

## **Gardens On The Rio Grande Key POLICY**

HOA volunteer positions will be responsible for the **Key Inventory** and instructions on how to use the keys for maintenance and emergency purposes. No other Gardens On The Rio Grande resident shall be responsible or have any keys from the **Key Inventory List**.

**NOTE:** HOA volunteers, signing the key inventory list, states you are in agreement to return your keys when you give up the HOA volunteer position.

### **INSTRUCTIONS:**

- **RGHOA GATE CONTROL BOX KEY** – there are 4 control boxes, 2 at each gate for the entry and exit gates. The control box is located under the gate arm for each gate. The key lock is located at the top of the chrome door. Insert the **RGHOA GATE CONTROL BOX KEY** into the lock, turn ½ turn to the right. Remove the chrome door and set aside. At the top of the electronic device, located in the box, is an ON/OFF switch. Turn the ON/OFF switch to the OFF position. **CAUTION! When the ON/OFF switch is set to the ON or OFF position the electronic device will beep several times warning the gate will open or close. Move away from the gate arm. DURING AN EMERGENCY, THE FIRST PERSON TO CONTACT IS THE RGHOA GATE KEEPER. SECOND PERSON TO CONTACT IS THE CAC MASTER KEY HOLDER. THEN FOLLOW LIST ON THE KEY INVENTORY.**
- **RGHOA C- 6 COMMON WELL KEY** - the gate to the C-6 well has a security lock, the purpose is to keep unauthorized people from having access to the well equipment. Please make sure the lock is secured.
- **RGHOA C- 6 POWER BOX** - the POWER BOX is located at the west side of the east well and at the north side of the north well. Pull the arm on the right side of power box to the off position. This will shut the sprinkler system off. Repeat to turn the sprinkler system back on. This procedure is for both wells located in the C-6 commons. **THE FIRST PERSON TO CONTACT IS THE LANDSCAPE CONTRACTOR – AT PRESENT THE CONTACT IS AMADO 505-385-4543. THE ONLY TIME ANY RGHOA VOLUNTEER SHOULD FOLLOW THIS PROCEDURE IS DURING AN EMERGENCY AND THE LANDSCAPE CONTRACTOR CANNOT BE CONTACTED.**

- **RGHOA C- 4 COMMON WELL KEY** - the gate to the C-4 well has a security lock, the purpose is to keep unauthorized people from having access to the well equipment. Please make sure the lock is secured.
- **RGHOA C- 4 POWER BOX** - the POWER BOX is located at the WEST side of the well enclosure. Open the door to the box by lifting up the door, the door opens to the left. Turn all power switches to the off position. This will shut the sprinkler system off. Repeat to turn the sprinkler system back on. **THE FIRST PERSON TO CONTACT IS THE LANDSCAPE CONTRACTOR – AT PRESENT THE CONTACT IS AMADO 505-385-4543. THE ONLY TIME ANY RGHOA VOLUNTEER SHOULD FOLLOW THIS PROCEDURE IS DURING AN EMERGENCY AND THE LANDSCAPE CONTRACTOR CANNOT BE CONTACTED.**

[AT THE PRESENT TIME, LISTED IS THE RGHOA VOLUNTEERS WITH KEYS](#)

[Beth Sanchez - President](#)

[Liz Walcher - V.P.](#)

[Shirley Hosler - Secretary](#)

[Harry Weaver - Treasurer](#)

[Julia Clarke](#)  
[Member-at-large](#)

[Ralph Haddox - gate keeper](#)

[Dave Herstedt – CAC Mater Key](#)

[The Gardens Website](#)