

**3 CANYONS RANCH MASTER HOMEOWNERS ASSOCIATION**  
**Gate Policies, Procedures and Operation**  
Amended and Revised 5 December 2015

**SECTION 1: INTRODUCTION**

1. 3 Canyons Ranch Master Homeowners Association, hereinafter referred to as 3 Canyons HOA utilizes two access points to provide traffic control along 3 Canyons Road. These access points are identified as the East and West Gates. This memorandum identifies the policies, procedures and operations used to manage these gates. The intent of this management is:

- a. To establish a system of traffic control along 3 Canyons Road.
- b. To provide a process of reasonable access for the Members of 3 Canyons HOA and their designated Guests or Renters.
- c. To provide a process of reasonable access for non-Members with legitimate business in 3 Canyons HOA property.
- d. To identify administrative and legal actions that can be taken against trespassers and Members / Renters who violate the policies established in this memorandum.
- e. Member shall provide Renter / Tenant contact information and gate access information. See 3 Canyons HOA CC&Rs, Rental of Lots or Parcels Paragraph 4.2.15.
- f. To identify the procedures the gate committee and the gate administrator will use to manage gate access.
- g. Classification: Authorized Users: Persons residing on the Property (Tenants or Relatives), Members (Owners), Guests (temporary users – not long term residents), and Service Providers (Non-Members with legitimate business). Other than those categories, the remainder are trespassers.

**SECTION 2: GATES**

1. Access to 3 Canyons Road is controlled by two separate gates. The West Gate is located approximately ½ mile east of State Route 92 on 3 Canyons Road. The East Gate is located approximately 1 ¼ miles west of Palominas Road on 3 Canyons Road. Access through these gates is accomplished through one of the means listed below.

a. Members and Authorized Users.

- (1) Gate Access Cards leased at a cost of \$5.00 per card. Swipe Gate Access Card to card reader located adjacent to call box for inbound operation. For outbound operation when auto gate is inoperative, Swipe Gate Access Card to card reader adjacent to key pad.
- (2) Gate Access Remotes leased at a cost of \$40.00 per remote. On the hand held remote unit use button 1 for inbound gate operation and button 2 for out bound if auto gate is inoperative. If a noticeable shortened distance from gate is required to operate gate be sure to check the (A23-12volt) battery for correct voltage or replace battery.

(3) Permanent gate access codes issued upon request (no charge). At the incoming gate control box for access use the # button immediately followed by the 4 (four) digit assigned code. For outgoing access use the 1 button immediately followed by the 4 (four) digit assigned code. Use the outgoing procedure if auto gate is inoperative. The 4 (four) digit code is identical at both gates.

(4) Temporary gate access codes will be issued as needed (no charge). This procedure is identical to Section 2, paragraph 3.

(5) Gate Phone Access System. This system allows Members and Authorized Users to remotely open the gates for entry. The visitor scrolls through the list of names at the incoming gate call box, locates the name of the Member and pushes the CALL button. The Member answers and pushes the 9 (nine) button on the Members phone, a tone sounds at the gate and the gate opens. If the Member does not identify the caller the Member will hang up the receiver. The call disconnects and the gate will not operate.

b. Renters, Guest and Service Providers:

(1) Renters, Guest and Service Providers gain access through the gates in accordance with Section 2 and Section 3.

c. Emergency Services:

(1) Knox Box. The Knox Box is a secure means for Fire Departments, to include EMTs, to gain access to the 3 Canyons HOA in an emergency. Use of the Knox Box is restricted for use by the fire departments that respond to emergencies affecting the 3 Canyons HOA.

(2) YELP. The YELP feature at each of the gates allows emergency services such as the police, border patrol, fire, and EMTs to enter the 3 Canyons HOA using the “YELP” mode on their siren.

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Note: Cards, remotes, and codes are the property of the 3 Canyons HOA. The 3 Canyons HOA Gate Committee has the authority to terminate gate access codes, cards, and remotes if they are being misused.

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### **SECTION 3: ADMINISTRATION**

1. The 3 Canyons HOA gate access management system provides access to Members of 3 Canyons HOA, their authorized users and service providers with legitimate business in 3 Canyons HOA:

a. Members and Authorized Users. 3 Canyons HOA Members access their property using gate access codes, cards or remotes. Codes are issued by the gate committee at no charge if requested by the member. Members may also lease gate access cards and/or remotes. See form attachments 1, 2 and 3. Members are responsible for providing their renters with gate access means and must contact the gate administrator to establish a renter account. Renters will be provided access codes, cards and/or remotes as determined by the Gate Committee.

b. Guests. Members and authorized users provide access to their guests by using the entry gate phone system. See Section 2, item 5.

c. Service Providers with legitimate business in the 3 Canyons HOA are granted access through the gates as determined by the gate committee based on requirements stated by the service provider. See form attachment 2.

#### **SECTION 4: GATE ADMINISTRATOR**

1. Access to 3 Canyons HOA is managed by the 3 Canyons Gate Administrator who is appointed by and serves at the pleasure of the 3 Canyons HOA Gate Committee. The Gate Administrator governs the access to 3 Canyons HOA Property by using the policies, procedures and forms included in this memorandum and posted on the 3 Canyons HOA website.

The Gate Administrator:

a. Processes access requests submitted by Members and Authorized Users in accordance with policies established by the Gate Committee. Access requests will be submitted in accordance with instructions in form attachments 1, 2 and 3 through the USPS to the following address:

Gate Administration

PO Box 1083

Hereford, AZ 85615

The Gate Administrator will process these requests within 10 working days of receipt. The Gate Administrator may be contacted by e-mail or phone. Contact information for the Gate Administrator is listed on the HOA Website (az3canyons.com) home page.

b. Maintains the gate access database for the East and West gates.

c. Maintains security logs and reports code, card or remote misuse to the Gate Committee.

d. Assists users in resolving access-related issues.

e. Maintains temporary access codes to allow Members and Authorized Users access to 3 Canyons HOA as needed.

#### **SECTION 5: GATE COMMITTEE**

The Gate Committee manages gate access and provides assistance to the Gate Administrator in accordance with this policy memorandum. Actions and decisions by the Gate Committee may be appealed to the Board. Refer to HOA Website (az3canyons.com), Appeal Process and Forms.

#### **SECTION 6: TREASURER**

1. The Treasurer provides instructions to the Gate Committee concerning the processing of funds collected and any required reports.

2. The treasurer assists the Gate Administrator in submitting fees collected to the bank.

## **SECTION 7: SERVICE PROVIDERS**

1. Gate access devices are intended for use **ONLY** by the individual and/or organization submitting the Service Provider application. The individual and/or organization applying for the gate access device(s) will be responsible for the proper use of the issued access devices. Access devices may not be shared. Non-compliance may result in access being revoked or access conditions modified. See form attachment 2,
2. Service Providers may access 3 Canyons HOA by means of the phone access system.
3. In some situations a requested number may be issued upon approval of the Gate Committee.

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Note: There are some Service Providers whose services are so critical to the safety and well-being of the community that the gate committee may waive access fees.

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## **SECTION 8: VIOLATIONS**

### 1. Members and Authorized Users:

- a. Members and Authorized Users that knowingly violate gate access policy are subject to administrative action as determined by the Gate Committee. Violating gate access policy is providing an access code, card or remote to an individual or organization that is not authorized to possess it.
- b. Upon a first violation of gate access policy by a Member, the Gate Administrator will mail a certified letter to the Member explaining the violation and warning the Member that future violations by the Member will subject the Member to monetary fines in accordance with the following schedule:

Second Violation - \$ 50.00

Third Violation - \$ 500.00 (third and all subsequent violations \$ 500.00) NOTE: All fines not paid will have a lien notice generated and recorded on the property.

- c. Gate opening devices may also be changed or cancelled as determined by the Gate Committee.
- d. Upon a second and subsequent violation of the gate access policy, the Gate Committee will mail a certified letter to the member explaining the violation and the fine imposed upon the Member. Members must pay the fine or appeal the fine by contacting the 3 Canyons HOA Board of Directors by a Certified Letter within 30 days of receiving the violation notice. Upon approval or disapproval of the violation and fine by the HOA Board of Directors the Member will be notified by a Certified Letter of the Board of Directors decision. If the Board of Directors upholds the approval of the violation and fine the member has 10 days upon receipt of Certified Letter to pay the fine. If the Member does not pay the fine it shall be forwarded to the HOA Attorney for legal action.

## **SECTION 9: TRESPASSING**

1. Individuals or organizations entering 3 Canyons HOA without authorization are considered trespassers and are subject to criminal and/or civil penalties. The 3 Canyons HOA board will pursue trespassers as advised by legal counsel.
2. To avoid possible administrative or legal action, 3 Canyons HOA Members should not assist individuals or organizations in trespassing within 3 Canyons HOA.
3. The Gate Committee reports all trespassing incidents to the Cochise County Sheriff's Department and the 3 Canyons HOA Attorneys for criminal and civil action.

## **SECTION 10: MOVING**

The gate opening devices (numbers, cards and remote operators) are leased to the original Owner and are not transferable to the new Owners who must apply for their own opening devices. All opening device codes will be cancelled 30 days after the transfer of ownership is recorded.

Please return opening devices to Gate Administrator, PO Box 1083, Hereford, AZ 85615.

**ATTACHMENT 1 – MEMBERS CARD/REMOTE GATE ACCESS REQUEST FORM**

Date: \_\_\_\_\_

Member's section #: \_\_\_\_\_

Tax ID / Parcel # (example: 104-27-050J) \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Member Name: \_\_\_\_\_ Phone: (\_\_\_\_\_) - \_\_\_\_\_ - \_\_\_\_\_

Renter Name: \_\_\_\_\_ Phone: (\_\_\_\_\_) - \_\_\_\_\_ - \_\_\_\_\_

Physical Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

E-Mail address: \_\_\_\_\_

\_\_\_\_\_ # of gate access cards requested. (\$5.00 each)

\_\_\_\_\_ # of gate remote access devices requested. (\$40.00 each)

TOTAL AMOUNT THIS ORDER \_\_\_\_\_

Checklist:

- Read 3 Canyons HOA Gate Policy, Procedure and Operation Memorandum
- Signed copy of **MEMBERS CARD / REMOTE GATE ACCESS REQUEST FORM**
- Check for total amount of this order.

I have read, understood and agree to abide by the Gate Policies, Procedures and Operation (**Attention to: Section 8 Violations**) as posted on the 3 Canyons HOA website (az3canyons.com) as part of my application.

\_\_\_\_\_  
Signature

\_\_\_\_\_ Check here if you do not want to be displayed on the electronic directory.

\*\*\*\*\*Allow 10 working days for processing and delivery. Please make checks payable to 3 Canyons Ranch Master Home Owners Association. \*\*\*\*\*

Mail application packet to: 3 Canyons HOA Gate Administration, PO Box 1083, Hereford, AZ 85615.

For assistance in completing this form contact the Gate Administrator listed on the HOA Website (az3canyons.com) home page.

**ATTACHMENT 2 – SERVICE PROVIDER GATE ACCESS REQUEST FORM**

Date: \_\_\_\_\_

Business Name: \_\_\_\_\_ Phone: (\_\_\_\_) - \_\_\_\_ - \_\_\_\_\_

Physical Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

E-Mail address: \_\_\_\_\_

\_\_\_\_\_ # of gate access cards requested. (\$5.00 each)

\_\_\_\_\_ # of gate remote access devices requested. (\$40.00 each)

Request is subject to approval by the gate committee.

Justification: (Include how many vehicles you need access for. If gate remotes are requested please state why these devices are needed instead of cards. If a code or code(s) are requested please state why these codes are needed instead of cards)

\_\_\_\_\_

Print Name	Position / Title
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\_\_\_\_\_  
Signature

\*\*\*\*\*Allow 10 working days for processing and delivery. Please make checks payable to 3 Canyons Ranch Master Home Owners Association.\*\*\*\*\*

Mail application packet to:  
3 Canyons HOA Gate Administration, PO Box 1083, Hereford, AZ 85615.

For assistance in completing this form contact the Gate Administrator listed on the HOA Website (az3canyons.com) home page.

**ATTACHMENT 3 - MEMBERS CODE GATE ACCESS REQUEST FORM**

Date: \_\_\_\_\_

Member's section #: \_\_\_\_\_

Tax ID / Parcel # (example: 104-27-050J) \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Member Name: \_\_\_\_\_ Phone: (\_\_\_\_\_) - \_\_\_\_\_ - \_\_\_\_\_

Renter Name: \_\_\_\_\_ Phone: (\_\_\_\_\_) - \_\_\_\_\_ - \_\_\_\_\_

Physical Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

E-Mail address: \_\_\_\_\_

\_\_\_\_ I request an access code at no charge

**Checklist:**

- Read 3 Canyons HOA Gate Policy and Procedure Memorandum
- Signed copy of **MEMBERS CODE GATE ACCESS REQUEST FORM**

I have read, understood and agree to abide by the Gate Policies, Procedures and Operation (**Attention to: Section 8 Violations**) as posted on the 3 Canyons HOA website (az3canyons.com) as part of my application.

\_\_\_\_\_  
Signature

\_\_\_\_\_ Check here if you do not want to be displayed on the electronic directory.  
\*\*\*\*\*Allow 10 working days for processing and delivery. \*\*\*\*\*

Mail application packet to:

3 Canyons HOA Gate Administration, PO Box 1083, Hereford, AZ 85615

For assistance in completing this form contact the Gate Administrator listed on the HOA Website (az3canyons.com) home page.