

Dear Homeowners,

As many of you may have noticed, we are nearing the completion of the gate installation on Columbia Drive. We are now beginning the process of distributing new cards to homeowners. This letter will provide you with information about the new gate system and outline the procedure for distributing the gate cards. Please read this letter carefully.

**How you and your guests will now gain access to Columbia Beach (effective March 31, 2010):**

Residents will enter the community by swiping a gate card. See below for instructions for procuring cards.

Visitors to the community will follow the procedure outlined below:

- The visitor will look up a resident's name in the electronic phone directory at the gate
- He/she will punch in the code attached to the resident's name
- The system will ring the number the resident has listed
- The resident will answer the phone and be able to communicate with the visitor and can press 9 to remotely open the gate and allow the visitor inside the community.

**About phone numbers:** You may list only one phone number per household in the directory. You may use a landline or a cell phone number. However, if you select a cell phone number, you need to keep in mind that cell phone service in Columbia Beach is often inconsistent. If you do not have cell service when a guest is trying to contact you, you will not be able to remotely let him/her into the community.

**Access for deliveries, emergency services, etc:** The mail service, local delivery services (UPS, FED-EX, etc), the electric company, etc will be provided with gate cards. Emergency services will have access to the community through an emergency access system installed at the gate.

**Short-term access when you are not home:** We are aware that on some occasions homeowners may need to allow someone entry to their home (a contractor, repair person, houseguest, etc), on a temporary basis, when he/she is not home. To this end, we have created a system that allows for the creation of a temporary code that will allow someone to enter the community without a card and without contacting a resident. These codes will be valid for no longer than two weeks and a resident may not request such a number more than five times per year. If you know that you will need to provide such access, you need to contact the Security Chair by mail or email (see addresses on page four below), no less than a week in advance of the date access is to be granted. In this correspondence, you need to indicate the name of the person to whom you would like the code given, the exact dates the person will be

using the code (not to exceed two weeks), and the reason the person needs access. Codes are not to be given to anyone other than the single person listed on the form.

**Gate malfunction:** If the gate malfunctions in any way, you may dial the assistance number listed in the electronic directory. This number will go directly to the security chair. Please use this number only when necessary. Additionally, the gate has a battery back-up system in case of power outage and there is a manual override system. Multiple members of the board will have the keys to do an override.

**In order to maintain the security and safety of the community, the gate will remain closed at all times. THE GATE WILL BE CLOSED ON MARCH 31<sup>ST</sup>, so you must submit your paperwork before March 21<sup>st</sup> to ensure that you have cards before the gate closes.**

Thank you for your patience during this process. Please feel free to contact me if you have any questions.

Bridget Brennan  
Security Chair

## Eligibility for Gate Cards

\* Please note: If you feel that the guidelines below do not adequately address your particular needs, please contact the security chair with your questions or concerns.

### **Homeowners:**

Every homeowner is eligible to receive a gate card. One additional card per household (not homeowner) will also be issued

In order to receive your cards, you need to fill out Form A, which is attached to this letter, AND in some cases, provide documentation establishing home ownership.

### Establishing homeownership:

- If you are the first or second name on the county tax record for your home, you do not need to establish ownership, as we already have that information. However, you do need to fill out Form A to get a card.
- If you are listed as the third, fourth, etc. owner on the tax record, we need you to provide a copy of the deed of your home or the County tax record on which your name appears.

### **Non-Homeowner Residents**

- If you are not listed on the tax record for the home but reside in Columbia Beach, you will need to provide a copy of a government-issued ID with your Columbia Beach address.

### **For Homeowners Who Rent Their Homes:**

- You will receive cards for each person listed on the deed of the house.
- You will be responsible for procuring additional cards for your renters. To establish their residency, you need to provide copies of their lease. You will receive a card for each person listed on the lease
- Owners who rent homes are responsible for collecting the cards from renters when they move out. Additional cards will only be issued if there is a higher number of occupants in the home when new renters move in (For example, if two cards were issued to renters at a particular house, they move out, and three new renters move in, only one additional card will be issued.)

### **Special Access:**

On a limited basis, cards will also be issued if a homeowner needs to provide regular (defined as daily or weekly) access to his/her home for longer than two weeks (see above for short-term access policy) when he/she IS NOT going to be home. This

provision is intended to cover visitors such as the following: contractors who will be working on a resident's home for longer than two weeks, a childcare worker who will need to come and go freely while a resident is at work, a health-care worker visiting someone unable to use the intercom system, etc. In order to receive such a card, a resident must fill out Form B below.

**ANY DOCUMENTATION SUBMITTED TO ESTABLISH RESIDENCY WILL BE SHREDED WHEN THE CARDS ARE ISSUED**

How to procure gate cards:

You need to fill out Form A below with the names of the eligible residents in your home and the phone number you would like to be programmed into the gate, and make copies of any necessary paperwork. You may then do one of the following:

1. You may send the form and proof of residency if necessary (see above) to the following mailing address: 1510 Calloway Drive, Shady Side, MD 20764
2. You may type up the information requested on the form and scan the residency proof documents if necessary (see above) and send it to [bhbrennan@gmail.com](mailto:bhbrennan@gmail.com)
3. You may stop by 1510 Calloway Drive during the following days and times to provide your documentation and receive a card: January 23<sup>rd</sup>, 30<sup>th</sup>, and February 6<sup>th</sup> from 10:00 A.M. to 1:00 P.M.

**If you select option one or two above, the cards will be put into the mailbox of your Columbia Beach residence, unless you send a self-addressed, stamped envelope to the address above.**

Your card will be provided at no charge to you; however, replacement cards will be \$25.00 per card.