Edgewood At Everlands
Homeowner Association Inc.

June 29, 2025

Dear Edgewood At Everlands Homeowners,

We are pleased to announce that the front gates are now ready

The system is now fully functional, and the cameras are actively monitoring the front of the community.

When applying your RFID Tag, please clean your passenger side headlight before applying it to that headlight.

Please find several helpful links and screenshots attached to this email that we hope you will find helpful.

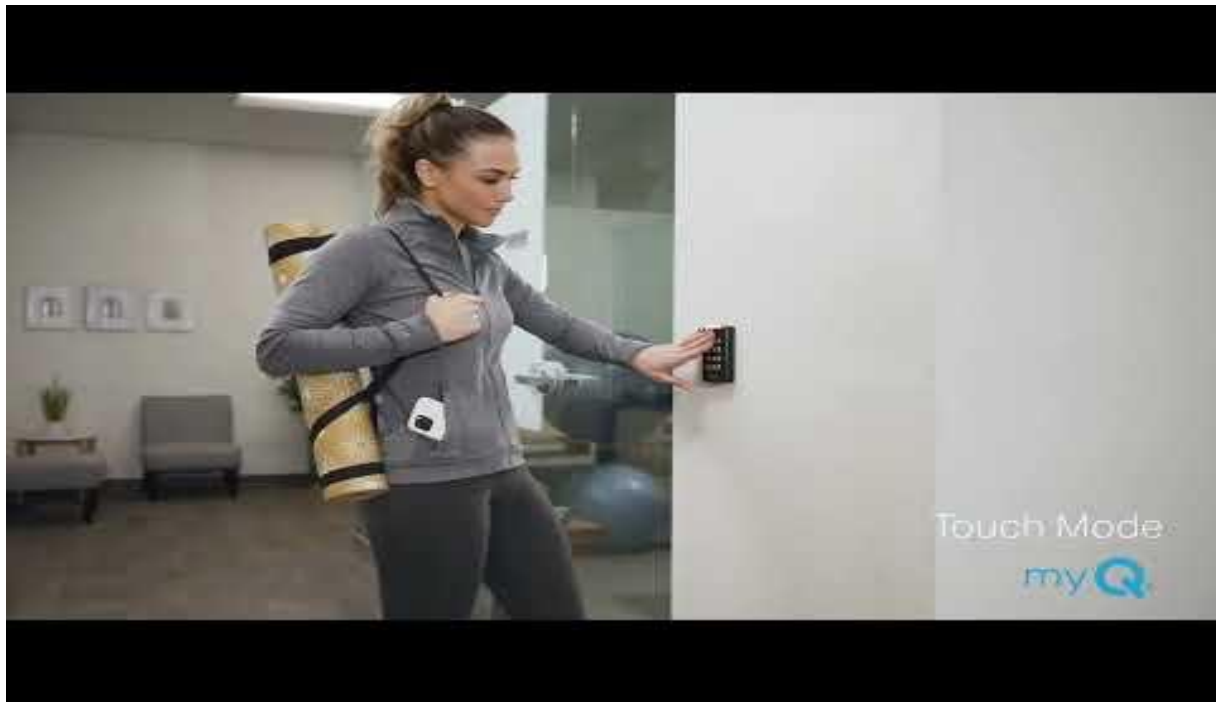**How to use the CAPXL Touchscreen at the front of the neighborhood:**

https://www.youtube.com/watch?v=CeJzKJONNuU

How to use the MyQ App to create guest passes and delivery passes.

****There are functions in this video that are not applicable to this community – Please fast forward the video to 4:34 to view the step-by-step instructions on how to create guest passes****

https://www.youtube.com/watch?v=5xXp3PmKjtM

Valuable information:

Each RFID Tag (the tag you put on your passenger side headlight) is associated with your home address and vehicle details such as make, model, color and license plate number. If you get a new vehicle or a new license plate you will need to contact the board and give them those details to them. They will also need to get a new RFID tag issued. The current cost is $25.00 and is subject to change.

Hurricane/High Winds

If we are under severe weather the gates will remain open until it is safe to operate them again.

Emergency Management

All emergency personnel have been given access to the community via a transmitter that they have in their vehicles that allows them to open the gates.

What happens if the internet goes down?

If the internet goes down the camera system will still work to allow homeowners with the RFID tags to enter. If you have created a Passcode before the internet goes down, the system will still work.

If you have a visitor come to the gate and try to call you from the gate to gain access to the community, the call box will NOT work if the internet is down.
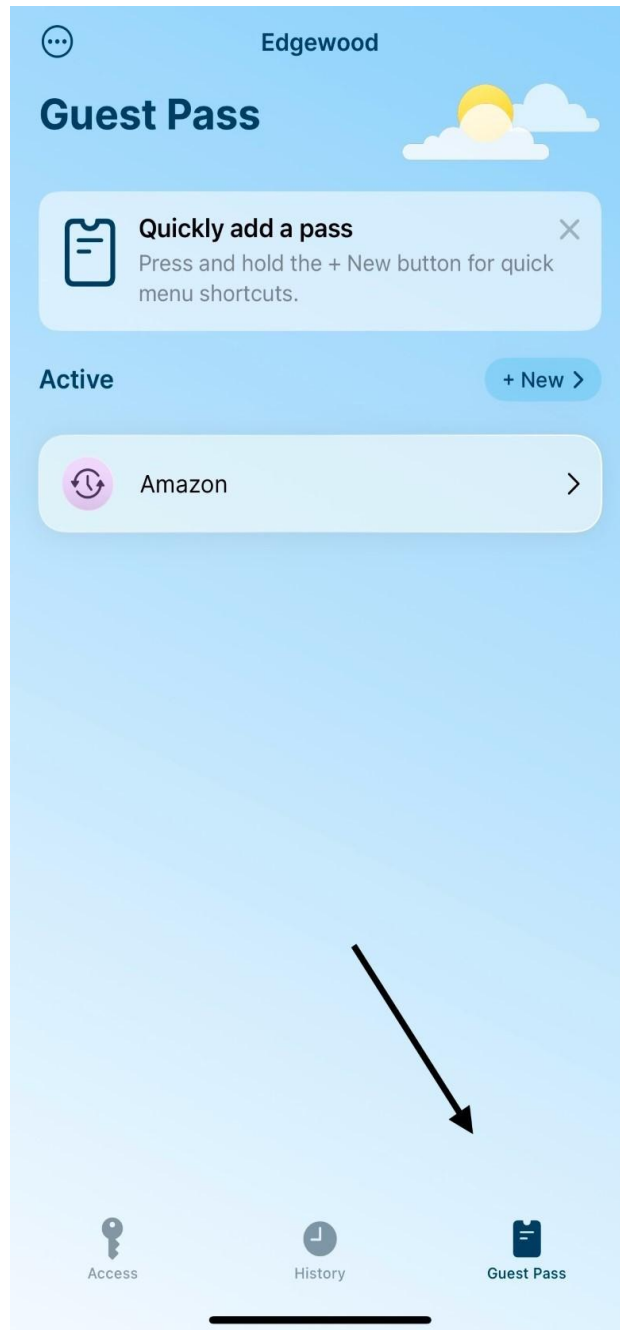
Recurring Pass for companies such as Amazon, Fedex and Kroger

**We don't recommend using the Delivery pass option for recurring deliveries because this code only works for a brief time. You can use Delivery pass for things like pizza delivery. Door dash etc. When using the Recurring option, you have the option to allow them to use the code that you generate for up to 1 year.
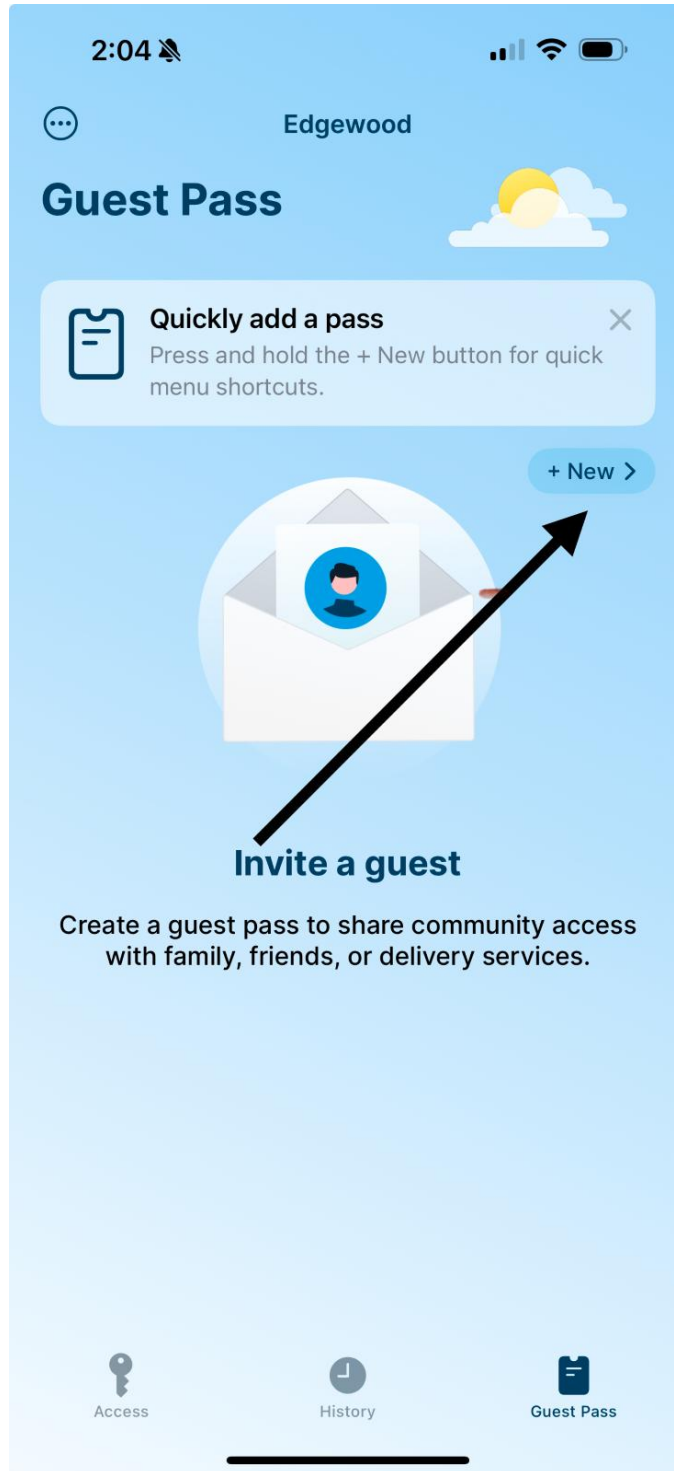
How to set a Recurring Pass

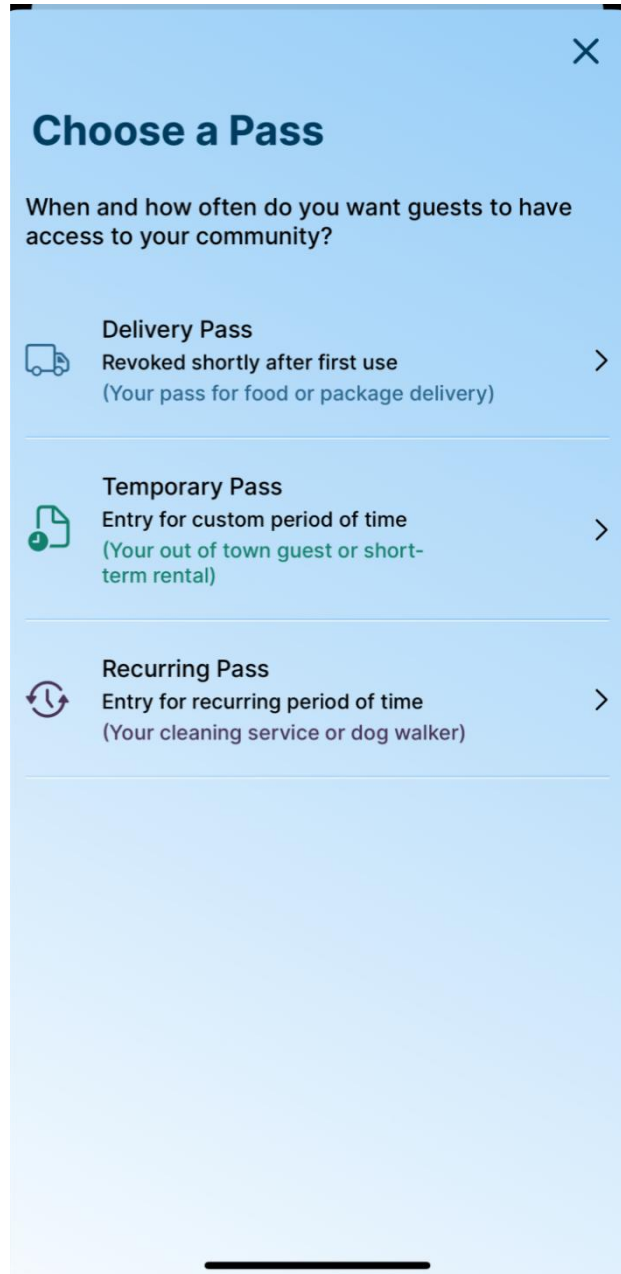The homeowner is going to need to go into the MyQ app

Select guest pass in the bottom right-hand corner of the app

Select New

Select Recurring Pass

Choose a Pass

When and how often do you want guests to have access to your community?

Delivery Pass
Revoked shortly after first use
(Your pass for food or package delivery)

Temporary Pass
Entry for custom period of time
(Your out of town guest or short-term rental)

Recurring Pass
Entry for recurring period of time
(Your cleaning service or dog walker)

***Delivery pass is a good option for pizza or quick deliveries that are not recurring because after the pass has been used it will no longer work.

***Temporary Pass is used for visitors etc.

Create a Pass Name (I have named this one Amazon)

This allows you to set the Access Period. You cannot set the access longer than 1 year.

< Pass Name   ✕

Access Period

When do you want your guest to have access to your community?

Start Date   Dec 31, 2024

End Date   Jan 6, 2025
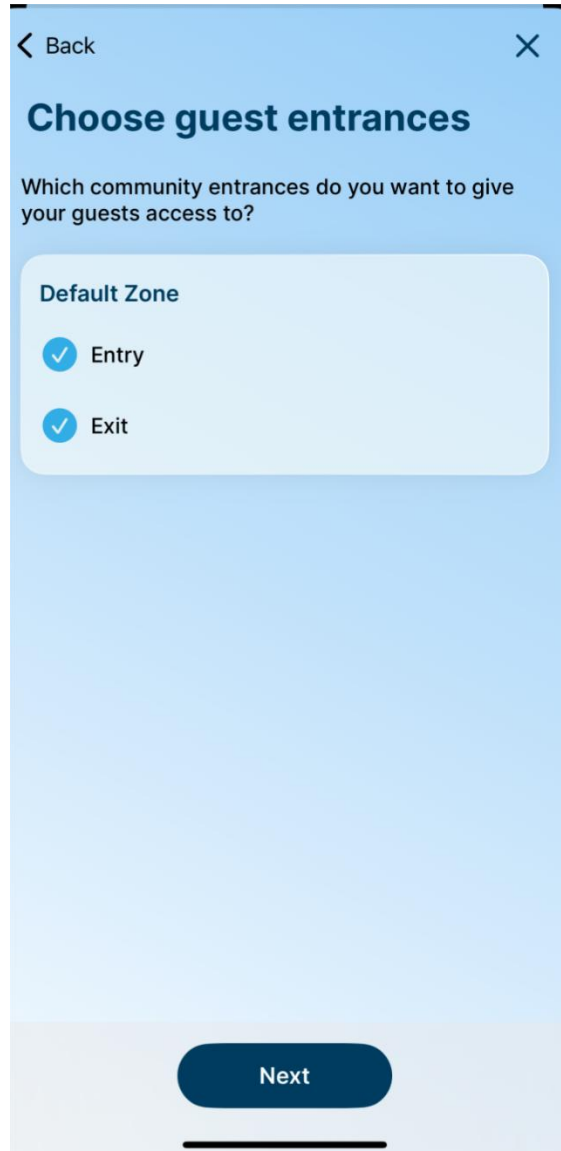
S   M   **T**   W   T   F   S

All Day Access   ⬤

Time Zone   America/New York

Start Time   2:15 PM

End Time   3:15 PM

Admin does not allow recurring pass duration to exceed 365 days.

Next

Set it to all day access

Pass Name

Access Period

When do you want your guest to have access to your community?

Start Date   Dec 31, 2024

End Date   Dec 31, 2025

S   M   T   W   T   F   S

All Day Access

Admin does not allow recurring pass duration to exceed 365 days.

Next

Select both Entry and Exit

Make sure that you review the details and then select Create Recurring Pass

< Back   ×

Review Details

We'll generate a recurring pass that you can share with your guest. Code will expire after the specified access period.

▯ Entry, Exit

🕐 Active Access Period

Tue

America/New York

Start Date: Dec 31, 2024

End Date: Dec 31, 2025

All Day Access

Create Recurring Pass

This is what the pass looks like from your screen.

You can share this with the delivery company via email or you can just verbally tell them the number.

Several Companies have Delivery instructions – You can add this number to the delivery instructions.

For example, if you go into your Amazon account, Go to Orders, Account, Your Addresses, you will then see a spot next to your address that says Add delivery instructions, enter the delivery pass in the security code box and then save.

The following companies have been given a pass code to use to get into the community.

Brevard Pools

Top Notch

Home Team Pest Defense

Elite Housing Management

Palm Bay Utilities

Slug A Bug

Solitude Lake Management

This list is subject to change at any time. It is the homeowner's responsibility to create Guest passes for their visitors to enter the community.

As a community, we must watch what is always happening here. If you see something going on in the community that is concerning, please call 911.

If you see damage being done to the property, gates, or any communal area property please take the time to gather as much information as possible and send it to the management company to alert them. This information could be valuable to hold people liable for damages.

Thank you,

Edgewood At Everlands HOA