

Gate Committee Vendor Policy

01/01/2021

Background:

The definition of a vendor is someone that supplies service for a resident in our association. The gate committee has created the below categories for vendors based on their type of service activity:

Recurring Service

One-time service/quote

Realtor

Construction Contractors

Government

Utilities

Maintenance

Action:

1. All vendors needing access to the front gate must be authorized by the gate committee.
2. Once approved, that authorized vendor will be assigned a unique gate access code for their use. The exception to this is for the one-time service/quote vendors. They will be granted access by the property owner using the gate's directory system. If the property owner does not have directory access, or has opted out of the directory, the gate administrator will work with the property owner to get the vendor secure access.
3. The gate committee will conduct a quarterly review of all vendors to determine last activity. If there is no activity for a one-year period, that vendor's access code could be subject to removal. The exception is for the realtor vendors, for which the no activity period is 6 months. Government codes will also be exempt from the one-year period and retained for emergency services regardless of activity.
4. A vendor's access code can be revoked at any time by the gate committee if misuse or fraud has occurred.