

**INSTRUCTIONS FOR  
GATE ENTRY USING KEY PADS  
Located at Mountain or New York entry.**

**The Gardens on the Rio Grande  
Homeowners Association**



**Gate Pad**

**Mountain Entry Gate Pad**



**New York Entry Key Pad**

This is the main way visitors and deliveries should enter our neighborhood. Gate openers, such as cards and remotes are only intended for close family and friends who visit regularly. Both the Mountain Road and Manhattan Road “call boxes” contain a scroll-through resident list showing each resident’s three-number box code. Visitors may simply push the “Call” button after finding the resident’s name or push the three-digit code. Both methods will ring the resident’s home or cell phone. Once answered and the resident determines to allow entrance to the caller, the resident can press “9” on his/her phone to open the appropriate gate, thus allowing the caller to enter.

**For those without a 505 phone number only the Manhattan gate may be used and all visitors/deliveries should be directed to that entrance.**

Please make your visitors aware of this convenient feature.

**Pedestrian Gate at Mountain Entrance**

The Mountain Road pedestrian gate code is available from any HOA Board Member or the Gatekeeper. It should be provided to each resident as they move into the neighborhood.

## **INSTRUCTIONS FOR Home Sales & OPEN HOUSES**

Residents selling their homes are asked to e-mail the Gate Keeper alerting him/her to the situation and providing information on scheduled open houses. The Gate Keeper will work with the homeowner to provide access as needed.

Options include:

1. Include the resident directory code on the call box and buzz each visitor in. It is recommended that you forward your phone to the realtor's cell phone.
- 2: Contact the Gate Keeper and request that a temporary gate code be assigned to the realtor. The realtor then can place the temporary gate code inside the realtor's lock box with instructions to the realtors using the Multiple Listings information. The temporary gate code will be deleted as soon as the home is sold.
3. For an Open House the realtor may be assigned a specific code for use that day to give potential buyers or follow the first suggestion.

### **For Sellers and Renters**

Persons selling their homes or acquiring renters in their homes should notify the Gatekeeper so that all appropriate codes associated with the previous resident are cancelled. Cards and remotes can be passed on to the new resident IF the Gatekeeper has been notified. If the Gatekeeper is not informed all of them will be disabled. If transferred, it saves the new resident from having to repurchase them.