



Indian Trails Club Association

174 Indian Trails Rd.
Milford, PA 18337
IndianTrailsPA@gmail.com

Gate Access Procedure And Policy

Revision 04 – 01/18/14

GENERAL

The ongoing operation of the security gate is in every resident's best interest to provide the security we all benefit from.

If you see suspicious activity or witness vandalism to the gate or gate box, please take the initiative to promptly contact the Board of Directors at IndianTrailsPA@gmail.com

During the harsh winter months, the gate may be kept open for some period of time in order to minimize the risk of vehicles accidentally sliding into it.

GATE CARDS

Home Owners, Residents and Lot Owners receive gate cards only.

- Requests for gate cards must be made by a homeowner and not by any other home resident/family member.
- Gate cards will only be issued directly to the homeowner who has made the request.
- Gate cards may only be requested for licensed drivers.
- **Full-time community residents** receive new first time gate card(s) for all licensed driver(s) who reside in the home full-time. Any additional requests for gate cards for new full-time residents moving into the home must be accompanied by proof of residency. Examples of proof of residency are items such as a driver's license, vehicle registration, a piece of mail correspondence or a bank check. Full-time resident homeowners may request additional gate cards for non-resident family members for a \$10 charge per card.
- **Part-time community residents** receive two new first time gate cards and may request additional gate cards for a \$10 charge per card.
- **Lot owners** receive one new first time gate card and may request additional gate cards for a \$10 charge per card.
- **TIP:** Either side of your gate card will work when holding it up to the side of the black card reader on the left side of the gate box.
- **PLEASE REPORT LOST OR STOLEN CARDS PROMPTLY!** When reporting a lost or stolen card, please have your other gate card(s) in your possession so the lost or stolen card number can be determined and de-activated. Replacement cards that have been lost or stolen will be at a cost of \$10 per card.
- Damaged gate cards are replaced at no charge providing the damaged card is returned to ITCA.
- **If you sell your home, all of your gate cards must be returned prior to your permanent departure from the community.** The new residents purchasing the home must obtain new gate cards. **Do not give your buyers your gate access cards, as they will be de-activated upon your departure.**

GATE CODES

Only Vendors and Service providers receive gate codes.

- Requests for gate codes for vendors/service providers must be made by a home owner and not by any other home resident/family member or person. **No codes will be given to a vendor/service person without prior request by the homeowner.**
- To ensure the best possible security for all residents, at the time of request please provide specific information regarding the need for the gate code. A gate code will be issued for limited time use if the reason for access is limited to some specific or estimated time period, or the code can be issued for permanent use if the reason for access will be ongoing.
- Gate codes will only be issued directly to the vendor/service person for whom the request has been made. Please provide a contact number for the person who will receive the code.
- Gate codes that have been issued will be randomly monitored for suspicious and abnormal use. If a gate code usage appears to be suspect for use other than what or whom it was intended, you may be contacted to discuss the situation and/or the code will be terminated.
- If you have requested a code for a vendor or service person that is currently active and you learn that access is no longer needed, please be pro-active with our security and advise IndianTrailsPA@gmail.com to de-activate the code.

RESIDENT DIRECTORY AT THE GATE BOX

Being listed as a resident in the gate box allows you to remotely initiate the opening of the gate for the visitors you authorize for entry.

- To be listed in the gate box, you must have a local land line phone number and/or you may subscribe to an optional long distance dial plan.
- If a visitor calls you and you wish to authorize gate access, press **9** on your phone's number keypad to initiate the opening of the gate and then hang up.

OPTIONAL LONG DISTANCE DIAL PLAN SUBSCRIPTION

- A single mobile and/or single alternate number for the property owner will be displayed in the gate directory.
- \$15 per year subscription for any long distance directory number...cell phone, alternate residence...etc.
- Initially subscribe at any time during the year – Cost is determined by remaining months in current dues cycle. (\$1.25 X remaining months).
- 60 day refund if cell service proves ineffective. Cell service has been tested on the Verizon, AT&T and Tracfone networks using a variety of phone models. (Traditional flip phone, iPhone and Android phones).
- Subscription will be revoked without refund for misuse, abuse or if a member incurs any unpaid violation.
- Participation is for members in good standing only.
- Enroll by mailing a Long Distance Dial Subscription form to ITCA. Form is available at www.IndianTrails.org

GATE CONTACT

For any gate related question or issue, E-mail the Board of Directors at IndianTrailsPA@gmail.com

Requests for new gate codes or cards must be made at least 48 hours prior to the time needed.