

# Gable at Sterling Village HOA

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## Gate Entrance Information

All residents were given two gate remotes and remotes should be passed from owner to owner as a resale happens.

Some of the newer vehicles with built in programmable garage door openers may also be able to program their vehicles to open the gates without having the remotes (that will be up to the vehicle owner to investigate and program their own cars)

The cost for a damaged or lost remote is \$35.00 (new owners if not given the remotes will have to pay for this replacement cost)

Please note the following about the gates:

- The entrance on Birch Park will be the main entrance and will be motorized and have a key pad to allow guest to call their friend / family in the community and request access. Owners will also be able to access this entrance with their choice of a remote clicker or a key pad pin code. **All guests will need to use this entrance.**
- Operating instructions to allow guest access are attached to this letter. The gate system will have an entry system that will allow us to add one name, one phone number and a 4 digit code for each home. Guests will look up the owner / resident by name and the system will dial their phone number from the gate and the owner can choose to let them in (or not)
- **If you wish to have your information in the gate system to allow guests to look you up and ask for access, please send an email to [hoahelp@amres.co](mailto:hoahelp@amres.co) (it is not .com) The email will need to include the name chosen to be displayed, the phone number and a 4 digit pin code that can be used by residents to access the gate when they do not have their remote with them. **\*\*IF YOU ARE A NEW RESIDENT PLEASE INCLUDE YOUR ADDRESS AND STATE YOU ARE A NEW OWNER\*\*****
- The entrance on Maple Farms will be motorized and accessible with the same remote that operates the gate on Birch Park.
- The gates will be left open from 6 am to 8 pm daily, and closed all other times.
- Each entrance will also have combination lock controlled man gate for pedestrian access. The combination for the man gate is **C1978**.

We hope that this answers your questions and provides useful information.

Gables at Sterling Village Management

# Resident Instruction Sheet



Your building / community has been equipped with a DoorKing Telephone Entry System that will provide communication for your guest from the lobby door / gated entrance to your home by use of the local telephone network. If you have any questions regarding the use or operation of this system, please see your system administrator (building manager / HOA representative) or call

Advantage Management

## **Guest Communication**

801-235-7368

Your name (or apartment number) and telephone number have been programmed into the telephone entry system under a specific DIRECTORY CODE. This directory code can be from 1 to 4 digits long depending on the needs of the application. When a guest comes to visit you, they will look your name in a directory. Your DIRECTORY CODE will be shown to the right of your name. Your guest will enter this code on the system keypad that will cause the system to place a call to your home (If your guest already knows your directory code, they can simply enter the code on the keypad without having to look up your name). Some systems are equipped with a CALL button. When your name is displayed in the directory, the guest can press the CALL button to establish communication with your home.

## **Granting or Denying Access**

Once you have answered the phone call and you have identified your guest, you have the choice to either grant access or deny access to your guest.

To grant access to your guest, press 9 on your touch-tone telephone. The telephone entry system will respond with a confirmation tone indicating that the door or gate is opening and will automatically disconnect itself. Some newer telephones emit a very short duration tone when the number is pressed. If your telephone does this, you may have to press the open number twice in rapid succession to open the door or gate.

To deny access to your guest, press the # key.

**Rotary Phone Only.** If you have a rotary dial phone, dial 9 to grant access. To deny access, hang up.

## **Call Waiting**

If you are on the telephone when a guest tries to contact you from the telephone entry system, they will hear a busy signal and will have to wait for you to end your call before they can contact you. To eliminate this problem, you can order call waiting from your local telephone company.

## **Privacy**

If you do not want your name and/or apartment number listed in the electronic directory, inform the system administrator of this. Your telephone number can be stored in the system without your name being displayed on the directory. If you choose this option, you will need to inform your guest of your directory code, otherwise they will have no method of contacting you from the entry of your building / community through the telephone entry system.

## **Access Code**

Your system may be equipped with an access code that will allow you to open the door / gate by entering this code on the system keypad. Your system administrator will advise you of your access code if this option is available. To use the access code, first press the # key, and then enter the four digit code.

**System Administrator - Fill in the blanks above and copy this instruction sheet for your residents.**