

# *Tree Tops Homeowners Association, Inc.*

## *Gate Access / Key Fobs / Mailbox Keys*

### **Gate access: Guard House Phone Number 803-802-1090**

- (1) **Homeowners** – All Homeowners will receive up to two (2) transponders per home at no charge. Additional or replacement transponders may be purchased for an additional \$50 each. There is a limit to four (4) per address. See the installation instructions provided with your transponders.
- (2) **Visiting Guests (frequent/daily)** – Guests may use an access code on the keypad. The 4-digit number is the same 4-digit number shown on your transponder (see sample attached). Please note only one of the 4-digit numbers assigned to you will work on the keypad. We suggest limiting these codes for use by daily visitors.... home health care givers, family members, housekeepers etc. Homeowners are responsible for any Guest they grant access to the community. **When using the keypad, please press # and then the four digit code.**
- (3) **Visiting Guests** – Guests will be able to dial up Homeowners by last name on the keypad directory. The phone number you provide for the Transponder system is the number that will activate the gate opening. When you answer your phone you push 9 and that should auto-open the gate.
- (4) **Visiting Guests or Delivery** – Delivery by food services, parcel deliveries, furniture deliveries, contractors etc will need to check in with the Gate Guard. A temporary daily pass will be provided. Please call the Gate Guard at 803-802-1090 to inform them of an expected delivery.
- (5) **Overnight/Long Term Visiting Guests** – will need to check in at the Guard Gate and receive a temporary longer term pass. This pass must be returned by the Homeowner upon the date of expiration.

### **Post Office and Mail Delivery: Lancaster Post Office 803-286-6202**

- (1) Two keys are provided per residence. Upon sale of the home this key must be returned to your HOA representative. Lost key replacement may be requested thru the Lancaster Post Office.
- (2) The mailboxes for delivery are located inside Cabin 1. Mail service is provided by the Lancaster Postmaster. .
- (3) Outgoing mail may be placed for pickup in the slots provided.
- (4) Parcels may be delivered by the carrier to your home or they will be dropped at the Van Wyck Post Office for pickup. This is a courtesy so you won't have to drive to Lancaster to pick up your parcels. Please contact the post office directly for issues with delivery of packages.

### **Amenity Access:**

- (1) Each Resident will receive two (2) key fobs. Additional or replacement key fobs may be requested for an additional \$25 each. There is a limit of four (4) key fobs per residence.
- (2) Key fobs are needed at all time for access to each of the Cabins (with the exception of the Mail Center). The key fob will access any future amenities as well.

