



**PEHOA Gate Access
Paradise Estates Management Gate Access Policy**

Owner/Tenant Directory Programming

- Gate registration form & signed house rules **MUST** be submitted by homeowner or authorized representative (Property Manager/Landlord) with supporting documentation to the management company.
- **Programming directory numbers and orders for additional cards will be done “EVERY THIRD WEDNESDAY” of the month. Requests must be submitted the Monday prior to that Wednesday by 5:00 p.m. via email (pehoa@homerep.net).**
- As a reminder each home is allotted 4-gate code and/or cards.
- Additional card(s) - \$25 each
- Replacement (defective/broken) card(s) are at no cost if provided. If you failed to do so it will cost \$25 each.
- IMMEDIATE - Unscheduled programming \$50 service charge. Must be paid prior to programming.
- Please be advise our office only accepts cash or check, exact change is required.

Gate Instructions

Please see below gate access code and instructions on how to properly use the gate key pad in which you may forward to your family and/or tenants.

THE GATE DIRECTORY KEY PAD INSTRUCTIONS

We highly recommend that you “SAVE” the gate phone numbers into your phone so you know when someone is calling you at the gate. To avoid your guest experience a problem getting into Paradise Estates.

- 1.) FRONT GATE – 637-0563
- 2.) BACK GATE -637-0564

Instructions for your **GUEST (THE CALLER)** on how to properly use the gate access KEYPAD:

- 1.) Enter the 4 – digit (XXXX) distinctive digit code.
- 2.) Your 4-digit gate directory access code number(s) are:
 - xxxx assigned to xxx-xxxx
 - xxxx assigned to xxx-xxxx

Instructions for you as the **HOMEOWNER/TENANT (THE RECEIVER)** on how to properly answer the incoming call from Paradise Estates Front Gate 637-0563 and/or Back Gate 637-0564.

- 1.) You may talk with your guest or “**PRESS 9**” to open the gate once you’ve verified and confirmed the caller is indeed your guest. Please know that you are accountable for anyone you authorize into the property Paradise Estates.

If you experience any issues with your gate key or gate code, please contact our office for further assistance. Thank you.