

# Look Rock Estates

## Gate Information

March 1, 2025

### Special Thanks

For the past several years, Roxanne Coffey has volunteered her time to manage gate access. She has done a masterful job and the HOA owes her our appreciation and gratitude for the many hours that she continues to spend managing gate access codes and the remotes (clickers). We'd also like to acknowledge Gary Dantini for his efforts in gate maintenance and making sure that the gate opens if there are remote access problems.

### Updated Procedures: Remotes (Clickers) to Access the Gate

Based on discussions with existing owners and those that have sold lots, the executive committee is implementing the following procedures.

- All new remotes will be at a cost of \$50 per remote. (there are no longer 2 “free” remotes with the transition of a property)
  - Because remotes are rarely transferred from the previous lot owner to the new lot owner, the HOA is absorbing not only the cost of the remotes but also the mailing cost to the new owners.
- To obtain a remote (clicker), the new owner must provide the following information to Roxanne:
  - Name
  - Email address
  - Phone number
  - Lot number or address
  - Mailing address (non-mountain address)
  - Previous owner
  - A check or money order for \$50 for each remote

This information will be included in the HOA website along with a form for new owners to access.

# Gate Access Information

All gate entries are tracked by code used, time of day and day of week and can be monitored for security issues/concerns.

In case of a power failure, the gate will open automatically

## Owners

- One 4-digit code per property is issued (AKA the owners code)
- This “owners” code is to be used by the owner only and should not be given out to anyone
- This code works 24x7 and does not expire
- This code can be replaced if there are security concerns
- Please allow up to 7 days for these codes to be assigned
- Owners have the option of being listed on the kiosk/keypad directory at the gate
  - It allows the gate to be opened from your phone for convenience
  - The owner determines how they would like to be listed on the kiosk/keypad
  - A 3-digit code is then assigned by Roxanne
  - This 3-digit code can be input directly or found by scrolling through the owner list
  - The gate system then dials the pre-designated telephone number provided by the owner
  - The owner then presses 9 on their phone and the gate opens remotely
  - There is a maximum of 2 directory listings per owner
  - Each directory listing requires a separate telephone number (land line or cell)

## Guests or single visit service providers (repairs or one time installation)

- Use the kiosk/keypad to locate the owner’s name and the pre-assigned 3- digit code. This 3-digit code can be input directly or found by scrolling through the resident list on the kiosk/keypad
- Once the 3- digit code is accessed, the owner’s designated phone number is called
- The owner then presses 9 on their phone to open the gate
- If the owner has opted out of being listed on the kiosk/keypad directory, they are still assigned a 3- digit code and can give that code out
- As a reminder, owners should never give out their 4-digit owner’s code

## **Construction/contractors**

- The owner is responsible for providing the gate code volunteer (Roxanne) the following information:
  - The dates of construction
  - The number of separate contractors- including the name of each contractor
  - Each contractor must have their own code
- Please allow up to 14 days for these codes to be assigned
- These codes will expire 6 months from the date of issue unless the owner requests additional time
- Gate access is Monday-Sunday (6:00am-8:00pm)
- Each contractor code is removed once the construction is complete

## **Approved Vendors**

- Vendor codes are only issued for service providers that come through the gate multiple times
- These codes are assigned codes by company name
- These approved vendors may serve multiple properties (pest control, internet/telephone, propane gas etc)
- Access Monday-Saturday (8:00am-5:00pm)

## **Realtors**

- Owners selling a property must notify the gate code volunteer (Roxanne) prior to handing off their “owners” remote
- All realtors must use a remote “clicker” to access the gate and accompany any interested buyer while on the mountain
- Remotes are available for a \$50 deposit (refunded when the remote is returned)

## **Emergency vehicles**

- All emergency departments have been given access codes allowing 24x7 access