

Gate Programming Forms

May 13, 2019 at 3:02 PM

From Gary Kenyon

To Undisclosed recipients: ;

 [Gate Programming Request.pdf 133.12 KB](#)

Dear Owners of Fairways at Fieldcreek Ranch,

I'm happy to report that half of the owners in the community have submitted the gate programming request form back to Kenyon & Associates, Inc.. This will be the second attempt to reach out to you if you have not returned your form to Management. Please fill out the attached form and return it to Management at your earliest convenience. You may email the form to garyk@kenyonandassociates.com or fax the form to 775-674-8010. Those owners that do not fill out and return the proper form will be given random entry codes on May 27, 2019.

Owners that have turned in forms your information was completed today and should be programmed into the call box no later than the end of the week. The gate service company Community Access Systems will be notifying my office when all of the forms and accounts have been updated and I will send out another email blast confirmation, so we are all on the same page and you know when your new codes are working.

Respectfully,
Gary Kenyon, Supr. CAM
Kenyon & Associates, Inc.
775-674-8000 x205



The Fairways at Fieldcreek Ranch
Homeowners Association, Inc.

GATE PROGRAMMING REQUEST

Property Owner

Name(s)	Address
	<input type="checkbox"/> Silver Wolf Rd <input type="checkbox"/> Springer Ct

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.

Last Name, First Initial(s) <i>(displayed)</i>	Phone Number to Dial <i>(not displayed)</i>
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.

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


#	Housekeeper	
#	Landscaper/Lawn Service	
#	Pool Service	
#	Exterminator	
#	Dry Cleaner/Laundry Valet	
#	Housesitter	
#	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.

Device #	Type	Name
e.g. 05245	Family	Jane Doe

<p><i>Provided by the Gate & Landscaping Committee Revised April 15, 2019</i></p>	<p>Community Manager: Kenyon & Associates 645 Sierra Rose Dr, Suite 104 Reno, NV 89511-4025 775-674-8000 (office) 775-674-8010 (fax)</p>	
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