



GATE ACCESS REQUEST FORM

The security of our community is paramount for all residents.

To help keep our neighborhood safe, residents should never give the permanent gate access codes to one-time/occasional contractors, delivery companies, delivery people (e.g. pizza) or one-time/infrequent visitors. Delivery companies/people and one-time contractors/visitors should enter your Lot number at the keypad to call your phone and be granted access.

In cases of new construction or renovations on your lot, multiple real estate showings or open houses or if you are hosting a large party or event where responding to the call from the entry gate could be burdensome, residents are required to request a special gate access code for the specific period of time the construction, activity or event will take place.

To request a special gate access code for your construction project, real estate activity or event, please complete the form below and submit to Board@horseshoeacresclub.com.

Requests Must be Submitted at least seven (7) Days Prior to the Event or Start of Construction

*Required Information

Request Date*: _____

Resident's Name*: _____

Address*: _____ Lot #: _____

Telephone*: _____ E-mail*: _____

Responses and Special Access Codes are e-mailed to the Applicant.

Reason for Request* (Please check ONE):

- Estate Sale
- Real Estate Open House/Showing¹ Tel. # Associated with Code*: _____
- Party (greater than 10 guests)²
- New Home Construction³
- Renovation³

Requested Access Dates*

Date of Event: _____ Event Duration: _____

Start Date of Construction: _____ Expected Duration: _____

1. Properties listed for sale may request a special access code for the duration of property listing. A Phone number is required and assigned to this code. The gate will ring the assigned number for individual access.
2. A unique access code will be given for this ONE-Day event and will expire at midnight of the requested date.
3. All new construction, renovations and permitted work will be assigned a unique access code. This code – and ONLY this code – should be given to vendors and individuals associated with the construction activity. The code will expire on the completion date specified on this Request Form.