

# Lakeshore Association

A Private Residential Community on Lake Michigan

## Gate Access Information

Welcome! Lakeshore Condominium Association is a gated community intended to restrict access by vehicles to co-owners, their guests, registered tenants, necessary maintenance personnel, and delivery people. The cooperation of all parties is necessary to maintain a friendly, yet private community.

Gate Operation. The south gate may be opened by a gate access code assigned to a registered user (co-owner, tenant/non-owner occupant, vendor, or rental agent). The gate access code may be programmed into an app on a cell phone (for co-owners only), or the gate access code may be entered manually by using the keypad pedestal. Other options may be added. To register, email [stjoelsca@gmail.com](mailto:stjoelsca@gmail.com) or call 269-429-4481 to set up an appointment.

Vendors regularly providing services at Lakeshore have a gate access code for entry. The vendor list is available online at [www.stjoelakeshore.com](http://www.stjoelakeshore.com). Public service and public safety providers also have a gate access code for entry. Co-owners and tenants/non-owner occupants will be assigned a vendor access code to allow access for vendors not on the vendor list.

Co-owners will be assigned one (1) gate access code per Unit. The gate access code assigned to a co-owner is for use only for the co-owner's Unit. The gate access code assigned to a co-owner may be programmed into an app on the co-owner's cell phone. The app for cell phone dialing and texting for gate entry is for co-owners only and may be used only by the co-owner. The app for a co-owner cannot be transferred to family, guests and vendors and may not be used by anyone other than the co-owner.

Co-owners will be assigned one (1) vendor access code per Unit. The co-owner is responsible for all use of the gate access code and the vendor access code assigned to the co-owner and for any unauthorized use or misuse of the gate access code and vendor code assigned to the co-owner.

A co-owner's gate access code should be used only by the co-owner(s) of the Unit to which it is assigned but may be used by the co-owner's family and guests. A co-owner's vendor access code may be used only by the co-owner(s) of the Unit to which it is assigned and the co-owner's family, guests, and vendors. A co-owner's gate access code and vendor access code may be used only with the co-owner's express permission.

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In the event of the unauthorized use of a co-owner's gate access code or vendor access code, a new gate access code or vendor access code will be assigned to the co-owner. In the event of the misuse of a co-owner's gate access code, a new gate access code may be assigned to the co-owner. In the event of the misuse of a co-owner's vendor access code, a new vendor access code may be assigned to the co-owner or the co-owner's vendor access code may be terminated.

Tenants and non-owner occupants will be assigned one (1) gate access code and one (1) vendor access code per Unit only after the tenant/non-owner occupant has submitted to the Property Manager all required tenant/non-owner occupant registration forms and has paid the occupancy change fee and all other required fees.

A gate access code assigned to the Unit of a tenant or non-owner occupant is for use only by the tenants or non-owner occupants of that Unit. A vendor access code assigned to the Unit of a tenant or non-owner occupant is for use by the tenants or non-owner occupants of that Unit only for their family, guests and vendors. Tenants and non-owner occupants may not allow the gate access code or vendor code assigned to their Unit to be used by a tenant or non-owner occupant of any other Unit or by the guests and vendors of any other tenant or non-owner occupant.

Co-owners and their tenants are responsible for complying with the by-laws and rules, regulations, and procedures as outlined in the Lakeshore Condominium Owner's booklet. Co-owners are responsible for a tenant's or non-owner occupant's unauthorized use or misuse of the gate access code or vendor code assigned to the tenant or non-owner occupant of the co-owner's Unit.

In the event of the unauthorized use of a tenant's or non-owner occupant's gate access code, a new gate access code will be assigned to tenant's or non-owner occupant's Unit. In the event of the misuse of a tenant's or non-owner occupant's gate access code, a new gate access code may be assigned to the Unit. In the event of the misuse of a tenant's or non-owner occupant's vendor access code, a new vendor access code may be assigned to the Unit, or the vendor access code may be terminated.

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Gate access codes and vendor codes for tenants and non-owner occupants will be programmed to remain active only for the length of the lease/occupancy. The co-owner and/or rental agent must inform the Property Manager at least one (1) week in advance if a lease is extended beyond the leasing/occupancy date so that the gate access code and vendor code for the tenant or non-owner occupant may be extended for the new lease/occupancy term.

A rental agent registered with the Property Manager may be assigned one (1) gate access code. The rental agent's gate access code is for use only by the rental agent and rental agent's vendors. A rental agent may not allow a tenant/non-owner occupant to use the rental agent's gate access code for access to the Lakeshore Association property. The rental agent is responsible for the unauthorized use or misuse of the gate access code assigned to the rental agent.

The gate access code assigned to a rental agent will be monitored and may be terminated for unauthorized use or misuse. A rental agent whose gate access code is terminated for unauthorized use may be assigned a new gate access code. A rental agent whose gate access code is terminated for misuse will not be assigned another gate access code.

"Unauthorized use" is the use of a gate access code or vendor access code by anyone other than those permitted to use the gate access code or vendor access code under this policy, and includes any use of a code without the express permission of the co-owner(s) to whom the code has been assigned, a tenant or non-owner occupant of the Unit to which the code has been assigned, or the rental agent to whom the code has been assigned.

"Misuse" is allowing the use of a gate access code or vendor access code by anyone other than those permitted to use the gate access code or vendor of a co-owner, tenant, non-owner occupant or rental agent, and includes a co-owner, tenant, non-owner occupant or rental agent allowing any use of their gate access code or vendor code that is not permitted under this policy.

Thank you for your cooperation!

All prior gate access policies (Rules for Tenant/Non-Owner Occupant Gate Access Cards effective as of August 1, 2019) are superseded and replaced by this policy.

Approved by Board of Directors on 12-3-2022; Revised 3-4-2023.

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## Gate Access Code Registration

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

Condo Building and Number: \_\_\_\_\_

- **Co-owners** will be issued two codes.
- **Tenants** are issued two codes, set to expire at the end of the lease agreement.
- **Rental agents** may request a code.

Please list all vehicles:

Make and Model: \_\_\_\_\_ Year: \_\_\_\_\_ License: \_\_\_\_\_ Color: \_\_\_\_\_

Make and Model: \_\_\_\_\_ Year: \_\_\_\_\_ License: \_\_\_\_\_ Color: \_\_\_\_\_

Make and Model: \_\_\_\_\_ Year: \_\_\_\_\_ License: \_\_\_\_\_ Color: \_\_\_\_\_

Make and Model: \_\_\_\_\_ Year: \_\_\_\_\_ License: \_\_\_\_\_ Color: \_\_\_\_\_

Please complete and return this form:

Lakeshore Condominium Association  
3628 Lakeshore Drive  
St. Joseph, MI 49085

### **Office Use:**

Code \_\_\_\_\_

Vendor Code \_\_\_\_\_

Issued by: \_\_\_\_\_ Date: \_\_\_\_\_

\*This completed application must be on file in the association office a minimum of 7 days before the requested use of any assigned codes.