



Information to Assist with Gate Access & Transponders

Congratulations on the Purchase of Your New Gateway Greens Home.

To have your ownership information updated in our gate access system, we need certification of your purchase. This is easily done with a copy of the **'Warranty Deed'** you received at closing.

Please email a copy of the Warranty Deed to jpage@gatewaygreens.com. Your information will be added to the gate access system and you can then go to either gate to have your vehicle transponders issued. New owners get two free windshield transponders. Gate staff must attach the transponder to the windshield. Additional transponders are \$25 each.

If you are unable to send a copy of the warranty deed, please e-mail the following information: Owner(s) Name(s); Primary Telephone Number; the address; and closing date.

We will then send you information on gate access and community safety.

Please note it is most likely this procedure will not be explained to you by your realtor at closing. This is to assist you with immediate gate access.

Top 12 Things You Need to Know About Living in Gateway Greens

- 1) Gateway Greens is a gated, deed restricted community. Our Associations' governing documents along with other pertinent information can be found at our web site, www.gatewaygreens.com.
- 2) The Gateway Greens HOA is governed by five (5) member elected Board of Governors who meet the 3rd Thursday of the month at 9:00 AM at the Country Club. Our Association's Property Management firm is Alliant Property Management.
- 3) Recycling and yard waste collection is Thursdays, trash collection is Fridays. For any questions please call Waste Pro @ 239-337-0800. Check our website calendar for holiday week collection schedules at [Community-Calendar](#).
- 4) Any exterior changes to your property, to include landscaping and trees, require prior Design Review Committee (DRC) approval. DRC requests can be applied for on our website - [Design-Review-Information](#).

- 5) To update your Guest List or call a guest in to our Access Control Team please call the Main Gate @ 239-561-1028 (24 hrs. a day) or West Links Gate @ 239-561-1048 (Mon-Fri 7A-7P / Sat-Sun 10A-6P). Please know our Team is not responsible for community/individual property security. Any concern of this nature should be directed to the Lee County Sheriff's Office at 239-477-1000.
- 6) For questions regarding your water, sewer or irrigation service or bills call the Gateway Community Development District (CDD) @ 239-561-1313 or go to www.gatewaydistrict.org.
- 7) Bulk cable TV service is included in your quarterly assessment; however, if you desire upgrades or expanded service, contact Comcast/Xfinity cable service at 1-800-934-6489 or go to www.xfinity.com.
- 8) On Street Parking is prohibited from midnight to 6AM. Contact the Main Gate @239-561-1028 for more information or a permit. Violations will result in your vehicle being towed at the owner's expense.
- 9) Pets must be leashed always and cannot be left unattended on your property. Pet waste must be picked up and disposed of properly.
- 10) Leasing of your property requires prior approval by Alliant Association Management, our Property Management Company. Call 239-454-1101 or visit [Lease Guidelines](#) for more information.
- 11) Concerns about street lighting, common area maintenance, and other general questions can be addressed to our Property Management Company by calling 239-454-1101 or visit [Management-Office](#).
- 12) All properties must be in continual compliance with the HOA's Covenants, Rules and Regulations, including roof and driveway cleaning, landscape mulch, tree and shrub trimming, yards mowed, trash containers concealed, etc.

Please make sure to register for our website, www.gatewaygreens.com for a wide range of information to include quarterly financials, community calendar, alerts, and more.

Congratulations and Welcome to Gateway Greens.

GATEWAY GREENS RESIDENT INFORMATION FORM

Date: _____

All residents can manage their guest list and contact information directly from a computer or mobile device instantly. Its fast and easy. Go to www.gatewaygreens.com for more information.

RESIDENT INFORMATION	CONTACT INFORMATION
NAME: _____ NAME: _____ PROPERTY ADDRESS: _____ UNIT NUMBER: _____ OWNER: Y N - SEASONAL: Y N - RENTER: Y N	PRIMARY PHONE: _____ SECONDARY PHONE: _____ ADDITIONAL PHONE: _____ E-MAIL ADDRESS: _____ E-MAIL ADDRESS: _____
SECOND ADDRESS	EMERGENCY CONTACT INFORMATION
STREET NUMBER: _____ STREET ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____	NAME: _____ PRIMARY PHONE: _____ SECONDARY PHONE: _____ NAME: _____ PRIMARY PHONE: _____
OTHER PERMANENT RESIDENTS	IN-STATE KEY HOLDER CONTACT INFORMATION
NAME: _____ NAME: _____ NAME: _____ NAME: _____	NAME: _____ PRIMARY PHONE: _____ SECONDARY PHONE: _____ NOTES: _____
SPECIAL INSTRUCTIONS:	

RESIDENT VEHICLE INFORMATION

Owner's Name	Plate Tag & State	Year	Make	Model	Color

GUEST LIST INFORMATION

This section is for guests and regular service providers who you wish to allow through the gates WITHOUT being contacted whether or not you are home. Residents are responsible for the conduct of their guests and service providers and may receive a Violation Notice for any Covenant violations. Go to www.gatewaygreens.com for more information.

NAME: _____	NAME: _____
NAME: _____	NAME: _____
NAME: _____	NAME: _____
NAME: _____	NAME: _____
NAME: _____	NAME: _____
NAME: _____	NAME: _____

I have read the above information and authorize the information contained herein to be added to my gate access account.

Resident's signature _____ Date: _____