

GATEWAY GREENS COMMUNITY ASSOCIATION, INC.

COMMUNITY NOTICE

ACCESS CONTROL—DWELLINGLIVE/ISN CONVERSION

JANUARY 3, 2023

The Association's Access Control Team has now completed the initial dwellingLIVE/ISN Conversion process in our Hidden Links, Champion Greens, Hammock Cove, Westhaven and Summerwind (to be performed Jan. 3-6, 2023) Neighborhoods or approximately 40% of Gateway Greens. **If you own or are a Tenant in any one of these Neighborhood Associations and HAVE NOT downloaded your ISN App or received your new ISN transponder, please make arrangements to do so by making an appointment with Access Control by calling Walt Rosado, Access Control Director at 239-xxx-xxxx as soon as possible. If you have downloaded your App and HAVE received your new ISN transponder, please disregard this e-mail.**

**We are now ready to initiate the process for the remaining Neighborhoods in the Community.** The new ISN Conversion process consists of two (2) distinct phases. These are the Owner/Tenant/Guest or Visitor Entry Component, which primarily is the registration of Vehicles and the distribution of ISN transponders AND the ISN App/Visitor Management Kiosk Component, which is the invitation to download the ISN App and activate your ISN account.

The second phase or the ISN App download can begin immediately. The first phase or Vehicle Registration and transponder distribution will be staggered by Neighborhood over the next four (4) weeks. The following is a detailed description of both phases:

**ISN APP/VISITOR MANAGEMENT KIOSK**

The Association's new ISN system requires all Owners and Tenants to first download the ISN App. This is your invitation to download the ISN App for all other Neighborhoods in the Community who have not done so. Find attached hereto a Step-By-Step process for you to activate your account. **As noted, you can download the App onto your smart phone and/or you can download it onto your personal computer. All Owners leasing their Units need to pass this information onto your Tenants.** As indicated in the login process, once you have established your account, it is critical that you verify your guests, visitors and vendors and Tenants, as applicable. This account allows you, as the Owner or Tenant, to add your own Guests and Vendors---no longer requiring a "call-in" to the Gatehouses.

Your guests/visitors and vendors under this new ISN system, can enter into the Community in one of at least three different ways, each described as follows:

1. The Guest/Visitor/Vendor comes to the ISN Kiosk and scrolls down to the Owner's name and pushes the "CALL" button to call the Owner. If the Owner desires to accept this party, they simply press the "9" button on their phone and the gate will open.
2. The Guest/Visitor/Vendor comes to the gate and ISN Kiosk and enters the current daily 6-digit entry code and the gate will open. Don't push any other buttons, just enter the 6-digit code.
3. The Owners provide or sends to their Guests/Visitors/Vendors a QR Code. This Code can be scanned into the kiosk and the gate will open.

**All Owners are requested to advise their guests and visitors that their Driver’s Licenses will need to be scanned into the new ISN Entry System at either of the two manned gates. This initial process might take a minute longer at the gate!**

**OWNER, TENANT OR GUEST/VISITOR ENTRY COMPONENT**

Under the new ISN system, the “old” Transcore transponders (tags) will be replaced by the new ISN tags. However, during this transition period, the current transponders will not be removed until all Community Owners have had the opportunity to activate their new ISN accounts. **Existing portable transponders will be deactivated.** Each Unit Owner may receive two (2) Complimentary ISN transponders, windshield or headlight mounted, and may purchase additional tags for \$10 each—by check or money order payable to the GGCA. Your Tenants can purchase their transponders for \$10 each also. In order to receive your new transponder, you must completely fill out the applicable Vehicle Registration form attached hereto, i.e., Owner, Tenant or Guest/Visitor form. **If you don’t have access to a printer, extra copies of these forms will be available at the Distribution Site or you can obtain copies at the Access Control Offices at the Golf Maintenance Bldg. and save time at the Distribution Site. These completed forms along with the vehicle to be registered can then be brought to the Club at Gateway Parking Lot per the following Neighborhood Schedule:**

Jan. 11 and 12	9:00 am to 4:00 pm	Santa Luz, Fairway Isles North and South
Jan. 16 and 17	9:00 am to 4:00 pm	Sabal Dunes and the Cottages
Jan. 19 and 20	9:00 am to 4:00 pm	Hampton Greens
Jan. 23 and 24	9:00 am to 4:00 pm	Mahogany Run South & Gateway Greens Dr
Jan. 26 and 27	9:00 am to 4:00 pm	Mahogany Run North
Jan. 30 and 31	9:00 am to 4:00 pm	Walden Lakes
Feb 2 and 3	9:00 am to 4:00 pm	Villas and Championship Drive
Feb. 7, 8 and 9	9:00 am to 4:00 pm	Mah. Isles, Callaway Greens & Cypress Links
Jan. 9, 10, 13, 18, and 25 and Feb. 1 and 6		Open Dates at GGCA Offices

**Alternative arrangements can be made by contacting Walt Rosado, our Access Control Director, and scheduling your transponder distribution at any of the above Open Dates.** Access Control Staff will install all new transponders on each vehicle, golf cart, etc. When receiving your new ISN transponder(s), each Owner’s vehicle inventory will be updated. Any vehicle not currently owned or registered with your Unit will be removed from your inventory and corresponding existing transponders will be deactivated. **Transponders will not be issued for any vehicle unless the vehicle is present and the Vehicle Registration Form is fully completed AND signed by the Owner if the transponder is for a guest or visitor.**

**If you have any questions regarding this new ISN system OR are having problems downloading or activating your account, don’t hesitate to contact Walt Rosado at 239-406-1692**

**Attachments:**

**ISN Step-By-Step Process**

**Owner Vehicle Registration Form**

**Tenant Vehicle Registration Form**

**Guest/Visitor Vehicle Registration Form**