

ESPRIT PALM SPRINGS HOA

*****IMPORTANT INFORMATION FOR OWNERS & TENANTS*****

Front Entrance Phone and Card Reader

The Esprit Palm Springs Homeowners Association will be undergoing an inventory maintenance clean-up.

Enclosed is a form that will be necessary to return by Monday, November 5, 2018 to ensure any current directory or gate card material information be updated in the gate directory. All entries will be removed as of **MONDAY, NOVEMBER 12, 2018**.

Your remotes and key cards will still be able to open all regular entrances. If you are expecting guests or vendors within the time period of November 12, 2018 – November 16, 2018, you will need to let them in with your remote/or key card. We have remotes/key cards available for purchase at the Desert Resort Management office. *Personal Codes are not applicable for regular use of entry (NO Exceptions). Any temporary codes will need to be applied for and requested in writing for approval and reserved for a 15-day period.*

Please be aware your tenants will be affected during this process, be sure to confirm the correct number you would like to have added into the directory on their behalf. No more than one phone number is allowed to be programmed into the directory PER UNIT. If we currently do not have record of a tenant on file, we require a copy of a rental/lease agreement prior to adding a tenant to the directory. If you do not have a landline and utilize a cell phone number for the directory, we have to advise you that the system might not function for long distance calls at times. This is due to the cell service connection unable to connect to the phone directory.

It is likely that during this process you will not be assigned the original 3-digit directory code as you acquired before. To limit the volume of phone calls within our customer service department, we encourage you to please test the directory personally and scroll down to find the name you originally requested and you will be able to verify your new directory code.

Any gate requests received after November 12, 2018, will be considered a regular gate work order and will have a 24-48-hour turnaround time for completion.

This inventory maintenance clean-up is to enhance the privacy, limit access to the community and to better implement Esprit Palm Springs HOA Rules and Regulations and Rules for accessing Esprit Palm Springs.

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Gate Form
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The Esprit Palm Springs HOA entry system will be undergoing an inventory maintenance clean-up.

Please return this form no later than **Monday, November 5, 2018** if you would like to keep your phone number and gate devices in the directory system.

*Any items or phone numbers that were not confirmed via returned form will be automatically deleted from the system as of **November 12, 2018**. Any gate requests submitted after the due time of this project will be submitted as a regular gate work order.*

Owners Name: _____

Tenant: _____

Association Unit #: _____

Directory Phone Number (1 Phone No. Per Unit only):

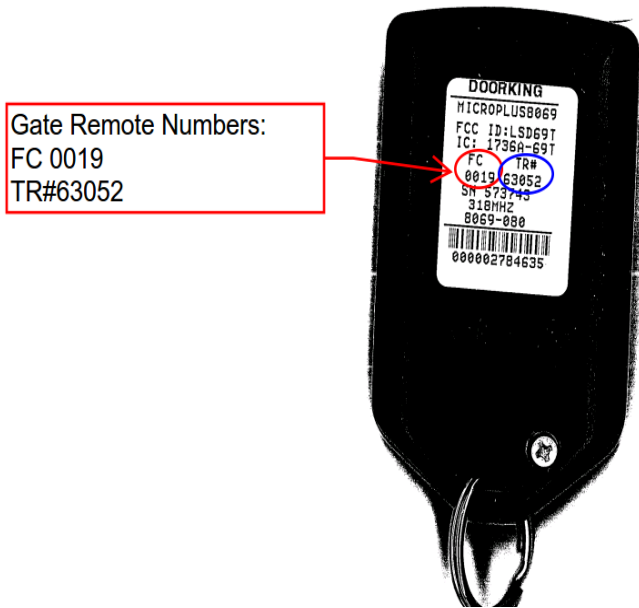
ESPRIT PALM SPRINGS HOA

Gate Form

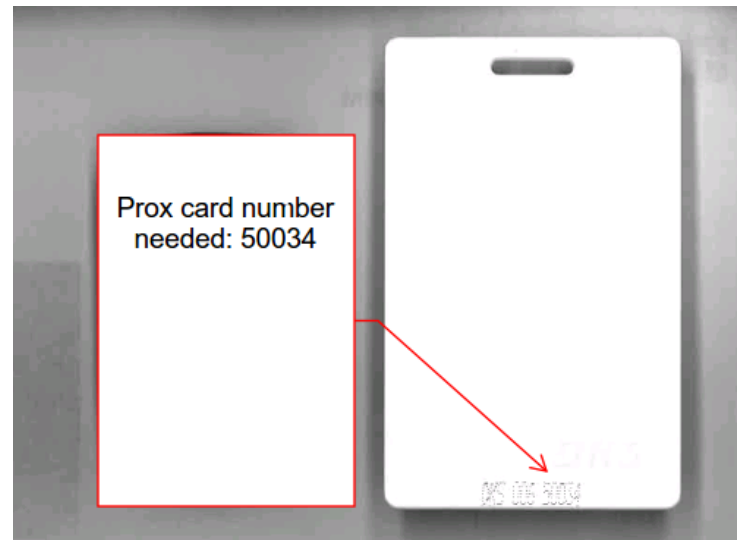
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For owners who have purchased gate remotes and entry cards (each unit is allowed a total purchase of 5 Cards/Remotes; no exceptions), please list the card numbers and remotes below:

Example below:



Gate Remote Numbers:
FC 0019
TR#63052



Prox card number
needed: 50034

	Device Type: (Please Circle)	Device Number (See example above)	Name of Owner (If applicable)	Vendor Info: Name, Phone No. (If applicable)
1.)	Remote or Card			
2.)	Remote or Card			
3.)	Remote or Card			
4.)	Remote or Card			
5.)	Remote or Card			

Please return this form in any of the following fashion by the return date noted above to ensure your gate access will still be active.

Attn: Kevin Camarillo/ Esprit Palm Springs HOA

Address: 42-635 Melanie Place; Suite 103, Palm Desert, CA 92211

Email: kcamarillo@drmineternet.com / Fax: 760-346-9918

42-635 Melanie Place, Suite 103 Palm Desert, CA 92211 Telephone 760-346-1161 Fax 760-346-9918 Web www.drmineternet.com