

FOREST MEADOWS OWNERS' ASSOCIATION

ENTRANCE GATE INSTRUCTIONS

Required Equipment

- Magnetic *Gate Card* (\$10) and/or *Remote Transmitter* (\$42) (middle/residents' lane only)
 - Available from the Association Administration Office, located in the Gallery Building (46 Forest Meadows Drive)
- Gate Directory (right/guest lane only)
 - Residents must register with our front office to enable this option.
 - Works with either your home phone number and/or cell number if you have sufficient coverage.

Residents Entrance (middle lane)

- A **Gate Card** can be used to activate the **Card Reader** which is located in the center median (drivers' side of the lane). Look for the sign that says **Card Reader** (with the green arrow pointing to the reader).
 - **Drive** up to the card reader box and **STOP**.
 - **Hold** (do not wave it around) your **Gate Card** up to the reader within 12 inches of the box. The gate will open when the card is read.
 - **Drive** through the open gate. **DO NOT** pause to put your card away as the gate will close after a few seconds.
 - *Magnetic POOL cards will NOT work to open the gate.*
- A **Remote Transmitter** can also be used to activate and open the gate.
 - **Press** the button on the Remote Transmitter as you approach the Residents Entrance (middle lane). The gate will open when the signal is received.
 - **DO NOT** use your transmitter to **EXIT** Forest Meadows. *The EXIT gate is automatic and is triggered by driving over sensors in the roadway.*

Guest Entrance (right lane)

- Anyone visiting Forest Meadows is required to **STOP** and check in with our security personnel.
- The gates will be left OPEN when gate personnel are not available and/or when weather creates a potential hazard.
 - Gates are (normally) managed 7am – 8:00pm, Monday through Friday.
 - If the guest gate is down and there is no-one available to open the gate, you can utilize our **GATE DIRECTORY IN THE CALL BOX WHICH ALSO HAS INSTRUCTIONS ON HOW TO USE IT**.
 - Using the Call Box, guests **SCROLL** through the names alphabetically to find the resident's name.
 - Guest should **PRESS** the button next to the resident's last name (phone numbers are not visible).
 - Resident will get a phone call from the Call Box. If entry is approved, the **RESIDENT** will **PRESS "9"** on their phone, which will open the gate and end the call.
 - The Guest can then enter Forest Meadows after the gate is raised.

Exit Gate

As you leave Forest Meadows, use the **RIGHT LANE** only. The gate will automatically open when you drive over sensors imbedded into the roadway.

- **DO NOT** use your *Remote Transmitter* to open the **EXIT** gate.

Should you have any problems, please call the administration office during normal office hours. 209-728-2511