



Pine Harbour Property Owners' Association Gate Rules

Revised 5/6/21

Gate Cards and Remote Controllers

1. When the gate entry system was updated, all lots were assigned two free gate cards. If a lot is being sold, the seller must relinquish these to the buyer and is encouraged to pass along additional cards/remotes they had subsequently purchased. If the buyer fails to receive any gate cards from the seller, it is the buyer's responsibility to purchase new cards for their use.
2. Additional gate cards and remote controls may be purchased from the POA. A lot owner may obtain up to a total of six cards and/or remotes. Contact the current Gatekeeper to purchase them.
3. Any cards obtained after the initial two shall currently cost \$15.00 each and remotes are currently \$35.00 each.
4. If a gate card or remote is lost, the lot owner is required to provide the identification numbers of their remaining cards and remotes to assist in identifying what was lost. The lost card/remote will be deactivated and a new card/remote may be purchased.
5. The lot owner is responsible for gate cards and remotes used by renters of the residence. The POA shall not issue cards or remotes to a renter without written authorization from the lot owner.

Phone Entry Procedures

1. Use of the keypad directory in the gate entry system is limited only to those lot owners who are in good standing (e.g., dues are paid in full, and there are no Environmental Committee issues pending).
2. Lot owners should contact the Gatekeeper with their lot number and the phone number they wish to use to open the gate. Only one number per lot can be entered into the system - either a land line or a cell phone number can be used.
3. The Gatekeeper will enter the lot owner information into the gate directory system and provide instructions on the operation of the access keypad.

Access Code Procedures

Access codes are primarily for use by builders, service providers (such as lawn care, trash pickup, etc.), and county employees who have business in Pine Harbour. These codes will be managed by the Gatekeeper and changed on an as necessary basis.

1. To facilitate construction, a lot owner may request a gate code be given to their contractor. Contact the Gatekeeper with the contractor's email address and please allow at least one week prior to when the code will be needed.
2. The lot owner will notify the Gatekeeper upon completion of the project.
3. If any access code is discovered as being misused, the code will be terminated.
4. The gate will be left open on an as needed basis for emergency access, inclement weather, gate malfunction, or as the Gatekeeper deems necessary.