

VERONA AT RENAISSANCE HOMEOWNER'S ASSOCIATION

Instructions for Use of Gates

New Homeowners:

- At closing for your new home, your real estate agent should provide you at least (2) two Gate FOBs, and the private 4-digit code from the previous home owners.
- As a new Verona Homeowner, you will need to fill out a **Gate Action Request Form** and submit form by email to gates@myveronahoa.com. These forms can be found at our website www.myveronahoa.com under the Gate Committee section. Once complete you will be added to the call box gate directory and database, which assigns your 3-digit and 4-digit codes. To be shown in the call box directory and 3-digit code to work homeowner must provide a telephone number. The Gate Committee will also assign your FOB codes to you.

Gate Rules:

At all gate locations the following rules need to be followed.

1. Speeds at gate location approach should be 5mph, gates will automatically open slowly for you to safely enter or exit. One vehicle at a time should proceed thru. This applies to all vehicles. Cars/Trucks/Golf Carts/Bicycles/Motorcycles.
2. No vehicle should ever go thru the open gate going the wrong direction. i.e., Going out thru the entrance.
3. Never try to speed up to get thru closing gate.
4. If you hit the gate with your vehicle, please stop and notify any Verona Board member, or Gate Committee Chairperson, or Hillsborough County Sheriff's Office.

Gate Codes Explained

1. **Three-Digit Codes** are assigned by the computer, and are found in the call box directory. Visitors can scroll down the list of names on the callbox screen displayed in alphabetical order and find the 3-digit code listed next to your name using the callbox keypad. Enter the 3-digit code and the system will dial your phone number you provide. When you answer the phone, you may have a conversation with the person waiting at the callbox to ID the person, tell them not to hang up before you press 6 on your phone, the call will disconnect, and the gate will open.

Gate call box phone numbers should be stored in your phone contacts.

Label them Verona Front Gate Access 813-938-1107

Verona Back Gate Access 813-938-1108

This way when a visitor/contractor uses the call box directory it will come up on your cellphone screen as Front or Back Gate Access.

2. **Four-Digit Codes** each home selects a 4-digit entry code (pin number) as long as the number is available (Not in use by someone). Example – if your 4-digit code is 1234, you can open the gate by hitting *1234 on the callbox keypad.
Remember to hit star * first.
Never give your PRIVATE 4-digit code to anyone. However, you may provide this code to family members, to be used in case of emergencies. The Gate Committee has audits to be reviewed at least quarterly, that indicates any suspected misuse of Private 4-digit codes. Audits are for the security of the Verona community.

At Gate Locations

The **"Front Gate"** at the north west end of Chipper Drive near the swimming pool can be opened (3) different ways.

Owner/Resident can use their electronic fob by pressing the button on the FOB once, when pointing at the call box. The receiver for the FOB signal is in the call box not the gate. Pointing the FOB toward the gate will have very inconsistent results.

Owner/Resident can enter their PRIVATE 4-digit pin code by entering an asterisk (*) key at the callbox then your PRIVATE 4-digit code.

Visitor/Contractor can press the (#) key on the keypad and scroll down the call box directory to find name Enter the 3-digit number next to name and this will automatically call the phone number you have associated with your name listing. Verona Gate Access will appear on the screen on your cellphone, (if you have saved #813-938-1107 Front Gate and named it accordingly). Answer the call, you can speak with them, once they ID themselves to you tell them not to hang up, press (6) on your phone. You will hear a beep and the gates will open.

You, as owner can also provide your Gate Call Box 3-digit number to all your visitors/contractors so they don't need to scroll for your name in the Gate Call Box Directory. They will enter the 3-digit number into the call box. This will automatically call the phone number associated with your name. This method only saves the step of looking for your name in the Gate Call Box Directory.

The **"Back Gate"** at the south east end of Chipper Drive near Emerald Dunes Drive, use the same instructions as above.

Exit Gates

Gates open automatically when your vehicle approaches slowly.

Caregivers

Caregivers should use the VISITOR/CONTRACTOR system for entry.

Emergency Access

The fire department can also open either of our gates in case of emergency using the red "fire" box attached to the callbox post, otherwise called a "Knox-Box". Once they open the gate, it will remain open until they use their special key to close it. Hillsborough Sheriffs have their own FOBs.

Pedestrian Gates

All pedestrian gates have push buttons on short poles, in front of each pedestrian gate. Simply push button and you will be able to pull the gate open. Make sure the gate closes behind you. To RE-ENTER the community, you will need to use your FOB and scan it across the FOB reader on gate post.

Pool Gate

Look for the FOB reader mounted on the right side of gate entrance, hold Fob near reader, you should hear a beep, then reach for the rod mounted on the right top of the gate and pull up, to completely unlock the gate. (This rod device is a child prevention measure to protect the children of the community)

Additional FOB's

Each household is allowed up to four FOB's. These Additional/Replacement FOB's are available from The Verona Gate Chair by completing the Verona at Renaissance Gate Action Request Form found in the gate section of our website <https://www.myveronahoa.com>.

Verona at Renaissance Gate Committee Request Form

Please complete the Verona at Renaissance Gate Committee Request Form found in the gate section of our website www.myveronahoa.com to communicate any issues, request code changes, buy FOB replacements or any issue you would want to share with the Gate Committee.

This Form can be downloaded, printed then completed, scanned and emailed to the Verona Gate Committee email gates@myveronahoa.com