

## **Instructions For Using the Rose Bay Gate Access Control Box**

Rose Bay Homeowners Association, Inc.  
300 N. Ronald Reagan Blvd. Suite 315 Longwood Fl, 32750

When you have guests, they can use the keypad on the call box to find your name in the database and choose your name in the database. The phone number you provided will be called by the access control system. If you wish to allow that person access, just depress the “9” key on your phone key pad and the gate will open.

As a shortcut, your guests can depress the “#” sign and enter your house number at the access control key pad. This will dial your phone number as well. Then if you wish to allow that person access, just depress the “9” key on your phone key pad and the gate will open. **Please be advised that if your guest keys in the wrong number it can take the system up to 2 minutes to reset before it will allow them to rekey another number.**

For security reasons, please do not give out the master gate access code to delivery people and others that do not need to gain access on a regular basis.

In addition, **DO NOT** grant access to unknown individuals calling stating that they cannot get in. This is a tactic taken by criminals at times. You could be saving the life or property of yourself or one of your neighbors.

If you have any questions or problems, please call the Rose Bay Community Association Manager Karina Perez at (407) 802-3330 between 10 am - 4 pm Monday - Friday.

Your Rose Bay Board of Directors and Community Association Manager