3 CANYONS RANCH HOA ***MEMBER*** GATE ACCESS REQUEST FORM

Note: Form will not be processed unless ALL information is provided.

Member Name: (Print) _____Date:_____

Mailing Address: _____State _____ Zip _____

Physical Address: _____ State _____ Zip _____

Email address: _____

Phone Number _____

Section Number: _____ Parcel Number: _____ (example: 104-01-050J)

ACCESS OPTIONS

____ Access code - no charge ____ Remote(s) at $40.00 each _____ Card(s) at $5.00 each.

Total amount enclosed: $_____ (Check payable to 3 Canyons Ranch Master HOA)

Return this form with payment (if applicable) to:

3 Canyons HOA Gate Chair, PO Box 970, Hereford, AZ 85615.

For questions/concerns contact the gate administrator at: gates@threecanyonsranch.com

If no payment is required you may submit this form by email to: gates@threecanyonsranch.com

NOTE: Sharing your access code allowing trespass by non-members is a violation with potential fines or may result in revising access, such as 'card only'.
Gate Guidelines can be found here: www.threecanyonsranch.com

You will also be assigned a 3-digit 'Visitor' code that will show in front of your name on the entry kiosks – entering that 3-digit code and pushing the round call button will allow you to receive a call from that gate and allow entry by entering 9 on your phone to open the gate. Not entering a 9 & hanging up will not allow entry if a visitor is not recognized.

Signature: _____ Date: _____

THE FOLLOWING IS FOR 3 CANYON GATE ADMINISTRATOR USE ONLY:

Member Access Code:_____Visitor Code:_____Date:_____

3 CANYONS RANCH HOA ***RENTER / TENANT*** GATE ACCESS REQUEST FORM

Note: Form will not be processed unless ALL information is provided.

Member Name: (Print) _____Date:_____

Member Mailing Address: _____State _____ Zip _____

Physical Address: _____ State _____ Zip _____

Member Email address: _____Phone #_____

Section Number: _____ Parcel Number: _____ (example: 104-01-050J)

Renter Name(s): (Print) _____

Renter Email Address: _____Phone #_____

Return this form with payment (if applicable) to:

3 Canyons HOA Gate Chair, PO Box 970, Hereford, AZ 85615.

For questions/concerns contact the gate administrator at: gates@threecanyonsranch.com

If no payment is required you may submit this form by email to: gates@threecanyonsranch.com

NOTE: Sharing your access code allowing trespass by non-members is a violation with potential fines or may result in revising access, such as 'card only'. Gate Guidelines can be found here: www.threecanyonsranch.com

You will also be assigned a 3-digit 'Visitor' code that will show in front of your name on the entry kiosks – entering that 3-digit code and pushing the round call button will allow you to receive a call from that gate and allow entry by entering 9 on your phone to open the gate. Not entering a 9 & hanging up will not allow entry if a visitor is not recognized.

Signature: _____ Date: _____

THE FOLLOWING IS FOR 3 CANYON GATE ADMINISTRATOR USE ONLY:

Tenant Access Code:_____Visitor Code:_____Date:_____

3 CANYONS RANCH HOA *CONTRACTOR* GATE ACCESS REQUEST FORM

(MEMBER SPONSORED)

Note: Form will not be processed unless ALL information is provided.

Member Name: (Print) _____Date:_____

Member Mailing Address: _____State _____ Zip _____

Physical Address: _____ State _____ Zip _____

Member Email address: _____Phone #_____

Section Number: _____ Parcel Number: _____ (example: 104-01-050J)

Contractor Name: (Print) _____

Contractor Email Address: _____

Phone #1_____Phone #2:_____

Return this form to 3 Canyons HOA Gate Chair, PO Box 970, Hereford, AZ 85615 or by email to:
gates@threecanyonsranch.com

NOTE: Sharing your access code allowing trespass by non-members is a violation with potential fines or may result in revising access, such as 'card' only.
Gate Guidelines can be found here: www.threecanyonsranch.com

Signature: _____ Date: _____

THE FOLLOWING IS FOR 3 CANYON GATE ADMINISTRATOR USE ONLY:

Contractor Access Code:_____Date:_____

3 CANYONS RANCH HOA *SERVICE PROVIDER* GATE ACCESS REQUEST FORM

Note: Form will not be processed unless ALL information is provided.

Service Provider Name: (Print) _____Date:_____

Contact Name: (Print): _____

Type of Service:_____

Mailing Address: _____State _____ Zip _____

Physical Address: _____ State _____ Zip _____

Email address: _____

Phone Number 1. _____ 2. _____

____ I request an access code at no charge.

ALL gate codes are for a period not to exceed 2 years but may be extended upon request.
The 3 Canyons Ranch HOA Gate Guidelines are here: www.threecanyonsranch.com.

Complete this form and return to: 3 Canyons HOA Gate Chair, PO Box 970, Hereford, AZ 85615 or by email to gates@threecanyonsranch.com

NOTE: Sharing your access code with anyone not related to this specific service is a violation and will result in loss of access. This code expires 2-years from issue date but may be extended upon request.

Signature: _____ Date: _____

THE FOLLOWING IS FOR 3 CANYON GATE ADMINISTRATOR USE ONLY:

Service Provider Access Code:_____Date:_____

3 Canyons Ranch

MASTER HOMEOWNERS ASSOCIATION

Post Office Box 970 ● Hereford, Arizona 85615

Gate Access Guidelines Amended April 2024

SECTION 1: INTRODUCTION

OVERVIEW: 3 Canyons Ranch Master Homeowners Association hereinafter referred to as 3CR is a private, gated community. Access for members, guests, contractors, service providers and emergency services is via two authorized access points; the West gate, located 1/2 mile East from State Highway 92 on 3 Canyons Road and the East gate located approximately 1-1/4 miles West of Palominas Road on 3 Canyons Road at S. Rio Santiago.

PURPOSE: This policy identifies the administration, procedures, and operations necessary to administer access to 3CR, specifically:

a. Identifies the process of access for the members of 3CR their guests, tenants, service providers and emergency services.

b. Identify procedures the Gate Committee and Gate Chair shall use to manage gate access.

c. Identify administrative procedures governing access codes, devices and violations

APPLICABILITY: This policy applies to 3CR residents and all persons and organizations desiring access to 3CR HOA.

DEFINITIONS:

a. Member: Legal owners of property within 3CR HOA and members of their immediate family who reside within the household.

b. Tenants: Non-members and their immediate family who reside with them and who contractually agree to rent a member's property for a defined period of time.

c. Guests: Non-members who are authorized by a member to visit a member's property for a specific, temporary purpose. Examples are visiting friends & relatives, yards sales, parties, etc.

d. Contractors: Businesses that contract with a resident to perform work and provide supplies to build/erect a home or improvements on a property owned by Members. Examples include general contractors, subcontractors, etc.

e. Service Providers: Businesses who are authorized by a member to visit a member's property for a specific, business-related purpose. Examples include Real estate Agents, workers, delivery drivers, pest control, mail delivery, utility providers, etc.

f. Emergency Services: Public entities that provide for the health & welfare of 3CR residents including law enforcement & emergency services.

g. Trespasser: An individual or entity that enters 3CR without authorization of the 3CR Gate Chair and in violation of this policy.

SECTION 2: ADMINISTRATION

RESPONSIBILITIES:

a. 3CR Board of Directors (BOD): The 3CR BOD appoints the Gate Chair and Gate Committee. The BOD is responsible for providing oversight and direction for the administration of this policy

b. 3CR Gate Chair: The Gate Chair is a 3CR member appointed by the BOD who is responsible for the day-to-day management of the 3CR Gate program in accordance with this policy and direction from the BOD. Typical duties include establishing gate access and administrative procedures; processing access requests; assigning & terminating access codes & devices; processing trespasser and other violations; and, in conjunction with the 3CR Treasurer, for the administration of related fees and fines. The Gate Chair shall provide to the BOD a written report summarizing relevant activities each quarterly BOD meeting.

c. Gate Committee: The Gate Committee is comprised of volunteers from the 3CR membership and approved by the BOD. Committee members are assigned various duties and responsibilities as determined by the Gate Chair.

d. 3CR Members. All 3CR members and authorized users are responsible for adhering to the requirements and procedures specified herein. 3CR members are specifically responsible for safeguarding their access codes & devices and reporting actual or suspected compromise to the Gate Chair within 24 hours. Members are specifically prohibited from sharing assigned access codes & devices. Members may be held responsible for all trespassers through willful or negligent use of their assigned access codes & devices and all violations caused by the member's guests, tenants and contractors pursuant to the CCRs and this policy.

e. 3CR Treasurer. The 3CR Treasurer will receive, process and forward to the current management company to disburse invoices as appropriate for all monies, including fees and fines, associated with this policy.

ACCESS REOUEST PROCEDURES

The 3CR access management system provides access to 3CR members, authorized users and service providers with legitimate business within 3 Canyons HOA. Personnel desiring access to 3CR shall complete & submit the appropriate Access Request Form, with payment if applicable, to the 3CR Gate Chair by mail to 3 Canyons Master Ranch HOA, PO Box 970, Hereford, Arizona 85615. Checks should be made payable to 3 Canyons Master Ranch HOA.

1. 3CR Member Access: Complete & submit the Member’s Gate Access Request Form.

2. Renter/ Tenant Access: 3CR members shall complete & submit the Members Gate Access Request Form for Renter/Tenant Form.

3. Contractor Access: Contractors shall complete and submit the Contractor Gate Access Request Form. Note-these are temporary access codes issued for a defined period of time.

4. Service provider: Service Providers with legitimate business within 3CR shall complete & submit the Service provider Gate Access Request Form. Access codes may be issued on a semipermanent basis of one code for each service provider business (i.e. one per real estate company, one per FEDEX, etc.). All service providers are expected to safeguard & not share their code with nonaffiliated entities and adhere to the provisions of this 3CR Gate Policy.

5. Emergency Services: Legitimate emergency services such as Fire & Police Departments, Ambulances Services, etc. are provided with unrestricted access via the KNOX / YELP features installed at each gate.

3CR ACCESS METHODS

1. Remote Control Devices (RCD): RCD's provide access to 3CR gates by pressing a button within range of the gate receiver. RCDs are issued only to 3CR members (maximum of 3 per household) at the cost of $40.00 per RCD. RCDs remain the property of 3CR, are NOT transferable and shall be returned to the Gate Chair when no longer required. Replacement for lost or compromised RCDs shall consist of a $40 device replacement charge plus an administrative fee of $40 (total $80 per RCD). Unserviceable RCDs, as determined by the gate committee, will be replaced free of charge upon return of the defective device. Battery replacement is the responsibility of the 3CR resident.

2. Access Cards: Access Cards are read by the card reader adjacent to the call box. Access cards are issued only to 3CR members (maximum of 3 per household) for a fee of $5.00 per card. These remain the property of 3CR, are NOT transferable and shall be returned to the Gate Chair when no longer required. Replacement for lost or compromised cards shall consist of a $5 replacement card charge plus an administrative fee of $40 (total $45 per card). Unserviceable cards, as determined by the gate committee, will be replaced free of charge upon return of the defective card.

3. Gate Codes: Gate access codes are entered into the gate code keypad. Gate codes are provided at no charge on the basis of one per 3CR household or one authorized Service / Contractor business. To access the gate, the user enters the # button immediately followed by the assigned four (4) digit code. Initially, assigned gate codes shall be provided free of charge. Lost or member-compromised codes shall be reissued for an administrative fee of $40.

4. Gate Phone Access System: The Gate Phone Access System allows 3CR members to remotely open the gates of entry for authorized guests and visitors. The visitor scrolls through the list of names at the incoming gate call box. After locating the name of the 3CR member, the user presses the round CALL button which places a phone call to the designated phone number

of the 3CR member, and visitor can identify themselves to member. The member can then press the Nine (9) button on their phone to open the gate. If the 3CR member does not recognize the caller, they can hang up and the gate will not open. This is the recommended method of access for temporary and infrequent visitors. *

Visitor Code: The Gate Chair will provide members with a 3-digit code for use by visitors to use at the gate call box instead of looking up the HOA member's last name. ***This is NOT the same as your access code.*** Scroll to your name on the gate box display & there is a 3 digit Visitor Code by your name. (If your name is not shown on the display contact the Gate Chair for assistance.) Your visitors enter the 3-digit code and press the round CALL button which places a phone call directly to the designated member phone number. The member can then press the Nine (9) button on their phone to open the gate or hang up if not recognized.

NOTE: Changing your phone # requires an update to the Gate Chair to reprogram the gate entry phone system.

5. KNOX Box: The KNOX Box is a secure means for Fire Departments, including EMTs, to gain access to 3 Canyons HOA during an emergency. Use of the Knox Box is restricted to authorized users only.

6. YELP: The YELP feature at both of the gates allows emergency services such as the Sheriff's Department and Border Patrol, to enter the 3 Canyons HOA using the "Yelp" mode on their siren system. Use of the YELP feature is restricted to authorized users only.

RCDs, assess cards & codes are the property of 3CR. In the event of suspected compromise or misuse the Gate Chair may temporarily suspend, for safety & security purposes, the access of any of these methods for any user.

IF THE EXIT GATE DOES NOT OPEN AUTOMATICALLY, or you are walking or biking, open the exit gate by using the keypad and pressing the 1 button, followed by your 4-digit gate code.

SECTION 3: VIOLATIONS

All 3CR members and authorized visitors shall adhere to the provisions of this policy in order to promote and preserve the general safety & security of all within 3CR. The 3CR Gate Chair shall determine violations and initiate actions based upon the following guidelines. These shall be in addition to any administration fees specified in Section 2.

a. Non-compliance by a 3CR member including facilitating unauthorized access or sharing of any access devices.

1. First Violation: Warning letter.

2. Second Violation: Formal Notice of Violation (NOV) and $60 fine.

3. Third & subsequent Violations: Formal NOV and $150 fine

b. Non-compliance by a Contractor / Service Provider shall receive a written warning. Subsequent violations may result in denied access to 3CR.

c. 3CR members may appeal the fines, including a request to waive any administrative fees within 30 days of notification by the Gate Chair. 3CR members shall submit all appeals directly to the 3CR BOD using the 3CR Financial Appeal Form found on the 3CR website, www.threecanyonsranch.com, under the documents/guidelines forms tab. Fines & fees will not be assessed during the appeals process. lf the appeal is unsuccessful, all fines & fees are payable within 20 calendar days of BOD decision. Fines & fees not paid within proscribed timelines may be forwarded to the 3CR attorney for appropriate action. All 3CR legal costs associated with enforcing this policy may be assessed to the 3CR member. 3CR members will be notified via email.

SECTION 4: TRESPASSERS

3CR considers all unauthorized individuals or entities entering 3CR as trespassers. The Gate Chair or the Traffic Control Chair shall report all known or suspected trespassing incidents to the BOD and the Cochise County Sheriff's Department per the Traffic Control Committee procedures. lt is 3CR's intent to vigorously subject all trespassers to criminal and/or civil penalties as appropriate. 3CR members who facilitate unauthorized individuals or entities in trespassing are similarly subject to 3CR administrative or legal actions.