

# Lyle Ridge NORMAL and EMERGENCY Gate Procedures

## (Updated 12/06/2017)

### Emergency Opening Procedure

This procedure should ONLY be used when there is either a power failure or if there is a malfunction with the gate mechanism which is preventing it from opening normally.

1. First locate the gate motor as shown in the picture below.



2. Remove the cover fastener as shown in the two pictures below.



3. Remove the cover to locate the “Red” lever which when rotated to the vertical position as shown below, the attachment will loosen and will allow the gate to swing open or closed. The gate will have to be pushed or pulled to position it to the desired location.



4. Once the gate is open please leave it in that configuration and position, and e-mail, text or phone me at [robertcoughlin87@yahoo.com](mailto:robertcoughlin87@yahoo.com) or 360-630-0488 and I will take care of resetting the gate for normal operation when the power is restored or mechanism repaired.

### **Normal Operating Procedures**

**Neighborhood security.** I would like to remind all members that a year ago around this same time the members expressed concerns about the gate being open all day, thereby increasing the possibility of non-members having access to our community and your front porch, exposing your holiday delivery from Amazon to theft. If I remember correctly, the desire to increase the security was a result of missing packages that were recorded as delivered. I hate to have to make this report but I have been informed of three incidents of missing packages this season. The only explanation for the missing packages that I can think of could be a mistake and never shipped, a delivery to the wrong house, the package was lost or theft. Not much we can do about the first 3, but we certainly can do more to prevent theft. The way we can do better at preventing theft in our community is to ensure the people who have access to our community are only those we know and trust. Unfortunately, we can never eliminate crime entirely because they can walk in around the gate, but if we follow some basic security rules as it pertains to access in our community, our combined efforts will make it more difficult to occur.

How do we do this? We reduce the likelihood of untrusted people entering our community by limiting access to only those people who we know and trust. Access can only be provided by members in 4 ways.

**Personal Identification Number (PIN):** Every member has been assigned a PIN to enter the gate. Every time this PIN is used to enter the gate the date/time information is recorded in the gate data base. This provides an added layer of security for all members by recording entry data that may be used to help correlate access to the time of an event of interest. The PIN should only be used by the Member and/or those who the member knows well and trusts. The pizza delivery man does not meet the level to obtain a member's PIN to gain entrance (Pizza delivery man instructions are in the paragraph labeled Gate Call Entrance). PINs are also issued to companies that make repeated deliveries (i.e. Garbage, propane, Fedex, UPS, Water delivery, or your personal home cleaning service. landscaping and lawn care, etc.). These companies all have a PIN that they use only for their company. If you have a company that provides a service to you on a frequent and recurring basis, all I need is the company name, phone number and address and I will assign that company their own PIN (e-mail, phone or text me at [robertcoughlin87@yahoo.com](mailto:robertcoughlin87@yahoo.com), or 360-630-0488). The bottom line is if you have given your PIN to anyone who you don't personally know and trust, please contact me so I can assign a new PIN, just like you would do if your PIN for your home security system was compromised. Finally, when homes are sold, the previous member's PIN is deleted from the system.

**Gate Call Entrance:** This procedure is used to let those people enter our development who you do not personally know, but you have arranged their visit. Examples would be the Pizza Delivery Person, a Plumbing Repairman, a Locksmith etc. How do you do this? Tell the person that is coming to see you that you live in a gated community, and they will need to follow the instructions that are posted on the gate control panel gain access. They will follow the directions to call your home from the panel, you can talk to them and they can talk to you (your caller ID will say Lyle Ridge). When you verify this person is the one you are expecting, dial "9" on your phone and the gate will open and the call will end.

**Garage Door Opener Gate Controller:** This is an added feature provided to our members for convenience, and a Gate Opener can be purchased by e-mail, text or phone message to ([robertcoughlin87@yahoo.com](mailto:robertcoughlin87@yahoo.com), or 360-630-0488).

**Scheduled Gate Opening:** The gate can be scheduled to be open for a specific date and time. This is normally done for Halloween to allow trick-or-treaters access, and can also be scheduled for an event like a birthday party where many people will be arriving and ringing everyone in would be an inconvenience. To schedule a gate opening, please e-mail, phone or text me ([robertcoughlin87@yahoo.com](mailto:robertcoughlin87@yahoo.com), 360-630-0488).