

KING'S GATE ASSOCIATION, INC.

FRONT GATE PROCEDURES

- 1) Every home owner must be registered in the office. Your key card(s) and/or remote fob will be entered into the office gate system's software.
- 2) When you sell/purchase a home in the community, the form(s) of entry every home has will automatically transfer to the new owner.
- 3) It is the home owners' responsibility to pass the gate card(s) and/or fob(s) to the new owner, not the Board of Directors or Office Staffs'.
- 4) This system has the ability to call long distance, including Canada. Make sure you update your information with the office if you ever have a change of phone number or address or it will jeopardize your ability of using all functions of the gate system.
- 5) Residents need to designate one specific phone number to enter into the system for gate access.
- 6) The system will locate you by one of two ways.
 - a. You can type in the address using 3 digits; ie: 1 Brookshire would be 001.
 - b. You can scroll through the last names on the directory on the kiosk.
- 7) When allowing a guest or vendor into the community after hours, they will have to call you by typing in your address or locating your last name on the kiosk.
 - a. You will press the number 9 on your telephone to prompt the gates to open.
 - b. After you hear the beep, you may hang up.
- 8) If you wish to opt out of the gate entry by phone system you may do so through the office.

The open gate hours are as follows:

7:00 AM to 6:00 PM, 7 days a week, November- April

7:00 AM to 1:00 PM, Monday – Friday, May-October.

Gates closed on weekends, May- October.



KING'S GATE ASSOCIATION, INC.

By: Madelyn K. DeLeon

As its President

(Corporate Seal)

The Gate Procedures was adopted at the duly-noted meeting of the Board of Directors held on April 9, 2018.