

Bosque Encantado de C' de Baca Homeowners' Association, Inc.

Rules and Procedures for Gate Entry System

Effective _____

Background:

The Bosque Encantado HOA wishes to strike a balance between convenient accessibility to the subdivision by its owners and guests and the maintenance of security and loss prevention for all owners. As a result, the community is fenced and gated for the security and safety of its home and lot owners (residents).

Gate System:

Main Entry Gate

The main gate is located on the West side of the subdivision off Sheriff's Posse Road.

The main gate is closed 24 hours per day 7 days per week except:

1. Saturdays and Sundays from noon to 5:00 pm for open-house access
2. At the special request of a resident to have the gate temporarily open for an event.
3. During other special events such as the Parade of Homes where a schedule is determined each year by the Board.

The main gate may be accessed by entering a valid 4-digit code into the keypad or by pushing the button on a radio frequency remote device (clicker). In addition, a guest may look up the resident's name on the directory at the main entry gate and utilize the system to call the resident. The resident may converse with the guest over the phone. If the resident wants to allow entry, he or she may push 9 on their phone to open the gate. The name that will appear on the resident's Caller ID is "C Barnard."

Main Exit Gate

The main exit gate is located just North of the main entry gate. This exit gate shall allow egress by any vehicle for any reason 24 hours per day 7 days per week.

Construction Gate

The construction gate is located on the West side of the subdivision off Sheriff's Posse Road about 200 yards South of the main gate.

The construction gate is closed 24 hours per day 7 days per week except:

1. During normal construction hours: 6:45 am to 6:00 pm Monday through Saturday.
2. The gate shall remain closed during all holidays.
3. The gate shall open at any time a vehicle is exiting the subdivision.

The construction gate operates on a timer and cannot be opened from the outside by use of code or clicker.

Pedestrian Gates

There are two pedestrian gates. Each is located on the North and South sides of the Main Entry and Exit gates. These gates shall remain locked 24 hours per day 7 days per week. Both gates permit exit from the subdivision without the use of a key. A key is always required to enter the subdivision through these gates. Both gates are keyed alike.

Issuance and use of keys, codes, clickers, and entry into the directory

Any lot owner or homeowner may obtain one code and (1) pedestrian gate key. Clickers can be purchased from the President for the current price established by the Board. There is no limit to the number of clickers a homeowner may purchase. The resident shall, at his or her option, choose to be included in the directory at the front gate.

Keys, codes, clickers, and inclusion in the directory may be obtained by calling the President of the Bosque Encantado HOA. The President may be reached by calling the number to the answering service posted on the guardhouse at the entrance to the subdivision.

Use of keys, codes, and clickers

The residents should exercise caution and prudence when giving out codes, keys, and clickers.

General Guidelines:

1. Guests: All guests should use the directory to call the resident when gaining access.
2. For large parties, residents may call the Association security director and have the gate temporarily opened for guests to arrive.
3. Realtors may utilize your code, which will be held with the Multiple Listing Service database
4. Construction Workers shall utilize the construction gate only and perform construction during construction hours only. Gate codes, keys, or clickers shall not be given to construction personnel. (see construction guidelines)
5. Repair personnel shall be treated as guests.
6. Regular cleaning, yard, or contract personnel can be given a code only if they perform their duties while you are NOT home.
7. House sitters should be given a clicker.
8. Keys to the pedestrian gates should not be given out to non-residents.
9. Package or paper delivery service providers have access through the construction gate or an authorized code where appropriate.
10. Construction deliveries or vehicles weighing over 8000 pounds GVW shall utilize the construction gate only.
11. Emergency personnel have access through the KNOX BOX system.

Residents are responsible for protecting their code and the use of the code. A resident may be liable for misuse or negligent use of their code.

Safety

The gates open automatically. Please warn your children to be cautious around the gates. When entering or exiting the subdivision on foot, please use the pedestrian gates only.

Changes or Termination of keys, codes, clickers, and inclusion in the directory

1. If a resident loses a clicker or feels that his or her code has been compromised in any way, they are required to contact the President of the Association so that the compromised codes or devices can be terminated. New codes and/or clickers will be issued. The resident may be required to purchase new clickers.

2. If the resident changes his or her phone number, the resident should contact the President with the new information so that the directory can be updated.
3. If any resident's code is being used for unauthorized purposes, the resident may be required to change his or her code.
4. If a resident misuses or is neglectful with his or her code, the Association Board may terminate the code or suspend the code or cause any other related action in order to keep the resident from compromising the security and safety of the other residents of the subdivision.
5. When a property is sold, the code given to the realtor by the previous owner is terminated, all clickers are deactivated, and the resident's record is removed from the directory database. All clickers and keys to the pedestrian gate shall be returned to the President of the Association.
6. For security reasons, and at the discretion of the Board, the Association may from time to time change all or part of the codes in the system.

KNOX Box

The gate system utilizes a Knox box system. A Knox box is a locking box that is located at the entrance to the subdivision. Fire and rescue personnel have the only keys to the box. When the box is opened, the gate automatically opens. The box also contains all names, phone numbers, and addresses of residents of the subdivision. In addition, the box contains maps, locations of fire hydrants, and special instructions. If you do not want to have your information in the Knox box or have other special instructions, please contact the security director.

Video Surveillance

Both the main entry gate and construction gates are under 24 hour video surveillance. If you have a security problem or wish to have an incident investigated, please contact the subdivision security director. Identification of vehicles or persons and the time they entered or exited the sub-division may help you solve an incident.

Resident Directory

The Association publishes a directory every year. The directory includes names, phone numbers, addresses, and emails. The directory is for use by the residents only. Residents shall keep the directory private and shall not distribute the directory to any other person, company or entity.

