



June 3, 2021

Elk Ridge Heights Gate Policy

This document has been compiled to better educate the residents of the Elk Ridge Heights Community on how the gates will be managed and maintained.

- Names and phone numbers of residents of Elk Ridge Heights will be added to the directory in the call box at the front gates. Guests of residents may look up the resident in the directory for entry. Residents press **9** when they receive a call from the box to open the gates. This is ideal for deliveries and guests. Please keep in mind that those who are looking you up in the directory can go through the list alphabetically by last name OR you can provide them with the *three*-digit number associated with your name in the directory and they can punch that in and press call.

Please click this link to watch a how-to video:

- <https://www.youtube.com/watch?v=9CRQMZ7OjHE> (Link is for educational purposes only)
- If you are not in the directory, WEB Properties will need the following information:
 - Address
 - First and last name of each household member who will be in the gate system along with corresponding phone numbers. We suggest providing a cell phone number, so you can “buzz” people in from anywhere.
- Residents of Elk Ridge Heights will be provided with a *four*-digit pin that can be used at the front gate by pressing # followed by their code. This code is a private pin, one per household, and should not be given out to delivery personnel. These codes will be randomized (not personalized) and will be updated at least annually.
- Residents of Elk Ridge Heights may purchase gate remotes that can be used at the front and back gates.
- Realtors that wish to hold open houses will be given a temporary gate code that can be provided to guests who come to the showing. Realtors will place a sign at the front gate stating, “Open House Contact Realtor for Entry.” To request a temporary code, please email WEB Properties at ron@webpropertiesinc.com at least 72 hours in advance.
- Gates will always remain closed except for the back-construction gate being open during construction hours. Once development is complete, the back gate will be closed 24/7/365. The front exiting gate will also be open during school bus pick up and drop off times in the morning and afternoon until an appropriate alternative can be constructed. There will be no approved special requests for gates to be opened. This includes but is not limited to yard sales, garage sales, large parties, etc.

The Elk Ridge Heights Board thanks you in advance for your cooperation in ensuring our community is as safe as possible.