

Stillwater Community Association Inc.

Gate Instructions & Registration

Instructions for Telephone Entry System for Visitors

**Telephone Entry System Phone Incoming Number to Your Phone
346-422-7950 – SAVE THIS NUMBER TO YOUR CELL PHONE**

Blocking this number on your phone will block visitors from reaching you!!

Visitors Calling

When a visitor desires to enter the property, **you** will have control whether the visitor will be allowed to enter or not. Your name has been entered and a three-digit personal directory number has been reserved in the entry system. A visitor can view an alphabetic list of all the names on the entry system's display. When the visitor selects your name, your directory number is displayed. When the visitor enters your directory number, the system will automatically call you *from* 346-422-7950. **Your telephone number will never be displayed to the visitor.** (If the visitor already knows your directory number, they can press immediately, then enter your directory number)

If you are currently using the telephone (on a call) and do not have call waiting, the system's display will tell the visitor your line is busy (if you have call waiting, simply switch to the visitor, grant (press 9) or deny (hang up) access, then switch back to your call).

Responding to a Visitor's Call

When you answer a visitor's call, talk to the visitor, and decide if you want to let them enter or not. **There is a limited time allowed for the call.** During the last ten seconds allowed, **beeps will sound to warn you of the limited time.** Press **(9) on your phone dial pad** to open the gate for your guest and then hang up. (You may have to hold the (9) a little longer or press (9) twice)

*****Vehicles that may have EZ Tag Registration Issues:***

Higher-end luxury vehicles and/or various other models and older vehicles may have windshields manufactured with specific metals that may cause the residential EZ tag reader not to work for entry. In this case, remote fobs are available for purchase for \$40.00 per fob. Transcore Decals are also available for \$35.00, however not as reliable to work; this expense is non-refundable due to the decal not being reusable.

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Gate Access Registration Form

Only Vehicles Registered to Your Address Are Permitted to Be Registered in the Gate System

First 2 Vehicles EZ Tag Registered at No Cost / Additional Vehicle Registration Fees:

EZ Tag - \$5.00 / Phone Data Changes - \$5.00

**** Purchase of Entry Gate FOB - \$40.00 / Transcore Decal - \$35.00 (*may not work on some vehicle models*)**

Name: _____

Address: _____

Name(s) & Number(s) to be listed in the directory:

1. () _____ Name 1: _____

2. () _____ Name 2: _____

Name	EZ Tag Number	Vehicle Make/Model
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Please forward this information and payable to:

Stillwater CAI

P.O. Box 219320

Houston, TX 77218-9320

T: 281-579-0761 F: 281-579-7062

E: Marissa@Crest-Management.com

Homeowner's Signature: _____ Date: _____

(By signing this Registration Form, you acknowledge the required fees including data entry fees for additional vehicles above and beyond the initial allowance of two (2) registered vehicles, and due at the time request is made.)

Office Use Only

Date received: _____ Add Fee's Due: _____ Payment received: _____

Sent to Accounting: _____ Date: _____