

## **Hills of Bear Creek Phase 2 & Phase 3 Homeowners Association, Inc.** **Private Community Gate Usage and Access Policy**

One of the attractions of the Hills of Bear Creek is the control of community access and resulting sense of security provided as a result of being a gated community. The entrance gate on Yellow Stone Road provides access to the community and is the community's first level of control. For the benefit of all members of the community it is in everyone's interest and responsibility to restrict the unwanted use of the gate, keep distribution of personal and other assigned codes to a controlled minimum, and not approve access for anyone members do not know. As a matter of policy, gates will NOT stand open at any time except as designated below in the Gate Opening Policy.

Logs of access codes are generated by the gate security systems. These logs are monitored primarily to ensure non-property owner codes are not used off hours and to identify irregular patterns of use. Excessive use of an access code usually indicates the code has been compromised, especially when the resident possesses remote controllers. Access codes which appear to be compromised will be referred to the HOA Board for further investigation. Access is also monitored when necessary by video camera.

Yellow Stone Road is a private road, owned and maintained by the HOA as its entrance. Alternate vehicular access to properties in the HOBC community is prohibited.

### **Community Gate Access Control**

Recognizing that the only sure method of providing security at the entrance to the community is a 24-hour manned guard station and patrols, our gate should be considered a traffic access/control device and should remain closed with few exceptions of benefit to the entire community as detailed below. The methods of access to the community are:

#### ***Property Owner Private Access Code***

- **Primary** community access for *all* property owners.
- A unique five digit numeric code is provided to each property owner.
- Residents may obtain a code by contacting the gate committee via the "order gate code" link on the hillsofbearcreek.org web home page.
- Entering the five digits from the key pad will activate the inbound gate to open. The outbound gate is activated by driving over the sensor marked in blue, buried under the road in the outbound lane 100 feet before the gate. Please drive carefully. Speed limit inside the gates is 25 mph unless otherwise posted.
- Gate Codes may be changed or revoked upon request by authorized users. Codes may be changed individually or en masse at the discretion of the board to assure continued proper community access control. Gate codes will be removed from the system upon transfer of ownership; new owners should request a new private access code for their property through the gate committee via the "committee" link on the hillsofbearcreek.org web home page then select the link under the gate committee to send an email to the committee to request the code.
- Private Access Gate codes must be shared in a careful and judicious manner.

#### ***Electronic Remote Controllers (visor mounted clickers), Key Chain Remotes and Proximity Cards (For order by residents only)***

- **Convenient** access for community residents.

- Residents may obtain remote controllers from the HOA by contacting the gate committee via the “order gate clickers/cards” link on the hillsofbearcreek.org web home page. These are sold by the HOA as a member service and re done at cost to the HOA.
- Residents may obtain proximity cards from the HOA for personal use, family and known close friends by contacting the gate committee via the “order gate clickers/cards” link on the hillsofbearcreek.org web home page. The number of proximity cards assigned to any one property may be limited by the gate committee.

### ***Two-way telephone communication from the key pad***

- Community access for *all* guests.
- Guests arriving at the gate can gain entrance to the HOBC via member approval through phone contact by use of the directory of owners on the telephone access control device on the traffic island. Directions for operation of the keypad/telephone access controller are linked to on the community's website homepage. Members called may admit a guest by pressing the numeral 9 only if the call from the gate to the member is placed through the telephone access control device.

### ***Temporary and Semi-Permanent Gate Codes***

- Temporary and semi-permanent gate access codes can be activated to provide gate access for contractors or vendors you may need, e.g. for maid service, lawn care, painting, repair work, real estate agents, etc. These codes are monitored for appropriate usage and are normally restricted to daylight hours only.
- Contractors and vendors simply complete the form online via the “order vendor gate code” link on the www.hillsofbearcreek.org web home page to request a vendor or contractor gate code.
- Unique gate access codes have already been assigned to many existing vendors, contractors and other individuals that regularly service our community.
- Temporary gate access codes may also be activated to periodically provide gate access for guests you know and may have visiting for special events or parties at your home. These codes will be issued for specific limited hours requested and control only the inbound gate so are needed only for in-coming guests.
- You may request a code from the gate committee via the “committee” link on the hillsofbearcreek.org web home page then select the link under the gate committee to send an email to the committee to request a temporary access code for your event with a specific explanation.
- Temporary and semi-permanent codes must be shared with care and in a judicious manner.

***Please note: Since the Gate Committee is all volunteer, as are all committees and the board, this request must be received by the Gate Committee no later than 7 days prior to the date of the event.***

### ***Builder and Realtor Gate Codes***

- Builder gate access codes are provided to the general contractor for use by subcontractors during the construction of a home or addition. The code will be provided when HOBC construction approval is given. The name and contact information of the General Contractor is required.
- Realtor gate codes are provided to the listing agent or agency for their use in assisting a member to sell their home or property. The code is deactivated when the property is closed upon or when the home is removed from the market for any other reason. The name and contact information of the real estate agent or agency is required.

## **Emergency Community Access**

### ***Emergency Gate Codes***

- Emergency gate access codes have been provided to all emergency responder departments. Examples of already-assigned emergency or governmental gate codes include: Parker County Sheriff, Cresson and nearby EMS, Cresson Volunteer Fire Department and on-call mutual aid departments, US Postal Service, Parker County Health, Fire Inspector, Building Inspector.

### **Gate Opening Policy**

**The gate on Yellow Stone Road shall stand closed at all times** except as specified below:

1. Gates held open due to presence of emergency vehicles (e.g. fire, ambulance/rescue, law enforcement) to assure the safety and personal security of HOA members.
2. As required by contract, as with the Granbury ISD Transportation department for bus entry to service member children.
3. As required in development-wide threats or emergencies to facilitate evacuation of the development.
4. To permit or facilitate construction or repair in the vicinity of the gates or common areas approved by the Board or, as default status in the event of gate failure prior to repair.
5. Upon approval of the Board for purposes tangential to the above, for the benefit of the HOA as a whole, but which may not at this point be recognized by the Board.

Existing policy formalized in writing by the Board of the Hills of Bear Creek Phase 2 and Phase 3 Homeowners Association by vote at a public meeting of the Board on 19 February 2015 and subsequently amended by inclusion of several phrases inadvertently omitted, by electronic (email) voting as allowed by governing documents.

Scott Harrison, Secretary  
Hills of Bear Creek Phase 2 & Phase 3 Homeowners Association, Inc.  
2 March 2015