

BAY HARBOR CHANNEL OWNERS ASSOCIATION, INC.

GATE ACCESS RULES & GUIDELINES

The Bay Harbor entry gate will operate under access code control 24/7.

- All entries using the access codes are recorded on BHCOA recorders by time, date and access code.
- Each owner has been provided with a unique four-digit 24/7 access code. *Please limit the dissemination of your unique 24/7 access code to only those individuals that you would be willing to provide your house key.*
- Additionally, each owner has been provided with a unique four-digit 7AM – 9PM contractor access code for dissemination to maintenance and service vendors with repetitive needs.
- Use of the entry gate keypad to call your designated phone number is the preferred method for authorizing entry to occasional guests and workers.
- You can be assigned a temporary entry code for a specific event where you expect numerous guests.
- Emergency responders, repetitive vendors (trash pickup, newspaper, USPS, UPS, FEDEX, Amazon, etc.) and domestic/maintenance workers for multiple property owners have been assigned individual access codes.
- Real estate companies will be assigned access codes for handling their listings in Bay Harbor. *Owners should not provide their unique access code or contractor code to real estate brokers.*
- New construction and major remodeling contractors can be assigned unique 5AM – 9PM access codes for the duration of the project, as requested by the property owner. *Once the project has been completed, owners are encouraged to contact the gate code administrator to have these contractor codes deleted from the system.*
- If your access codes are compromised in any way or require reassignment for other reasons, contact the gate code administrator.

Gate Code Administrator: Jay Thompson, cell (206) 512-7135