

# ENTRANCE GATE RFID TAG REQUEST FORM

## Cypress Breeze Plantation

### **Directions:**

To obtain RFID Tag(s) for the Entrance Gate, fill out attached form and send to Community Manager (CAM) via email.

### **Entrance Gate Policy:**

There are three ways to gain entry through the gate: **(1) RFID Tags, (2) Personal Four-Digit Codes, or by (3) Selecting an Owner Name from Entrance Gate Keypad.**

#### **(1) RFID Tags**

As of January 1, 2023, Owners may purchase RFID tags, up to a maximum of 5 per lot, at a cost of \$30.00 per tag. RFID tags allow entrance through the gate via sensor detection. Replacement tags for any reason are also subject to a cost of \$30.00, unless such cost is waived by the Board or the HOA's Management Company. Payment must be made prior to receiving a tag. Original RFID tags will be disabled when replacements are issued. To obtain RFID tags, Owners must complete *RFID Tag Request Form*.

Owners are required to provide vehicle information, including make, model, color, and license plate, for each RFID tag. It is the responsibility of the Owner to notify the management company when vehicle is sold or disposed of so RFID tag can be disabled. Owners may request RFID tags for long-term renters (6 months or more).

For best reliability, RFID tags should be applied to the inside of your windshield behind the rear-view mirror or right headlamp on standard size automobiles or trucks. For golf carts or LSV's, motorcycles, and other vehicles, place the tag on headlight or other location. In all cases, the owner is responsible for testing the location of the RFID tag before permanently adhering it to vehicle. RFID tags should not be placed on any low-speed vehicle that is provided by a rental company, regardless of duration of rental.

\*\* Note: Owners on record prior to January 1, 2023 can receive two RFID tags at no cost.

#### **(2) Personal Four-Digit Codes**

A lot owner is issued a Personal Four-Digit Code for gate access. When a lot changes hands between owners, the code for the prior owner is deactivated and a new code is issued to the new owner. The code is intended for use by the owner and immediate family. Owner is responsible for any damage that is attributed to someone who enters the neighborhood using code. Owners can contact CAM to disable and reissue a code at any time.

A single Community Four-Digit Code for use by all owners is issued on a periodic basis. Owners should provide this code to any personnel providing services at home and to guests and tenants.

To maintain security of the neighborhood, the HOA reserves the right at any time to disable and reissue a code if it appears to be excessively or abusively used.

#### **(3) Entrance Gate Keypad**

Guests or service providers may gain entry to the community by utilizing the callbox to find an Owner's last name. Once a name is located, user selects "call" button and gate will call the associated phone number. Once owner verifies service provider or guest, owner will press 9 on phone to send a signal to the gate for it to open.

### **Entrance Gate Security:**

Cypress Breeze utilizes security cameras at the gate to allow identification of vehicle movements through the both the entry and exit gates. Camera footage is made available upon request to the Board for law enforcement or insurance companies when investigating claims. The cost for any repairs to the gate or any of its components, signage, and surrounding landscaping is payable by the Owner identified as having caused the damage.

The Association has an obligation to respect people's privacy and will not typically provide access information or video footage for circumstances other than those described above. Any exceptions to this policy for entry information (video or logs) must be submitted in writing and clearly explain the reason for the request. Any such request must be approved by at least two members of the Board and, if granted, are subject to a minimum \$100 administrative fee.

# ENTRANCE GATE RFID TAG REQUEST FORM

## Cypress Breeze Plantation

Lot/Address: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**By signing above, you acknowledge that you have read the Cypress Breeze Plantation Entrance Gate Policy and you agree to the liabilities and responsibilities associated with receiving such tags.**

**Vehicle Information:**

Make/Model: \_\_\_\_\_ Color: \_\_\_\_\_ License Plate: \_\_\_\_\_ State: \_\_\_\_\_

Make/Model: \_\_\_\_\_ Color: \_\_\_\_\_ License Plate: \_\_\_\_\_ State: \_\_\_\_\_

Make/Model: \_\_\_\_\_ Color: \_\_\_\_\_ License Plate: \_\_\_\_\_ State: \_\_\_\_\_

Make/Model: \_\_\_\_\_ Color: \_\_\_\_\_ License Plate: \_\_\_\_\_ State: \_\_\_\_\_

Make/Model: \_\_\_\_\_ Color: \_\_\_\_\_ License Plate: \_\_\_\_\_ State: \_\_\_\_\_

**Payment:** RFID tags will not be provided until payment is received (\$30 per tag). Checks should be made payable to Cypress Breeze HOA and given directly to Community Manager (CAM) or mailed, along with this form, to:

Cypress Breeze HOA  
P.O. Box 2594  
Santa Rosa Beach FL 32459

**Delivery:** RFID tags can be mailed to you or picked-up. If you choose pick-up, Community Manager (CAM) will contact you to determine pick-up location. *Please choose only one.*

\_\_\_\_\_ Mail my RFID tags to the following address: \_\_\_\_\_

\_\_\_\_\_ I will pick-up my RFID tags. Email or call me at: \_\_\_\_\_

-----  
**Management Company Only**

**APPROVED** \_\_\_\_\_

**DENIED** \_\_\_\_\_ (If denied, Please Explain below)

\_\_\_\_\_  
**DATE RECEIVED:** \_\_\_\_\_ **DATE ISSUED TO REQUESTER:** \_\_\_\_\_

**HOW ISSUED: PICKED UP:** \_\_\_\_\_ **US MAIL:** \_\_\_\_\_

**BY:** \_\_\_\_\_ (INITIALS)