

# Lake Wauwanoka

## Gate Callbox Name Policy

**Date Created:** August 21, 2019

**Policy Author:** Bill Thompson

**Date Original Board Approval:** August 22, 2019

**Policy Description:** This policy explains the name policy for current property owners to be added to the gate callbox system along with the audit guidelines.

### Policy:

- Registered property owners on file with the Secretary of Lake Wauwanoka will be the only names entered into the Gate Callbox.
- One callbox line entry per household or individual will be listed in the callbox despite the number of lots that household or individual may own.
- Additional immediate members will not be added in the Gate Security Callbox as an additional line entry. Immediate family members will need to obtain an additional keycard(s) or remote opener(s).
- Married names of property owners shall be added in the format of Lastname, Firstname1 & Firstname2, if desired.
- Unmarried owners of property shall be added in the format of Lastname1, Firstname1 / Lastname2, Firstname2, if desired.
- A callbox line entry will be added with only one phone number contact, mobile or landline, in order to open the gate arm remotely.
- It is the responsibility of the property owner to designate the phone number authorized to open the gate remotely.
- This contact phone number will be changed only in case of emergency or a phone number change and not as an ongoing convenience to the property owner.
- Dual Tenant relationships (In Laws) will require all parties to be property owners to receive an additional callbox entry.
- Tenants of rental property owned by lake property owners may be entered in the callbox provided the owner(s) have an updated Tri-Party Lease Agreement on file with the Secretary of Lake Wauwanoka. One Callbox line entry per rental property.
- Any property owner who is more than 90 days late on their annual assessments shall have their Callbox keypad privileges revoked until their annual assessment is paid in full.
- Any property owner at Lake Wauwanoka that admits a guest into the Community who ignores, abuses or disregards the LW Community Rules and Restrictions shall have their Callbox keypad privileges revoked.
- Any exception to this policy will be authorized by the Board of Directors.

**Action: (If applicable):** Any property owner with questions related to this policy must submit them to the Board by sending an email to [info@wauwanoka.com](mailto:info@wauwanoka.com).

**Change Log**

<b>Date</b>	<b>Author</b>	<b>Description</b>
8/21/19	Bill Thompson	Created policy
8/22/19	Board	Approved policy
10/24/19	Board	Approved policy regarding Tenants V2.00
4/27/20	Board	Uploaded Board approved Policy modification V3.00
8/26/20	Board	Board approved amended policy for callbox revocation conditions