



**The Fairways at Fieldcreek Ranch**  
Homeowners Association, Inc.

**GATE PROGRAMMING REQUEST**

**Property Owner**

|                |  |
|----------------|--|
| <b>Name(s)</b> | <b>Address</b>   |
|                | <input type="checkbox"/> Silver Wolf Rd<br><input type="checkbox"/> Springer Ct<br>_____ |

**Gate Directory Entries**

This is the listing(s) that will be displayed for your property in the electronic directory on the gate keypad. When a visitor either keys in your 3-digit intercom code (e.g. "101") or selects your entry by scrolling through the list of names, your phone number will be dialed. This number can be your home or mobile phone number and is not visible to the visitor. After verifying the caller, press "9" on your phone to open the gate. Your 3-digit intercom code is displayed to the right of your name in the electronic directory.

| <b>Last Name, First Initial(s) (displayed)</b> | <b>Phone Number to Dial (not displayed)</b> |
|--|---|
| e.g. Doe, J&J or Doe, J                        | (775) 674-8000                              |
|  |   |
|  |   |
|  |   |
|  |   |
|  |   |

**Personalized 4-Digit Numeric Access Codes**

These 4-digit access codes should only be given to **trusted** parties who need **recurring access** to your property. When "#" + the 4-digit code is entered at the gate keypad, the gate will be opened without any notification of the property owner. **Do not** give one of these personalized codes to infrequent or untrusted visitors (e.g. ride sharing providers, food delivery drivers), who should instead be provided with your 3-digit intercom code so that you can only open the gate for them on demand. By using personalized codes for each visitor type, access can easily be removed upon request when vendors are changed or if a code becomes compromised.

| <b>Code Requested</b>  | <b>Type*</b>     | <b>Name</b>          |
|--|------------------|----------------------|
| e.g. #1234 (no old numbers, patterns or repeating digits)  | Housekeeper      | XYZ Housekeeping Co. |
| #  | Owner            | Family Members       |
| <b>Optional entries (please only request codes for the visitor types that are actually needed)</b> |                  |                      |
| #  | Guest            |                      |
| #  | Property Manager |                      |
| #  | Contractor       |                      |
| #  | Tenant           |                      |

|   |                            |  |
|---|----------------------------|--|
| # | Housekeeper                |  |
| # | Landscaper/Lawn Service    |  |
| # | Pool Service               |  |
| # | Exterminator               |  |
| # | Dry Cleaner/Laundry Valet  |  |
| # | House Sitter               |  |
| # | Caretaker/Nanny            |  |
| # | Home Health                |  |
| # | Pet Care                   |  |
| # | Carpool                    |  |
| # | Water/Frozen Food Delivery |  |
| # |                            |  |

\* Do not request codes for emergency responders or the following vendors: US Postal Service, UPS, FedEx, OnTrac, DHL, NV Energy, TMWA, AT&T, Spectrum, Waste Management, Reno Gazette-Journal, Washoe County School District, and GreenThings (HOA landscaper)

### **DoorKing MicroCLIK® Remote Controls**

List the Device # of any gray DKS® remote controls distributed by the HOA that you wish to use. If you have used your remote control to program a vehicle-based wireless control system (e.g. HomeLink®) then you will need to list the Device # of that remote. The 5-digit Device # is listed near the bottom of a white sticker applied to the back of older remotes or indicated by "TR#" on the sticker of newer remotes. If the sticker has been removed or is unreadable, a duplicate sticker can be found inside the case by removing the small screw on the back of the remote.

| <b>Device #</b> | <b>Type</b> | <b>Name</b> |
|-----------------|-------------|-------------|
| e.g. 05245      | Family      | Jane Doe    |
|                 |             |             |
|                 |             |             |
|                 |             |             |
|                 |             |             |
|                 |             |             |
|                 |             |             |
|                 |             |             |

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|--|--|---|
| <p><i>Provided by the Gate &amp; Landscaping Committee<br/>Revised February 25, 2020</i></p> | <p><b>Community Manager:</b><br/><br/> <b>Kenyon &amp; Associates</b><br/>         645 Sierra Rose Dr, Suite 104<br/>         Reno, NV 89511-4025<br/>         775-674-8000 (office)<br/>         775-674-8010 (fax)</p> |  |
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