

## MEMORANDUM

TO: POND SIDE RESIDENTS

FROM: WESTCHESTER PROPERTY MANAGEMENT GROUP, INC.

DATE: OCTOBER 2, 2008

**RE: OPERATION OF FRONT GATE – CORRECTION AND UPDATE**

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**FRONT GATE:** The new front gate and access-card entry system are scheduled to be operational on Monday, October 6, 2008. There was a delay due to the amount of time needed to input all homeowner information into the computerized gate system.

If you have not sent your contact information form including your name, address and phone number to WPMG, please do so immediately.

**NOTE: If your name is not entered in the resident directory, your guests will be unable to enter the property.**

1. Your old gate clicker(s) should still work, but please make sure to check your batteries. If it does not work, ask Eli to reprogram it. A new one can be purchased for \$60.00.
2. Visitors will pull up to the gate entry system, scroll to your name. They will be in alphabetical order.
3. Your visitor will push the button for your name and your designated phone will ring.
4. **To let the visitors into the gate press #9 on your phone. \*\*\* (CORRECTION) \*\*\***
5. Each home will have a designated number on the panel. It will not be the same as your previous number. To find your number, scroll to your name on the directory.

**If you have any questions, please call Sally Starin at: 914-686-9500 x 20.**