Resident Gate Operation
Retreat at Rockrimmon HOA
Updated 11/7/08

My Keycode: ☐ ☐ ☐ ☐ ☐ ☐

My Directory Code: ☐ ☐ ☐
Visitor enters your 3-digit code at call box; your phone rings; you answer and dial 9 to open gate.

Our Property Manager Kristie McKitterick assigns all vehicular gate codes from her office which is not located in the Retreat. She also controls gate openings for maintenance or repair; homeowner construction work requiring the accommodation of trucks; and real estate open houses. Please request gate openings during the work week as they must be programmed in advance. In the event of bad weather, gate malfunctions, or other emergencies, our Gate Chairperson Bill Bartlett can open the gate electronically or manually. He also has remotes and walk-thru gate keys.

Gate Emergencies: Bill Bartlett Residence: 599-7724
Property Manager: Kristie McKitterick Office: 593-9811

THREE WAYS TO OPEN THE FRONT VEHICULAR GATE:

- **USE YOUR REMOTE** You can open the gate with your remote programmed for our gate.

- **USE YOUR KEYCODE** Push once and enter your 6-digit personalized Keycode (or PIN).

- **USE RESIDENT DIRECTORY CODE FROM CALL BOX** Visitors use up and down arrows to scroll through the call box electronic directory. When the desired name is found, they enter the corresponding 3-digit code. The resident's phone rings. If you have Caller ID, it will say "RETREAT AT ROCK." You can talk briefly to visitors to identify them. If you want to allow access to the visitor, simply press (or dial) **9** to open the gate. You will hear "Access granted." **Caution:** As you press each key, you will hear a clicking sound. If not, you will need to retry. If you have a "no solicitors" message on your phone, the resident directory code will not work. The call box cannot be used to dial phone numbers.

KNOW YOUR KEYCODE — As suggested by the Colorado Springs Fire Department, RRHOA urges all residents to know their 6-digit KEYCODE used to open the front vehicular gate, and keep it near their phone if needed in an emergency. Police Dispatch, Colorado Springs Police Department, knows our gate code(s) and can communicate this information to all emergency vehicles if necessary. This information is "paged" not broadcast. All Fire Department vehicles use a key switch to open the gate.