

LAKE MARY TOWNHOMES OWNERS ASSOCIATION, INC.

MAIL OR FAX FORM TO: 640 E. State Road 434, Suite 3000 Longwood, FL 32750

PHONE: 407-233-3560 FAX: 407-233-3498 EMAIL: [mickey@bonomgmt.com](mailto:mickey@bonomgmt.com)

GATE ACCESS FORM

Visitors should use the directory at the gate to call your telephone for access. Press "9" on your telephone keypad to open the gate for your visitor. The system will not accept long distance telephone numbers; they must be local (407) or (321) numbers.

If you would like your name to be excluded completely from the directory box please check here

This form will be used to set up your information into the gate system. Please fill out all required information and send to the Association using information above. You may also use this form to report trouble with your access devices.

Set up new code

Set up new device(s)

Report a problem

Date: \_\_\_\_\_

\* Required Information

\*Homeowner Name (Last, First): \_\_\_\_\_

Tenant Name: \_\_\_\_\_

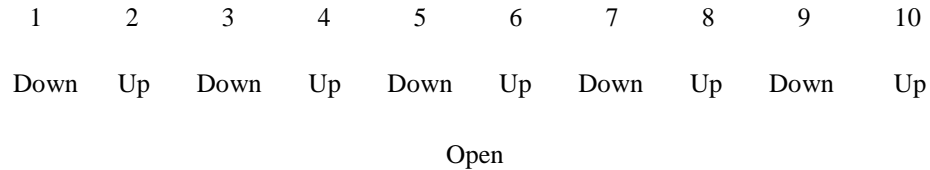
\*Property Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\*Telephone Number (including area code): \_\_\_\_\_  
(NO LONG DISTANCE OR VOICE OVER IP/DIGITAL PHONE SERVICE)

\*E-mail Address: \_\_\_\_\_

The gate system for your community uses a pre-activated remote transponder. If the remote is not working properly we suggest that you first try to replace the 9-volt battery inside the remote. If the problem still occurs after replacing the battery, please check to make sure that the white buttons located inside the battery compartment are set as follows:



If these two steps still do not resolve the problem with your remote, please contact our office for further assistance.

If you would like to purchase an additional remote transponder they are available in our office for a cost of \$50.00 each. Please send or deliver a check/money order payable to: **BONO & ASSOCIATES** at the address above. A pre-activated remote will be mailed to the property address listed above. We ask that you allow 3 to 4 business days for the mail delivery.

Need Keypad Code?

Your community also allows personal access codes to be used to gain access from the key pad. If you would like to request a Personal Entry Code, supply the 4 digits of your choice. We ask that you please not select obvious codes such as 1234 and four identical digits. If you choose to share your code with your guests or vendors, you will be held responsible for any individual using your code.

Code: \_\_\_\_\_ (4 numeric digits)