

# THE CASITAS HOMEOWNERS ASSOCIATION

Legacy Community Partners, 459 N. Gilbert Rd. Ste. A220, Gilbert, AZ 85234

(480) 347-1900 Fax (480) 347-1903

**Eric@lcpaz.com**

## Gate Directory Change Request Form

1. The Casitas offers an electronic gate system at its entrance. These gates are designed to be a deterrent to unauthorized persons, but are in no way a guarantee of personal safety or security. If used correctly, this system is only effective in controlling vehicle traffic. The gates are for limited access only and are not to be considered a security system.
2. Do not attempt to force or tailgate through the gates as it may cause damage to the gates or your vehicle or both. Neither the Casitas Homeowners Association nor the company contracted to maintain the gate and its programming are responsible for damage to your vehicle. You are responsible for any damage to the gates caused by vehicles driven by you, your family, or your guests.
3. Specify the last name and first initial to be associated with your unit in the gate directory. You are limited to 13 characters. Visitors may scan the directory alphabetically for your name by pressing the large "A" button and then pushing the "CALL" button on the keypad to call your unit. When you answer, you will be able to talk with the visitor at the gate. Only local area code 480 telephone numbers may be called. For security and privacy, your telephone number is not displayed by the system in its directory.
4. If you wish to admit the visitor, press "9" on your telephone. On short-duration touchtone telephones, press the "9" button twice. The entry system will generate a confirmation tone, open the gate, and then hang up. If you do not wish to admit the visitor, simply hang up. The entry system permits conversation for about one minute and will automatically hang up. A short beep will be heard 10 seconds before disconnecting.
5. To avoid a directory scan, you may instruct visitors to merely enter your unit number as a 3-digit number at the keypad (e.g., 5 as 005 and 15 as 015). The system will immediately call your unit as described above. We recommend this method of entry for frequent visitors and to grant entrance to service people and taxi or limousine services.
6. If you are not home to admit a visitor, they may use the 4-digit access code assigned to your unit to directly enter the property. To use the code, the visitor must push the "#" key quickly followed by the 4-digit access code. The code for your unit must not be used by anyone else, must not be reserved as a future master access code, and must be below 9000.
7. Special access codes have been assigned to all vendors who service the property on a regular basis. These include departments of the City of Mesa, the electric company, major package delivery companies, and people who deliver newspapers. Please contact the property manager on (480) 247-1900 if there are questions or issues relative to the gates and their programming.
8. Sign and mail, email or fax this completed form and your property manager will approve and coordinate making these changes.

I have read and understand the above:

**Homeowner Signature**

**Print Directory Last Name and Initial**

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\_\_\_\_\_

**Unit #**

**Telephone #**

**4-Digit Access Code**

\_\_\_\_\_

(480) \_\_\_\_\_

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Property Manager Use

**Approved:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Transmitted:** \_\_\_\_\_

**Completed:** \_\_\_\_\_