

PWA Association

Gate Access Instructions

Dear Resident,

We, the PWA Access Control Gate, are pleased that you chose our wonderful community to reside in. As a Resident (owner or tenant) you and your guests have full use of our South Access Control Gate. However, the North Gate can only be used by Residents with barcodes. There are a few rules/reminders when using the south gate:

- Everyone Must show a 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 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)

1. Call (561)471-1001
2. Enter 4-digit code (unless you have your phone number registered in the system)
3. Press #1 For Today
4. #2 For Tomorrow
5. #3 For both Today and Tomorrow
6. #4 Anytime, put in the month #, date #, year #, number of days # wait for acknowledgement from the system and press 1.

You can call in your guests as early as you want to (days and months ahead). **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 will 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 is 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.

1. New owners will need to email to the gatehouse, preferably immediately after closing on your new home the following:
 - A. Warranty Deed
 - B. 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.
 - C. Email list of guests you want on your permanent guest list.
2. For Tenants, you will do the same as above except you will email us a copy of your lease agreement along with the items listed above.

****** Please note that 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.**

3. All new owners and/or tenants will also receive a barcode application from your building manager. The application will have to be completed by you and signed off on by a representative from the building such as the manager, assistant manager and/or a board member. Each residence is permitted to be allowed only two barcodes and the cost for the barcode will be \$10 per vehicle and \$25 for a tenant per vehicle. 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 **NO CASH WILL BE ACCEPTED**. 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