

Lake Wauwanoka

Callbox Gate Code Policy

Date Created: August 18, 2020

Policy Author: Bill Thompson

Date Board Approved: Sept. 18, 2020

Policy Description: This policy describes the types of access gate codes and what they are to be used for.

Policy: It is the policy of Lake Wauwanoka Inc. to issue on a case by case basis Gate Access Codes to Property Owners and others who have a legitimate need to access Lake Wauwanoka. A code will be issued upon meeting the standards listed within the three categories defined below in this document. To reduce the risk of possible unauthorized entry, no code will be created or distributed to any kind of sales representative or real estate agents. It is the responsibility of the property owner to coordinate times to allow access to their property and into Lake Wauwanoka.

If any code issued by Lake Wauwanoka Incorporated is in any way displayed, improperly distributed or abused, the code will be immediately revoked and deleted.

Party Codes –

- Codes entered on a strictly temporary basis such as a private party with a group of guests at an owner's property or for a community activity such as a Rod & Gun Club Conceal Carry Class based on submitting a completed Party Code Request Form located on Wauwanoka.com.
- The requestor of the code must be a property owner. It will be their responsibility to distribute to the event guests.
- The requestor will be responsible for any and all actions taken on behalf of their guests.
- The unauthorized use, publication, distribution, public display or any other misuse of a gate code as determined by Lake Wauwanoka Inc. will cause the code to be immediately cancelled. (I.E. Estate Sales, Garage or Yard Sales, etc.)

Construction Codes –

- Codes entered on a strictly temporary basis based upon a construction project on a property owner's lot or residence. A Construction Code Request Form located on Wauwanoka.com must be submitted for the code.
- The requestor must be a LW property owner and will be responsible for any and all actions taken on behalf of their contractors/workers.
- The code will be deleted, without notice, at any time after the completion date of the project noted on the form. Dates may be extended based upon notification to gate administration.
- Codes may be extended provided written notice is received by Lake Wauwanoka noting the new end date of the construction project.
- The unauthorized use, publication, distribution, public display or any other misuse of a gate code as determined by Lake Wauwanoka Inc. will cause the code to be immediately cancelled.

Services/Utility Codes –

- Codes entered into the Gate Callbox system for utility vendors or service companies based upon a completed Services/Utility Request Form located on Wauwanoka.com.
- No Services/Utility requests will be approved and created without a specific business justification listed on the form.
- The unauthorized use, publication, distribution, public display or any other misuse of a gate code as determined by Lake Wauwanoka Inc. will cause the code to be immediately cancelled.

Action: (If applicable) If any code is abused or distributed to the general public for unauthorized use, the code will be changed or deleted at Lake Wauwanoka discretion. This is to limit any potential unauthorized access to the Lake common areas or to our residents.

Change Log

Date	Author	Description
8/19/2020	Bill Thompson	Created
9/18/2020	Board	Policy Approved