OPERATION OF THE ENTRY AND EXIT GATES AT LASHBROOKE

The main entrance at LashBrooke is controlled by two iron gates on each side of the median, one set on the entrance side and one set on the exit side.

At some point in the future when many residents live in our community, these gates will remain closed at all times, day and night.

- The exit gates will open automatically when a vehicle approaches the “Stop” sign on the right side.
- During the day, the entry gate will be closed, but will open automatically when a vehicle approaches the pedestal on the left side. At night, the entry gate will be closed, and may only be opened by using your key fob, or remotely from your home if a guest calls you from the access panel in the entry pedestal.
- In the future, gates will be closed at all times in order to slow down traffic entering and leaving our community.

But for now and the near future, the LashBrooke gates will operate a little differently. Right now, here is how the entrance and exit gates are set up.

- The exit gate has a mechanical timer, and it is programmed to open about 6:30am and close about 9:00pm. When closed, the exit gate will open automatically when a vehicle approaches the “Stop” sign on the right side. Remember, the exit gate opens toward you, so don’t pull closer than the Stop sign and white line painted on the road.
- The entry gate is controlled by the access panel located in the pedestal on the left side of the entrance. The entry gate is usually programmed to open about 6:30am and close about 9:00pm.

Opening The Entry Gates After Hours
There are two ways to open the entry gates at night.

1. When you approach the entrance, use the large gray button on your key fob to open the entry gate. The receiver for your key fob signal is housed in the pedestal on the left, so you’ll need to be somewhat close to the pedestal in order for your key fob to work. No need to aim your key fob, it just transmits a radio signal, so it will work the same if aimed in any direction. You’ll just need to be somewhat close to the pedestal. When your signal is received the access control unit will beep and the gate will slowly open.

2. If you have guests arrive at night while the entry gates are closed, you can open the gates remotely and let them in.
   a. There is an access panel and display screen located in the entry pedestal. This panel contains a directory of those families that actually live in LashBrooke.
   b. Guests should pull close to the pedestal so that they can use the keypad located below the screen. There are instructions displayed on the screen.
      i. Guests should use the UP and DOWN arrow keys, located on the upper left and right of the keypad, to scroll alphabetically through residents whose names have been programmed into the access panel.
ii. Once they see the name of the resident they want, they will see a three-digit number next to the name. This number is randomly assigned, but this is how your guest calls you and asks to be admitted.

iii. The guest then keys in the three-digit directory code. The access panel will call the phone number that has been programmed for your family. Your phone will ring, answer it as normal. You can speak to the guest through your phone, and they can speak to you through the microphone-speaker in the access panel.

iv. If you decide to let them in, press the number nine (9) on your phone. You’ll hear a distinctive tone to let you know the access panel got your message and is opening the gate.

v. Remember …
   1. The microphone-speaker at the access panel has a timer set for 60 seconds, so after 60 seconds it will hang up. If you weren’t finished talking, your guest should just dial you again by entering your directory code as before.
   2. Your guest must call you from the access panel in order for the 9-button on your phone to work. You cannot open the gate automatically if they call you from their cell phone!
   3. The phone number stored in the access panel is a number you have given us. Only one phone number is stored for each residence.

   This process will work by calling either your home phone or cell phone - it works the same way. We can’t change this number at will, so pick the phone number that can reach you most of the time.

Try It Out
For those persons currently living in LashBrooke, we strongly suggest that you drive up to the entry gate one night when the gate is closed, pull up to the access panel, and go through the remote-open process above to make sure you know how it works. And, if you see any errors in the directory screen or we have the wrong phone number, just call Patti McMahan at 531-0303 extension 112.

- Check all of your key fobs before you need to use them!
- Check to make sure you are in the access control panel at the entrance and that it works properly.

- CHANGE YOUR KEY FOB BATTERY! Batteries last about 2 years. If the battery runs down your key fob will NOT work! And change batteries in All key fobs at the same time.