
GATE ACCESS FOR NEW AND EXISTING RESIDENTS

Purpose:

To provide guidelines for the distribution of gate stickers/bars, personal access cards (PAC's), and three-digit codes to new and existing Cape Royal property owners.

Scope:

This document is applicable to new and existing Cape Royal property owners.

Responsible Party:

The Community Access Committee (CAC) is responsible for administering and distributing vehicle stickers, bars, Personal Access Cards (PAC's), and three-digit codes. Along with Block Captains, the CAC is also responsible for collecting pertinent data via the Family Data Sheet (FDS) and the CAC shall implement the placement of stickers on resident's vehicles.

I. Procedure

A. NEW PROPERTY OWNER

1. Complete the online FDS found at <https://airtable.com/shrMbiyRRzB6w3sbm> and call or email your Block Captain to request stickers, bars and three-digit gate access codes.
2. A CAC member will call you to arrange for pick-up or delivery of PAC's. The owner's vehicle(s) MUST be on site for this meeting since stickers are applied directly to the car and money is collected at that time.
3. The first two PAC's are free of charge; three (3) additional PAC's may be purchased at the prevailing rate for each. No more than five (5) cards per property will be issued.

B. EXISTING PROPERTY OWNER

1. Contact your Block Captain when purchasing, replacing, adding and deleting vehicles so they may update your Family Data Sheet.
2. When selling or trading a vehicle equipped with a gate access sticker/bar, the sticker/bar may be removed and attached to the replacement vehicle. Contact your Block Captain to ensure your FDS includes the new vehicle information.
3. If the transfer of the sticker from one vehicle to another renders the sticker/bar inoperable, a new sticker/bar must be purchased by the property owner. Contact your Block Captain to get this process started.

4. Contact the Block Captain regarding issuance of PAC's. The first two PAC's are free of charge; up to three (3) additional PAC's may be purchased at the prevailing rate. No more than five (5) cards per property will be issued.

C. DATABASE ADMINISTRATOR

1. Issues a new FDS, upon receipt of approved and revised FDS information from the Block Captain or CAC.

D. COMMUNITY ACCESS COMMITTEE (CAC)

1. Upon receipt of completed FDS from the Database Administrator, we will contact property owner for code and sticker information. Maintain a file on each new FDS received and update the gate system when new information is received from a property owner.
2. Record all needed information into our *Door King System* with property owner's name, address and property owner vehicle information.
3. Ensure an appropriate phone number is available for each new resident so a three-digit code can be issued for front gate access.
4. Update the newly collected CAC information into the *Airtable Database system*.
5. Maintain gate devices to keep them in working condition through assistance of volunteers or outside vendors.
6. Remit any funds received to the HOA accountant.

E. CAPE ROYAL BLOCK CAPTAIN

1. Assists property owners, as necessary, to update the FDS.
2. Notify CAC of need for stickers, bars and three-digit codes.
3. Remit any funds received to CAC.
4. Notify the Accountant of any mailing address changes that might occur during this process.

Links:

- Cape Royal Website: <http://www.caperoyalhoa.com>
- CAC Email address: caperoyalCAC@caperoyalhoa.com
- Block Captain contact information: <http://www.caperoyalhoa.com/Block-Captains.html>