

FGV GATE GUIDELINES

- Each household is required to have a minimum of one clicker. The Board expects this to be the primary basis for gate entry.
- Directory entry at the call box will not change. The homeowner can have either a home phone number or a cell phone number in the directory but not both due to system limitations.
- Clickers may be purchased for \$35.00. Fill in the attached Request form, make your check payable to Fenwick Garden Village HOA, and mail it to FGV, P.O. Box 8063, Edmond, OK 73083-8063.
- Each household will be provided with a private access code. This is expected to be a back up method of entry only. Please do not share this code with non-residents.
- Households that have housekeeping, lawn maintenance, contractors, healthcare providers, etc. should request a code by filling out the attached Access Code Request if they will be entering the neighborhood on an ongoing basis. The Request will be required to identify the address where work is being performed and must have the authorization and signature of the homeowner. If a service company or person is performing service for multiple households, each household needs to fill out an Access Code Request but the provider will only be given one code.
- Codes issued to housekeepers, lawn maintenance, contractors, caregivers, etc., will have a time access limit of 7:00 AM to 6:00 PM unless special arrangements are made otherwise.
- School bus access will be from 7:00 AM to 7:30 AM and 8:15 AM to 8:45 AM. In the afternoon, it will be from 2:15 PM to 4:00 PM. This means the 167th entry gates will be open at these times for the school buses
- The gates will be open on Sunday from 12:30 PM to 5:00 PM for access to those houses for sale.
- Codes are a privilege. A homeowner may be denied the use of a code if the Board determines that the homeowner has abused the use of his/her code through excessive usage.
- All current codes will be deleted from the system when the new codes go into effect on April 5, 2009. The new codes will be 5 digits and are not compatible with the 4 digit codes currently in use.

- Clickers should be registered to owners or property managers but can be used by tenants.
- Code usage will be evaluated during the first six months after the new codes are issued. At the end of that time, the Board will determine if excessive usage guidelines are warranted.
- If you sell your home, please let the gatekeeper know if your clickers are transferred to the new owner.
- Tom Buxton, the gatekeeper, can be reached on tlbuxton@cox.net or 751-6812.

