

Pearson Place Enclave Condominiums Gate Code Request

Address: _____

Name: _____

Local Phone Number: _____ (To be programmed into gate system)

2nd Local Phone Number: _____ (To be programmed into gate system)

Would you like to be included in the gate directory: _____ Yes _____ No

Personal Entry Code Requested: _____ (Must be four (4) digits)

2nd Choice if 1st is not available: _____ (Must be four (4) digits)

** Codes cannot be the address number or sequel (1234, 5678)

PLEASE NOTE: Personal entry codes have 24 hour unrestricted access. All code usage is continuously monitored and recorded by the entry controller. As such you are responsible for your personal entry code and should be careful to whom it is given.

Restricted Code Request: If you have a need for a restricted non-resident entry for guests and vendors (i.e. yard maintenance, pool maintenance, housekeeping, etc.) please fill out the following:

Restricted Entry Code Requested: _____ (Must be four (4) digits)

** Restricted Codes will only be active 6:00 a.m. – 9:00 p.m.

I have read and understand the Pearson Place Enclave Gate Code Request. I understand that the gate is a controlled access gate, not a security gate. I understand that I am responsible for the gate codes that are assigned to me. I have need for the codes requested and for access by non-residents.

Signature: _____

Date: _____

Send completed form to:

Certified Management
101 River Hills Drive
Georgetown, TX 78628
Fax: 512-339-1317
Email: frontdesk@cmaustin.com

FOR OFFICE USE ONLY:

Remote Number: _____

Date received: _____

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Gate Code Request

Gate Code Instructions

New Owners:

Each Family has a gate code that is specific to that home.

- New Residents will complete and return the Request for new Gate Code form.
- Each Resident is provided 1 remote at no charge at move in (once the gate form is returned).
- Additional remotes may be purchased from the management company for \$25.00.
- Personal codes may be given to friends and family who visit frequently. These codes are active 24/7.
- Vendor codes may be given to service staff – housekeeper, landscaper, babysitter, etc. These codes are active from 6:00 a.m. – 9:00 p.m. daily.
- Entering the community without a code – This process is suggested when you have a delivery for which you will be home.

Special Events:

If you are planning a special event, the gate can be programmed to remain open for a period of time to allow guests to enter, or you may request a special event code valid for the day and time of the event. Contact CMA is writing at frontdesk@cmaaustin.com to request the gates to be open or to request a special event code. Requests must be received at least 1 week in advance.

DO NOT post your personal code at the keypad. Doing so will result in deactivation of your code.

DO NOT try to prop the gate open for any reason. This will damage the gate and result in repair expenses that may be charged back to the responsible party.

User Instructions – Visitors Calling From Gate

The following steps are involved in using the visitor entry capability of the gate system:

1. The system uses your existing local land line telephone to let you talk with visitors at the gate and allow them access. Visitors are instructed at the gate to find your “directory code” on the keypad. The system will then dial your telephone number. The number is confidential and is not displayed.
2. Upon answering you will be in a normal conversation with the visitor. Speak clearly and strongly so you can be heard over any noise near the gate. The call can last up to sixty (60) seconds, after this period the system will automatically end the call. Starting ten (10) seconds prior to the call ending you will hear a short tone to signal the call is about to end.
3. Once you have answered the call hit ‘9’ to open the gate. The system will emit short tones for three (3) seconds then it will hand up.

User Instructions – Entering Code at Gate Keypad

1. Enter your code on the keypad and gate will open.
2. Do not push the # before the code.
3. The system will “lock” and reset if codes are entered multiple times in error. Wait for the system to reset which is approximately sixty (60) seconds.