

COASTAL OAKS AT ATLANTIC BEACH OWNERS ASSOCIATION, INC.

**%Kingdom Management
12620-3 Beach Blvd. #301
JACKSONVILLE, FL 32246
(904) 646-2626 / 645-3966 Fax**

Physical Address: 3740 St. Johns Bluff Rd. South, Unit 5 32224

Entry devices may only be issued with the approval of the Owner and are not transferable without an updated Security Access Registration form on file. If requesting an entry remote, include a \$35 check for each REMOTE requested See Page 2.

OWNER'S NAME: _____

PPHASE _____ **LOT** _____

PROPERTY ADDRESS: _____

MAILING ADDRESS (if different) _____

LOCAL PHONE: _____

(For directory access by Guests; this number will not be shown.)

We would like to have the last 4 digits of our phone number to be programmed as my personal access code: YES / NO (Please circle one)

If not please provide 4-digit access code of your choosing: 1st Choice _____ 2nd _____

We would like _____ REMOTE(s) See page 2 for the Remote.

Make checks payable to: COASTAL OAKS AT ATLANTIC BEACH OWNERS ASSOCIATION, INC.)

I understand that I am being issued a uniquely programmed entry device that is to be used only by me. Any misuse of this entry device, as evidenced by personal observation, surveillance and/or gate access activity reports is considered a violation of the provisions of the Community Declaration of Restrictions for Home sites, Bylaws and Rules & Regulations of Coastal Oaks at Atlantic Beach Owners Association.

Coastal Oaks at Atlantic Beach Owners Association, Inc. is not responsible for damages to automobiles. You will be responsible for damages caused to the gate resulting from tailgating.

I have been made aware that all access codes to this address will be deactivated upon the termination of my lease and/or ownership of Home/Lot or unpaid HOA Dues.

OWNER/TENANT SIGNATURE

DATE

Email – Please Print this form will be returned with your gate code.

Coastal Oaks at Atlantic Beach Owners Association, Inc

MOTOR VEHICLE REMOTE REQUEST

Each gate REMOTE is a charge of \$35.00. All fees are nonrefundable.

PLEASE MAKE CHECK PAYABLE TO: COASTAL OAKS AT ATLANTIC BEACH HOA

Name of Resident:			
Address:			
Cell Phone #:		Alternate Telephone #:	
Email address:			

Vehicle Make	Tag Number	Vehicle Model	Relationship / Take home vehicle	Year	Color	REMOTE #

From the list above, please indicate below which decal numbers are to be deactivated and the reasoning.

Deactivate	Reason

For special requests please give explanation below of your circumstances.

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PLEASE MAKE THE CHECK PAYABLE TO: COASTAL OAKS AT ATLANTIC BEACH HOA

Please return this form by mail to: %Kingdom Management
12620-3 Beach Blvd. #301
JACKSONVILLE, FL 32246
(904) 646-2626 / 645-396

Physical Address: Kingdom Management
3740 St. Johns Bluff Rd. South,
Unit 5
JACKSONVILLE, FL 32224
(904) 646-2626 / 645-3966 Fax

Coastal Oaks At Atlantic Beach

RESIDENT INSTRUCTIONS

Your building / community has been equipped with a **DoorKing Telephone Entry System** that will provide communication for your guest from the gated entrance to your home.

Program these numbers in your phone and your caller ID will display the numbers below. You can press 9 9 to allow the guest to enter the gate (**Most Cell Phones **Require the Owner to press 9 twice to open the gate****)

Coastal Oaks Gate 904-314-3879

Phone #

Guest Communication: Your name and telephone number have been programmed into the DoorKing telephone entry system under a specific **DIRECTORY CODE**. This directory code can be from 1 to 4 digits long. When a guest comes to visit you, they will look up your name in a resident directory (located on the LCD display or on a separate printed directory to provide guests with the resident directory information). Your **DIRECTORY CODE** will be shown next to your name. Your guest will enter this code on the telephone entry system keypad that will place a call to your home (If your guest already knows **YOUR** specific directory code, they can simply enter the code on the keypad without having to look up your name in the resident directory). Our telephone entry system is equipped with a **"CALL"** button. When your name is displayed on the LCD screen in the resident directory, the guest can press the CALL button to place a call to your home. A guest **CANNOT** enter your telephone number on the keypad, it **MUST** be the **DIRECTORY CODE ONLY!**

Granting or Denying Access to your Guest: Once you have answered the phone call and you have identified your guest, you have the choice to either **grant access** or **deny access** to your guest.

Touch-Tone Phones ONLY.

To **GRANT ACCESS** to your guest, press 9 9 on your touch-tone telephone. The telephone entry system will respond with a confirmation tone indicating that the door or gate is opening and will automatically disconnect itself. Some newer telephones emit a very short duration tone when the number is pressed. If your telephone does this, you may have to press the "GRANT ACCESS NUMBER" twice in rapid succession to open the door or gate.

To **DENY ACCESS** to your guest, press the **"#"** key on your touch-tone telephone.

Call Waiting: If you are on your telephone when a guest tries to contact you from the telephone entry system, they will hear a busy signal and will have to wait for you to end your call before they can contact you. **To eliminate this problem**, you can order call waiting from your local telephone company.

Privacy: If you **DO NOT** want your name listed in the electronic resident directory, inform VVesta Property Service of this request. Your telephone number can be stored in the system **without your name being displayed on the directory**.

If you choose this option, you will need to inform your guest what **YOUR directory code** is, otherwise there will be **NO WAY** for them to identify **YOUR** directory code on the telephone entry system's electronic resident directory.

4-Digit Entry Code: You are issued an **"entry code"** that will allow you to open the **MAIN** gate by entering this code on a remote call station's keypad near the main entrance **ONLY**. The Property Manager will advise you of **YOUR** 4-digit entry code.

Do not give your gate code to others this degrades the security of the system and your code may be removed and a new code issued

Entry Code

To use your access code, **first** press the  key on the remote keypad near the main entrance, then enter your **4-digit code**.