

Legacy Bay Homeowners Association - Gate Code Information and Policy

Safety and security are of primary concerns to the Association. The Board of Directors has established this policy on the proper use of gates codes and gate access. Throughout this gate code policy where the "Gate Code Coordinator" is mentioned it also includes the secondary or back-up Gate Code Coordinator.

Personal Code

Each property owner is issued a personal and unique gate code. This code is restricted to the owner, people living in the property owner's household and trusted visitors to the home or property. This code is not to be shared with occasional visitors such as contractors, maintenance personnel or with realtors. All access codes must be preceded by a # then the code for entry. Example: #9999 will open the gate, 9999 will not.

Access:

*24/7

Single Use Codes

The Single Use Code Policy was developed to minimize sharing of a Primary code. The Legacy Bay Board of Directors and Gate Code Coordinator shall make a single-use alternate code (hereafter referred to as "Single-Use Code") available to residents.

- Single-Use codes will not be issued automatically. They will be issued to residents by request only.
- Single-Use codes will not be issued to non-resident owners.
- The Gate Code Coordinator will monitor logs for single-use code usage.
- After a single-use code is used, it will be deleted.
- The Gate Coordinator will contact the resident to determine if a new single-use code is needed.
- Single-use codes will have access Sunday - Saturday from 6:30am – 8:00pm.
- Single-use codes should only be used as a last resort (e.g. visitor having trouble using the Gate Directory, no vendor code, phone out of range, etc.).

Contractors and Vendors

Any contractor or vendor hired by a property owner including landscapers, tree trimmers, propane delivery, pest control, lawn companies, service contractors such as plumbers and electricians, care-takers, etc. will be issued a code through the Gate Code Coordinator who will personally contact each vendor and provide a code with instructions. In an emergency where a contractor must enter outside the gate code access hours, they may call the resident from the gate phone. Legacy Bay common area landscapers have also been issued a code. When out-of-the ordinary service such as septic services is required, the contractor can call the resident from the gate directory.

Access:

*Monday through Saturday – 6:30 am to 7:30 pm. No access on Sunday or holidays.

Realtor Codes

Any property owner listing a property for sale with a realtor must request a realtor code. Realtor codes will be issued directly to the realtor only upon the request of a property owner, at the realtor's request. Personal codes are not to be distributed for use by realtors under any circumstances. Any personal code provided to a realtor will be changed. If a realtor has several properties listed in Legacy Bay the realtor will be issued only one code. A special temporary gate code for a realtor Open House will be issued upon a property owner's request for a period of time not to exceed 6 hours on any one day and will be provided directly to the realtor.

Realtor Codes may not be used in any public, print or online advertising of property for sale in Legacy Bay. Realtors may not distribute a realtor code to a prospective purchaser. Prospective purchasers must be accompanied by a realtor at all times for access into Legacy Bay. Realtor codes will be deactivated after 6 months and a new realtor code will be issued upon request of a property owner for the realtor.

Access:

* 7 days a week 8:00 am to 8:00 pm. Deactivated 6 months after issue.

For Sale By Owner (FSBO)

Any property owner with property “for sale by owner” must request an FSBO code. This code will be monitored closely and if abuse of the code is suspected for unauthorized access, the code will be changed. FSBO Codes will be deactivated after 6 months and a new FSBO Code will be issued upon request of a property owner.

Access:

*7 days a week, 8:00 am - 8:00 pm. Deactivated 6 months after issue.

Builder Codes

Builders will be issued a code when any home building or construction work is performed on a property or home lasting more than two days. In the case of a home under construction or significant reconstruction or remodeling the builder code will be deleted 60 days after the completion of a home.

Access:

*Monday through Saturday – 6:30 am to 7:30 pm. No access on Sunday or holidays.

Special Event Temporary Code

Temporary gate codes will be issued upon request by a property owner for a special event and will be programmed to provide access for the duration of the event. This request must be made at least one week in advance.

Access:

*Variable

Newspaper Delivery

Newspaper delivery codes are issued for local newspaper delivery. A code for new subscriptions must be requested by the property owner to the Gate Code Coordinator and the code will be provided directly to the newspaper

Access:

*7 days a week - 1:00 am – 5:00 pm

Medical Emergency, EMS, Fire, Sheriff

Codes have been issued to emergency personnel. Emergency vehicles may also open the gate by using the “yelp” siren sounding continuously for 6 seconds. If a homeowner needs a special 24/7 code for medical reasons (for nursing or health care services) a Medical Code will be issued upon request.

Access:

*24/7

US Mail, FedEx, UPS

US mail delivery, FedEx and UPS have been issued codes that can be shared with their delivery teams in case the usual driver is not available. If a temporary driver has not been provided the code, they may contact the resident using the gate directory.

Access:

*Monday through Saturday 7:00 am to 9:15 pm.

Exception: FedEx now delivers on Sunday as part of their weekend delivery service, access extends to same hours as Monday through Saturday.

Trash Collection

A code has been issued to a trash collection service in Legacy Bay.

Access:

*Monday and Tuesday – 6:00 am through 4:00 pm

Gate Code Changes

Any gate code that is known or suspected to have been compromised, will be changed. Any property owner who believes his/her gate code has been compromised or used in an unauthorized manner must contact the Gate Code Coordinator and obtain a new gate code. If, in the sole opinion of the Gate Code Coordinator, a code has been compromised, the Coordinator will change the code and notify the property owner.

While a change in a gate code may be inconvenient for a property owner, the Gate Code Coordinator reserves the right to change any code for the purposes of safety and security of the community.

Special Code Request

Requests for special numerical codes will not be honored.

Gate Directory Administration

All property owners with a residence in Legacy Bay are required to be listed in the gate directory with 1 or 2 phone numbers which can be landline, cellular or VOIP lines. Two names may be listed. Occasional visitors are requested to call the property owner via the gate directory by scrolling through the A - Z buttons and select the resident in the directory and press CALL. The property owner will answer the phone, speak with the visitor and then press '9' from their home or cell phone to open the gate.

Lot owners without homes will not be listed in the gate directory.

Sale of Property

When property is sold, all of the gate codes for that property will be canceled. A prior owner's remote control device(s) will be deactivated unless the Gate Code Coordinator is informed the remote control device was/were given to the new owner.

Gate Remote Controls

Remote control 'clickers' are available to any property owner upon request at a cost of \$30 each. A property owner may request a remote by contacting the Gate Code Coordinator (contact information below). The Association will issue a maximum of 3 remote controls to a property owner regardless of the number of lots owned. If a remote device is lost or stolen the Gate Code Coordinator must be notified and the remote device will be deactivated.

Gate Code Coordinator

The Gate Code Coordinator and secondary Gate Code Coordinator will oversee the assignment and use of gate codes, remote devices and directory entries based on this policy. Both have been granted administrative rights to the current access system.

The Gate Code Coordinator will maintain an up-to-date Gate Code Master List to be shared only with the president, vice president, and secretary. Gate entry logs will be shared with the Security Team as needed to address incidents.

Gate Code Monitoring

The gate entry system has the ability to generate an event log of all gate activity code use over a specified period of time. The Gate Code Administrator will monitor gate code activity and identify when a code, remote control device or directory entry was used, abused or encountered issues.

Contact Information

To contact the Gate Code Coordinator regarding gate codes, remote control devices and directory entries: 423-272-3697 (allow 72 hours for reply). legacybaygate@gmail.com (reply usually within 24 hours.)

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