# OLDE PORT COVE HOMEOWNERS ASSOCIATION (OPCHA) SECURITY CODE RELEASE AGREEMENT

**Homeowner Name(s): Lot #:**

**Address: Access Code #:**

**Phone #: - E-mail:**

**List all persons residing at this residence (18 years or older) who will be authorized to use your access code for entrance into the Olde Port Cove (OPC) Clubhouse.**

**1. 3.**

**2. 4.**

**5. 6.**

**Signature of this form acknowledges that you:**

1. **Have received your access code and security system procedures,**
2. **Been provided (verbally) the clubhouse password,**
3. **Will not share your access code or password with anyone not authorized by this agreement,**
4. **Will abide by the OPCHA clubhouse usage guidelines, rules and regulations, and any amendments,**
5. **Will be responsible for any damage to the clubhouse and its contents incurred by you or your guests, and**
6. **Have an authorized Informed Consent and Release of Liability (ICRL) on file with OPCHA.**

**Procedures for using the security system and general guidelines for clubhouse usage are attached for your records.**

**Homeowner Signature**

**Date**

**Homeowner Name(s): Access Code #:**

**OPCHA SECURITY SYSTEM PROCEDURES**

The Digital Security 24-hour system monitors our clubhouse security using front door access detection, motion detectors, and smoke alarms. If security is breached, Digital Security will be notified (the phone line is seized for approximately 1 minute) and the siren will sound. Digital security will call the clubhouse phone and request your name and Password. If no one answers, Emergency Services will be dispatched. Each homeowner is assigned a unique 4-digit access code for arming and disarming the system. Digital Security maintains a record of entries/exits to the clubhouse which will be available for authorized OPCHA members. As examples, this record could be used to identify individuals violating usage agreement (e.g., cleaning, unreported damage), determine cleaning service needs based on usage trends, and find unwanted visitors (e.g., birds, squirrels).

# NOTE: DIFFERENT ACCESS CODES CAN BE USED FOR ARMING AND DISARMING.

**Disarming Procedures**

1. Unlock clubhouse front door and close. (Do not try to enter from any other door.)
2. A continuous beep will sound. The security box will display “Enter Code to Disarm System” and a red Armed light.
3. Enter your 4-digit access code into keypad within 45 seconds. **If you make a mistake, press the # key and enter your code again.**
4. If siren is activated, try again to enter # followed by your 4-digit access code. Digital Security will call the clubhouse telephone and request your name and Password. **If you do not respond to the call, Emergency Services will be alerted.**
5. Once your code is entered, the green Ready light will appear and the current Date and Time.

# Arming Procedures

1. Follow the Clubhouse Usage procedures before arming the system.
2. Be sure front door is closed.
3. Enter your 4-digit access code. Both green Ready light and red Armed light will come on. **If you make a mistake, press the # key and enter your code again.**
4. Exit and lock the front door within 60 seconds.

# CLUBHOUSE USAGE GUIDELINES

OPCHA members in good standing have the privilege to use OPC common areas including the clubhouse. When you use the clubhouse through open access, that is, without renting it, you are expected to leave it in a condition that you would expect or better. Also, you are expected to ensure our clubhouse remains secure from outsiders through diligent use of the security system. Never leave the clubhouse unsecured unless there is a problem and you have notified one of the contacts listed below.

Please keep the clubhouse clean and secure by following these steps before leaving:

* 1. Remove all trash
	2. Check bathrooms (leave bathroom doors open)
	3. Check kitchen areas for cleanliness; remove all food and drinks; check refrigerators
	4. Vacuum /sweep carpets and floors, including foyer hall, as necessary
	5. Return furniture to its setting
	6. Remove all trash inside and check outside perimeter for any trash.
	7. Ensure all doors and windows are closed and locked.
	8. Turn off all lights and fans and return thermostats to recommended setting.
	9. Alert one of the contacts of any maintenance or cleanliness problems.

# Contacts for Security or Clubhouse Issues:

**OPC Clubhouse Manager:** Marie Harrell 757-254-6745 (Cell) email: **marie.harrell.opc@gmail.com Alternate:** Ruby Person 240-4244 (Home)

 **Security Access Code**: email **code.keys.opc@gmail.com**