

CB II Telephone Entry Gate System Policy & Procedures

POLICY

Community

Access to the community will be granted by the Board for the following:

- A. Emergency Vehicles including Police, Fire and EMS
- B. Regular reputable vendors including UPS, Fed Ex, Powell's Trash Service, Newspaper Delivery, Century Link and Laurens Electric
- C. Government entities such as Lake Management and Laurens Building Inspector.

OWNERS

Access to the community will be determined by the owner for the following:

- A. Personal visitors
- B. Individual Service Providers/Contractors, including yard maintenance, pest control, realtors and house cleaning.

PROCEDURES

OWNER ENTRY

REMOTE CONTROL Any garage door opener with a 10-digit DIP switch capability can be programmed to open the gate. Most newer automobiles with factory installed Homelink like openers can be programmed individually. Follow your manufactures instructions accordingly. Contact the CB email, crystalbay2@gmail.com and the secretary will assist you with the programming.

DIRECTORY

1. Locate the last name on the directory on the key pad that you wish to call by scrolling with the A and Z buttons. Default is the middle of the list.
2. Punch in the 3-digit code or press the Call Button
3. Wait for an answer
4. Your recipient will answer, and you can talk thru the Call Box Speaker. Entry is granted by the recipient pushing the "9" button the his/her phone to open the gate. By pushing the "#" button on your phone you DENY Entry to the caller and disconnect.

NOTE Knowing and giving visitors your 3-digit codes will simplify the process for owners and visitors.

LONG-TERM ENTRY

Those owners needing Building Contractor Codes during the construction process and for large projects are asked to contact the CB II Secretary, as crystalbay2@gmail.com. Automatic codes will be given per project for contractors to enter without having to call your phone every time they come and go.

REALTY COMPANIES

Realty Companies in the area with current and prior listings in the community have been assigned an entry code. New requests should be directed to the CBII Secretary at crystalbay2@gmail.com

OWNER EVENTS

When Owners are hosting an event and expecting many guests, ie., wedding receptions, birthday parties, the Owner can request a 24 hour entry code for guests to use for direct entry without having to answer your phone for each guest. This is available for parties expecting more than 10 vehicles and needs to be approved by the Board prior to your event.

TELEPHONE NUMBER CHANGES

Initially each Owner will be provided with up to 3 phone numbers for programming. Request for subsequent changes, deletions, additions should be directed to the CBII Secretary, at crystalbay2@gmail.com

Revised July 2018