date:_____

Property Address: _____ Lot #: _____

Phone Number: (_____) _____-_____   Email: _____
    ***Phone number must be local for gate to dial.

Chosen 4 Digit Gate Code: _____

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: _____

1. Guest Communication: When a guest comes to visit you, they will look up your name in the directory using the A-to-Z buttons. When your name is displayed in the directory, the guest can press the CALL button to establish communication via the phone number you provide.

2. Granting or Denying Access: Once you answer the phone call you will be able to speak freely with the visitor at the gate for about 90 seconds. You will be able to grant access by pressing 9 on your phone or deny access by simply hanging up.

3. Access Code: The gate can also be opened by using your unique four (4) digit code. To utilize your code, you will be required to press the# key then your 4-digit code. Please do not provide this code freely, especially to vendors. If you require a vendor code for Landscaping, pool, etc. please request a vendor code that can be limited by a predetermined schedule.