



# Saddle Creek Owners Association

7900 Saddle Creek Trail, Sarasota, FL 34276

## FRONT ENTRANCE GATE OPERATION GUIDE

### HOW TO OPERATE THE GATE FOR RESIDENTS

Gate entry may be accessed in 1 of 3 ways:

1. 5-digit PINs may be entered into the entry keypad to open the gate.
2. Residents who purchased windshield **stickers** will have the gate open automatically upon approaching the gate.
3. Residents who purchased **clickers** will be able to open the gate.

### HOW TO OPERATE THE GATE FOR GUESTS/VENDORS

Regular vendors, emergency, and other services such as Amazon, Fire Department/EMS, Sheriff, School Bus, etc. have either been provided PINs or utilize their own systems to gain access. You can also provide a gate access PIN to anyone making a delivery when you are placing an order. Refer to listing on back.

At the gate, Guests and Vendors can call you from the keypad that has been installed in the median strip at the entrance. There is a phone integrated into the keypad so they can call residents, or they can enter an entry code.

There are two buttons on the home page-Phone Call and Entry Code (PIN).

Guests and Vendors can press the Phone Call button and a directory will appear. They can either search by LAST NAME or scroll through the names on the roster and press "call." The keypad will automatically call the number that the resident provided.

Once you, the resident, verifies the caller, you simply hit "9" on your phone to allow entry.

Guest and Vendors can also simply press the Entry Code button on the home screen and enter the code that you previously provided to them.

### HOW DO I GET A PIN?

Each residence is automatically issued 2 PINS

**Resident PIN** – one PIN is intended for the exclusive use of residents and should not be provided to non-residents.

**Guest PIN** – one PIN is intended to be provided to non-residents, guests, and vendors (which have not been assigned a PIN.) *Use caution when giving the Guest PIN out, as that person will always be able to gain entry.*

### DO I NEED A CODE?

The keypad system assigns codes; however, we will be using PINs instead. PINs are NOT codes.

### CAN PINS BE DELETED OR REPLACED?

Yes, if someone has been given a PIN and should no longer have access, residents may request for their PINS (**Resident, Guest, or both**) to be inactivated and replaced. Inactivated PINs will become immediately ineffective upon

issuance of a replacement PIN. All who had been given the inactivated PIN, but who still need access, will need to be given the replacement PIN to use going forward. Requests may be made to the ***Saddle Creek Gate Monitor***.

### **HOW CAN I GET ADDITIONAL CLICKERS AND/OR STICKERS?**

Residents wanting to purchase additional clickers or stickers may request them from the ***Saddle Creek Gate Monitor***.

Clickers are available for \$25 each

Stickers are available for \$10 each

### **WHAT HAPPENS IF I CHANGE OR ADD VEHICLES?**

If one of your vehicles is sold or put out of use and there is a sticker on the windshield, the sticker should be removed (it will self-destruct and cannot be reused).

You can purchase additional stickers for additional vehicles.

Clickers are transferrable within the residential household.

### **SUGGESTED ISSUANCE BY RESIDENTS OF PINS, CLICKERS AND STICKERS**

Resident PINs are intended for the exclusive use of residents and should not be provided to non-residents.

Guest PINs are intended to be provided to non-residents and service providers.

Stickers are intended to be placed on vehicle windshields of Saddle Creek Residents or non-resident owners of Saddle Creek properties.

Clickers are intended to be provided to residents and regular visitors who are family and friends of residents.

### **GATE ACCESS FOR VENDORS AND SERVICE PROVIDERS**

The following have installed their proprietary device at the keypad to gain entry:

Amazon

US Post Office

Fire Department/EMS

The following have been provided with an access code:

FedEx

FPL

Frontier

Sheriff

UPS

Waste Management

Myakka Communications

Sarasota County Schools (bus)

Resident must provide their guest access code (PIN) when making a reservation or placing a service or delivery order:

SCAT

Other service providers not listed above

### **SADDLE CREEK GATE MONITOR**

[saddlecreeksecty@gmail.com](mailto:saddlecreeksecty@gmail.com)

Contact any board member

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