

Gate Instructions

(PWA Access Control Gate)

Dear Resident/ Tenant,

We are pleased as the PWA Access Control Gate that you chose our wonderful community to reside in. As a Resident/ Tenant you and your guests have full use of our Access control gate, The South Gate being for Residents/ Tenants and Guests and the North Gate is just allowed to be used for Residents/ Tenant with barcodes. There are a few rules/reminders when using the south gate:

Everyone Must show valid Driver's License.

All Guests must be called into the call-in system at 561-471-1001 to gain access.

All Guests will be logged into the system every time entering the property.

All Residents/ Tenants will have access to getting a barcode for their vehicles if they have been approved by the building managers or board of Directors and they are only allowed two barcodes per unit unless the owner is not living there and they just rent out the property, Also Owners/Tenants can add people to the permanent Guest list.

Tell the Access Control personnel at front gate your Last Name or show them your ID as the personnel does not take anything from you, they just verify your ID.

Make sure all guests know your last name or Apt. # to get logged in correctly so there is no confusion.

Call-in System Instructions (Calling in Guests)

Call (561)471-1001

Enter 4-digit code (unless you have your phone number registered on the system)

Press #1 For Today

#2 For Tomorrow

#3 For both Today and Tomorrow

#4 Anytime, put in the month #, date #, year #, number of days # wait for acknowledgement from the system and press 1.

You can call in as early as you want to (days and months ahead) and it is on the system. Please do not call the front gatehouse and speak to a guard to leave a name of a person coming into the community as they must be called into the system.

You can register your numbers that you will be calling the system from with the front gate and then you will not need to enter the 4-digit code any longer. The only time you will need the 4-digit code is if you call from an unregistered number. For finding out your code you Call PWA Gatehouse at (561)686-8689 and ask for the Access Control Director.

NEW RESIDENT OR TENANT WHAT NEEDS TO BE TURNED IN AND HOW!!!

PWA EMAIL ADDRESS= associationpwa@gmail.com

PLEASE DO NOT DROP ANYTHING OFF TO THE GATEHOUSE AS WE DO NOT ACCEPT ANYTHING BY HAND IT MUST BE EMAILED ONLY, PLEASE.

1. New Residents that have purchased a unit in the community will need to email to the gatehouse ASAP (After closing preferably) your Warranty Deed, The phone number for you that you want on the portal system for the gatehouse so you can call people into your residence and we can get ahold of you in case of someone showing up at the gate that was not called in and if you want people on your permanent guest list please email us there names so we can add them to your profile as this will give those people access at anytime since they are on your permanent guest list.
2. For Tenants you will do the same as above except you will email us your Lease agreement to us and all the above information.
3. It should be noted only the people that are on the Warranty Deed, Lease Agreement or Building approval paperwork will be added at the top of the portal system.
4. All new residents and or tenants will also receive a barcode application from your building manager and will have to get this filled out and signed off by a representative from the building such as the manager, assist manager and or a board member and will be allowed only Two barcodes per unit and the cost for the barcode will be \$10 for a resident per vehicle and \$25 for a tenant per vehicle and again max is two vehicles unless approved by the building manager to have more than two barcodes. The payment for the barcodes will be dropped off at the gatehouse when the barcode is ready, and you must bring the vehicle with you and pull into the guest entrance lane and ask if your barcode is ready and only the Admin Director will be able to put this on your vehicle. The payment must be a check or money order. The barcodes are put on your vehicles Monday-Friday 7am to 2pm. The Email address is associationpwa@gmail.com

Thank you for your time in reading these instructions as this shall help you in your transition to our wonderful community. If you have any questions, please feel free to email me at the above email address and I will answer any questions you may have.

Sincerely,

Jeff Lower

PWA Access Control Admin Director