

The Preserves at St. Andrews Homeowners Association, Inc.

Mail Form to: 928 E. New Haven Ave., Melbourne, FL 32901

Phone: 321-773-3382 or E-mail: clientservices@towersmgmt.com

GATE ACCESS FORM

This form will be used to set up your information into the gate system. There are 3 methods of gaining entry to the gates; Remote, Keypad Code, and Dial by Name Directory. Please fill out all required information and send to the Association using information above. You may also use this form to report trouble with your access devices.

☐ Set up new code ☐ Order new remote(s) ☐ Set up existing remote(s) ☐ Report gate issue

Date: _____

*Required Information

List Owner / Tenant Information Below

*Phone Number(s)

Include in

Long Distance & Cell Phones Accepted

Directory?

* (1) Resident Name: _____ () – Yes No

*Property Address: _____ Port St. Lucie, FL 34983

Mailing Address: _____

*Email Address(es): (1) _____ (2) _____

Notes/Report Issue: _____

Directory & Visitor Access

Visitors should use the gate directory to call your phone for access. Confirm identity by answering the call and speaking over the phone. Press "9" on your telephone keypad to open the gate for your visitor. Hang up the call to decline access.

Existing Remotes

The gate system for your community uses a remote transponder. To register and activate an existing device, please provide the 5-digit number for each. The 5-digit number for the remote can be found on the back of the unit, farthest to the right beside the letters SN.

Device #1 5 Digit SN # _____

Device #2 5 Digit SN # _____

Device #3 5 Digit SN # _____

Device #4 5 Digit SN # _____

New Remotes

To obtain a new gate remote transponder please indicate below the number of remotes you are requesting and mail this form along with payment. Remotes are available at a cost of \$35.00 each. If you purchased your home from the Builder, you will receive your first (1) remote at no cost. Please send a check/money order made payable to The Preserve @ St. Andrews to the address at the top of this form. A pre-activated remote will be mailed to the mailing address you indicated above. Please allow 1 to 2 weeks for the mail delivery.

Number of remotes requested (circle election): (1) (2) (3) (4)

Payment amount enclosed with form: \$ _____

Keypad Code

Your community allows personal access codes to be used to gain access from the key pad. If you would like to request a Personal Entry Code, supply the 4 digits of your choice. We ask that you please not select obvious codes such as 1234 and four identical digits. If you choose to share your code with your guests or vendors, you will be held responsible for any individual using your code.

Owners Code: # _____ (4 numeric digits)

You must first press the number sign # before your code to open the gate.