

# SAWGRASS KEY AT SUNTREE HOMEOWNERS ASSOCIATION, INC.

MAIL FORM TO: SAWGRASS KEY AT SUNTREE HOA - 4085 US 1 Highway, Suite 104 – ROCKLEDGE FL 32955  
ATT: GATE Access - PHONE: 321-549-0953  
EMAIL: [tsunderland@artemislifestyles.com](mailto:tsunderland@artemislifestyles.com)

## GATE ACCESS FORM

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

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

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: \_\_\_\_\_

\*Property Telephone Number (including area code): \_\_\_\_\_

Long Distance and Cell Phones Accepted

Alternate Telephone Number: \_\_\_\_\_

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

The gate system for your community uses a remote transponder. To register and activate your device, please provide the 5 digit # for each. The 5 digit # for the remote can be found on the back of the unit, farthest to the right.

**Device #1** 5 Digit Pin # \_\_\_\_\_ **Device #2** 5 Digit Pin # \_\_\_\_\_

**Device #3** 5 Digit Pin # \_\_\_\_\_ **Device #4** 5 Digit Pin # \_\_\_\_\_

If you would like to purchase an additional remote, they are available at \$35.00 each. Please complete the top portion of this form and send a check/money order payable to: **Sawgrass Key at Suntree HOA** to the address above.

**Gate remotes are available for pickup at the office. Office hours are 9 AM to 4:30 PM Monday thru Friday. The office is closed for lunch each day. Please make an appointment to pick up the remote.**

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. 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)

You must first press the pound # sign before your code to open the gate.