

Wingfield North - New Gate System Procedure

As you have no doubt noticed, our new entrance and exit gate system has been installed and in use for a few months. Already, the gate system has saved money for the community. The new gate arms have a break-away mechanism that limits damage to the arm when hit by a vehicle. Unfortunately this occurs too frequently. With the old system, we would have had to replace several gates in the last few months.

The new system also provides automatic entry for residents through the use of unique radio frequency (RF) identifiable decals. The small strip decal is read by an antenna near the resident gate, checks the system for access, and opens the gate automatically. This will allow the guards more time to work with the visitors to our community. The system will also allow for stickers to be deactivated when residents move away from the community.

The board has been testing the system for a couple of months and has found the system to be working as anticipated.

The following steps will help smooth the transition to the new decals over the next 30 days:

1. Complete the attached Resident Vehicle Registration form indicating your vehicles that are registered with an address within the community. Each form accommodates up to 4 vehicles.
2. Give the registration form to our guard supervisor Mr. Dan Alley or Officer Michelle Tomayo. Each vehicle will be assigned a uniquely numbered sticker.
3. Each household can receive up to three (3) stickers at no cost. Additional stickers are available at a cost of \$10 for each of your vehicles beyond the third vehicle. If applicable, payments should be made by check payable to Wingfield North HOA and given to Mr. Alley or Officer Tomayo at the time the extra sticker is picked up.
4. Do not permanently affix the sticker on your vehicle until you have tested it for a few days. To test, temporarily attach the sticker to the inside of the windshield using painter's (typically blue) tape. A roll has been placed at the guard house for your use.
5. Since the RF sticker works best when attached completely up against the windshield, use the painter's tape to carefully tape the sticker inside the windshield.
6. Readability of the sticker is best when attached to the right side of the windshield, in the upper right or lower right corner. The sticker should be placed away from any metallic substance that may be embedded within some windshields.
7. Various Board-members have tested the system using a variety of vehicle models (pickup truck, van, sedan, sport car). Each vehicle can be a little different in readability.
8. Once your test shows positive results, carefully remove the painter's tape, then carefully remove the white paper protecting the sticker adhesive and permanently affix the sticker on the interior of the windshield.
9. Starting in May, the current green and white decal will no longer be valid for entry.

10. Please review the Frequently Asked Questions (FAQ) sheet for answers to some potential questions.

Frequently Asked Questions

1. Once I have the RF sticker properly affixed, what is the best way to have the resident gate open?
 - Approach the resident gate slowly and confirm that the gate has opened before driving through. Experience at other communities has been that sometimes the vehicle approaches too fast and expects the gate to have opened but causes damage to the gate system or the vehicle by colliding with the gate. As always, check to make sure that a visitor vehicle is not simultaneously entering where the two vehicles may collide.
2. Once I affix the sticker to the windshield, can I peel it off and move it to another part of the windshield or another car?
 - No. The sticker cannot be reused. Once applied to the windshield, an attempt to remove the sticker damages the radio frequency transmitter making the sticker disabled. A new sticker has to be purchased.
3. How is the sticker read for the gate to open?
 - The antenna by the gate sends a signal to the circuit in the sticker. The circuit is activated and sends a code back to the antenna. The code is verified and the gate opens.
4. Is there a battery on the sticker that will need to be replaced?
 - No, there is no battery within the sticker.
5. What happens if the gate does not open?
 - 1. Make sure the sticker is completely against the windshield. 2. Make sure that the sticker is not against any metal substance within the windshield. This is rare but some windshields may have metal embedded within the windshield. 3. Check that the sticker has not been damaged by any attempt to remove and reuse it. This has been found to be a common experience in other nearby communities. 4. After checking the above, contact Security Supervisor Mr. Alley, Officer Tomayo, Satish Mahajan, or board members to discuss.
6. Is there a plan to discontinue the manned entry for the community?
 - No, the guards will still be present. They will spend more time in checking in visitors to our community.
7. What happens when there is a bus, truck, or other large vehicle that requires both gates to be opened for its entry?
 - The guards have the ability to open one or both gates, as necessary.
8. What other communities nearby use this type of a system?
 - Many communities, including Alaqua Lakes and Lake Forest.
9. I have more than three vehicles. Can I get more than three stickers?
 - Yes, three (3) stickers are available at no cost during the original distribution period only. Each sticker beyond three will cost \$10 each. If applicable, payments should

be made by check payable to Wingfield North HOA and given to Mr. Alley or Officer Tomayo at the time the extra sticker is picked up.

10. What happens when I sell my car and buy a new car?
 - Remove the sticker and bring to the gate house along with the registration of the new vehicle. After checking the registration and payment of \$10, a new sticker will be provided and activated for automatic entry.
11. Can I choose not to put a RF sticker on my car?
 - Yes, the visitor side can be used and guard will check for residency each time and allow entry.
12. Is there another RF option other than a sticker?
 - Yes, a front license plate bolt-on device is available at a cost of \$30 in lieu of one of the stickers during the initial distribution period. After the distribution period, the cost will be \$40. The device needs to be bolted on to the front bumper as a front license plate would be. If applicable, payment should be made by check payable to Wingfield North HOA and given to Mr. Alley or Officer Tomayo at the time the device is picked up.
13. Does the cost of the stickers or bolt-on devices include a profit for the community?
 - No, they are being provided at cost.
14. My relatives, close friends, car pool friends, or service provider, e.g. maid, nurse, landscaper, etc. have a current decal. Can I get a RF sticker for them?
 - No, the community rules are and have been that only residents are to have the decal and use the resident entry gate. All others must use the visitor side today and in the future. There has been and continues to be a facility to list your regular visitors on the permanent entry list with restricted or unrestricted hours for entry.
15. I am provided a vehicle by my employer or have my own business where my vehicle is registered. Can I get a RF sticker?
 - Yes, show the proof of registration of the vehicle by your employer or business and provide a letter on business letterhead stating that you are the regular driver for the vehicle.
16. What happens when someone moves out of the community or a RF sticker is acquired by a non-resident?
 - The sticker code will be deactivated.
17. Can I use cellophane or similar tape rather than permanently affixing the sticker to the windshield?
 - No, the radio frequency transmitter does not work properly unless fully and completely against the windshield using the decal's adhesive.
18. What happens if I don't get my sticker by May?
 - In May, the visitor side will need to be used after appropriately identifying yourself as a resident each time.