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Instructions for Returning Forms to the HOA Office

Please complete and return the forms to the HOA office. Please write "N/A" on forms that do not apply to you and return them with the other completed forms.

Upon completion of the following forms, please bring them to the HOA office and you will be issued your permanent vehicle decal(s).

10/29/15

Emergency Data Form Access Control
DELRAY DUNES ASSOCIATION, INC.

Owner(s): _____ **Address:** _____
(Please Print)

Spouse of Owner: _____ **Address:** _____
(Please Print)

Resident Phone Number: _____ **Cell** _____

Emergency Contact: _____ **Relationship:** _____

(Should have key to home, and alarm code) if there is one.

Contact Phone Number: _____ **Cellular:** _____

2nd Emergency Contact: _____ **Relationship:** _____

(Should have key to home, and alarm code) if there is one.

2nd Contact Phone Number: _____ **Cellular:** _____

Resident(s) Medical Information/Alerts that medical responders need to know:

Name: _____ **Information:** _____

Name: _____ **Information:** _____

(Signature of Resident) **Date:** _____

**PERMANENT GUEST LIST
FOR ENTRY AT GATE
Delray Dunes Association, Inc.**

Gate attendant will not call the residence when admitting authorized guests. Please indicate whether guest is **personal** or **service** related by placing a **P** or **S** next to the name of guest.

**Service guests will be limited to:
Monday thru Friday, 7:30 a.m. to 5:30 p.m. - Nov. 1st – April 30th
Monday thru Friday, 7:30 a.m. to 6:30 p.m. – May 1st – Oct. 31st
Saturday 8 a.m. to 1 p.m.
NO SUNDAY SERVICE GUESTS ALLOWED.**

Owner Name: _____

Owner Signature: _____

Address: _____

Phone Number(s): _____

Print Name	P or S (Personal or Service)



PET REGISTRATION FORM
DELRAY DUNES ASSOCIATION, INC.



Date: _____

Owner: _____

Street Address: _____

Telephone Number: _____ Emergency Number: _____

Please complete the following information for each pet in your household and, if possible, please provide a picture.

1	Name:	Type/Breed
	Color Male/Female	Age

2	Name:	Type/Breed
	Color Male/Female	Age

3	Name:	Type/Breed
	Color Male/Female	Age

4	Name:	Type/Breed
	Color Male/Female	Age

PROPERTY KEY RELEASE FORM

DELRAY DUNES ASSOCIATION, INC.

Key # Assigned: _____

Name: _____

Address: _____

Phone: _____

I request that Delray Dunes Homeowners Association, Inc. hold a key to my home at the gatehouse for emergency use by Delray Dunes Security personnel. I hereby release Delray Dunes Homeowners Association, Inc., and its agents, servants or employees from any claim for damages of any kind resulting from the performance of this service. This release shall be binding upon me, my heirs, beneficiaries and personal representative.

Signature of Resident Date



Office Use Only:

Receipt Issued by: _____
Officer's Name Date

RESIDENT VEHICLE DECAL REQUEST

Last Name: _____ First Name: _____

Address: _____ Phone Number: _____

Vehicle Description	Car # 1	Car # 2	Car # 3
Make			
Color			
Style			
Year			
Plate Number			
State			
THE FOLLOWING TO BE COMPLETED BY THE HOA OFFICE:			
Decal #			
Date issued			

GOLF CARTS:

Color: _____ Model: _____ Specific Name on Cart: _____

Color: _____ Model: _____ Specific Name on Cart: _____

ADDITIONAL INFORMATION

TO IDENTIFY YOUR CART(S) _____

**We will use this information to update our vehicle records.
Please return completed form to the HOA office.**

DELRAY DUNES ASSOCIATION, INC. (HOA)

E-mail Enrollment Form

Delray Dunes is offering HOA members an option to receive all of their mailings through e-mail rather than the US Mail System. By enrolling in the program you will help the HOA reduce mailing costs and allow us a vehicle to communicate more often with you (notice of meetings, request for information, information disseminated by the HOA). Your e-mail address will never be sold or distributed for any other purpose. By signing up for this program, we will deliver all information **including annual invoices**.

ENROLLMENT

(Please complete the below information and return it to HOA Office)

I hereby authorize Delray Dunes Association, Inc., to send me bulletins and other documents via e-mail in lieu of paper, whenever possible. I understand that Delray Dunes Association, Inc., will not share my e-mail address with any other persons or agencies without my expressed, written consent. This authorization will remain in effect until I revoke this authorization in writing. I understand that I will receive all future correspondence through the e-mail address provided by me below. I also understand that I am responsible for notifying the HOA office if this information changes or if I want be removed from the program by completing the information below.

Owner's Name: _____

Delray Dunes' Address: _____

E-Mail Address: (You may provide multiple e-mail addresses if you desire)

Signature: _____

Printed Name: _____

Date: _____

CHANGES TO PROGRAM

_____ Please remove me from the program and reinstate mail through the US post office.

_____ Please modify my e-mail address as follows:

Signature of Owner: _____

Printed Name: _____

Date: _____

Call Authorization Instructions

(System is available 24 hours a day, 7 days a week)

1. Dial the following telephone number: **737-8801**. A computer will pick up and request that you enter your personal security code and press the “#” sign. Once the computer identifies your code, it will open your resident file.
2. The computer will now prompt you to wait for the beep and then **clearly state the name of your guest** (or the name of your first guest, in the event of more than one guest being cleared at this time).
3. Next, the computer will ask you to **PRESS 1# if you expect your guest today, PRESS 2# if you expect your guest tomorrow, or PRESS 3# if you wish to clear your guest for both today AND tomorrow. For any other date, PRESS 4.**
4. If you pressed 1, 2 or 3, the system will announce that the guest has been added to your list. You may hang up the phone, or press 1 and the # sign to add another guest.
5. If you pressed 4 for another date, the system will ask you to enter the month and the # sign. For example, enter 8# for August. Next, you will be asked to enter the day of arrival followed by the # sign. For example, press 16# for the 16th of the month. Finally, you will enter the year followed by the # sign. For example, you may either enter 2002# or 02# for the year 2002. Once verified as a valid date, the system will prompt you for the number of days you wish to clear your guest, followed by the # sign. For example 7# will clear the guest for 7 days starting 8/16/2002. When complete, the system will read back the date and number of days, which you may accept by pressing 1 and the # sign, or reject and try again by pressing 2 and the # sign. **PLEASE DO NOT HANG UP THE PHONE UNTIL THE COMPUTER PROMPTS YOU TO DO SO.**
6. Your visitor will now be authorized to enter. The message will now be stored in the system for the number of days you have cleared him/her. Upon expiration, this guest will no longer appear on your guest list.
7. Should you need to speak to a security officer directly, please call: 732-2999.

NOTES:

- The computer can only recognize a touch-tone phone.
- No one will be admitted into the community without prior authorization.
- **Wait for the computer to tell you to hang up, otherwise the name will NOT be recorded in the system.**

COMPUTER/GATE ACCESS INSTRUCTIONS

To access “Gate Access” computer program to update forms and to enter guest information, use the follow steps:

- VIA HOA Website: www.delrayduneshoa.com. Click on tab: “Gate Access”
OR
VIA Internet: www.gateaccess.net
- In drop down box, select community: **DD**
- Your user name is your 10 digit phone number that is on record at the gatehouse.
- Your password is your 4 digit club member code number.

If you are unsure of any of the numbers needed, call the gatehouse (732-2999) for help and security will assist you.

Once you have accessed the program, follow the tabs to navigate to the area you wish to update or change: pets, permanent guests, one visit guests, vacations, vehicles, etc.

As a resident, you may sign up for an email and/or text message notifying you when someone you have authorized has entered the gate to come to your house. To do this:

On the left side of the page, scroll down to Electronic Information.
Scroll to Guest Arrival Notification. Make your choice.

We would remind all residents that all of your information may be updated using this software. It is important that you visit the site regularly to make sure that the information that security has is accurate.