

## Gate Responsibilities/ Job Description

### A. General Procedures

1. Sell gate cards to residents \$30.00
2. Sell remotes to residents \$40.00
3. Sell cards to full time vendors \$30.00 \$100.00 if lost
4. Sell cards to short time contractors (30 days) \$20.00 deposit \$15 refund when returned ~~ex. 1~~
5. Give two free cards to new owners, not transfers
6. Update transfers of property/sale of cabins in computer ~~ex. 2~~
7. Put #s in computer for everyone except short term contractors (these are in park manager file on computer)
8. Checks made out to OFSRA
9. Open computer to Door King icon
10. Keep track of sale's and #s on backup sheet ~~ex. 3~~
11. Fill out receipt for sales ~~ex. 4~~
12. Give letter of rules to contractors ~~ex. 5~~
  
13. Turn in monthly report of sales and names plus cash and checks to Board Treasurer ~~ex. 6~~
  
14. Order new cards and remotes as needed through Valley Entry Systems 532 7979. This will need board approval. Order 50 of each and it will run the park approx. \$1800.00

### B. Updates

1. Check gate house periodically ( vandalism, locked door)
2. Check gate camera
3. Check DVR periodically
4. Check phone messages/ answer machine weekly in club house upstairs office
5. Every 6 months run residents listing from computer to printer (approx.. 45 pages)

### C. Coordination

1. Coordinate with caretaker on Maintenance of gate... painting, greasing, etc.
2. Coordinate with caretaker on opening of gate for extended time... snow, maintenance, large vehicles, group events, etc.

Maintenance to gate call Door King 1 800 826 7493 (this costs money, must be Board approved)

EX. 1

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A **\$5.00 non-refundable** access fee is included in this \$20.00 gate card deposit. The card is valid for **30 days** from the date of this receipt.

If you can **not** complete your project within the 30 days, call 209-586-3098.

A **\$5.00 non-refundable** access fee is included in this \$20.00 gate card deposit. The card is valid for **30 days** from the date of this receipt.

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EX. 2  
DOORKING, INC.

Account Elevator Ref

Ref #	Elevator #								Time (min:sec)
	1	2	3	4	5	6	7	8	
1	X								1:00
2		X							1:00
3			X						1:00
4				X					1:00
5					X				1:00
6						X			1:00
7							X		1:00
8								X	1:00

T - TRANSMITTER  
C - card

Resident Statistics

Res: 346 Vendors: 62 Entrycodes: 37 Dircodes: 408 Assigned Dev: 1458  
Mass Enabled Dev: 0

Resident Listing

Resident Name	Hide	AAC	Phone	Dir	Ent	SL	T	Device#	FL	E	Notes
ADAMS, LARRY	*		586-2469	002		01					
								C 05751		1	
								C 05752		1	
								C 05753		1	
								C 05754		1	
								09151		1	
								09152		1	
ADAMS, WARREN	*		586-1483	003		01				1	
								T 00402		1	
								00601		1	
								C 06420		1	
								C 06421		1	
ADLER, JAMES			586-7809	004		01				1	
								C 05755		1	
								C 05756		1	
								C 06307		1	
								C 06308		1	
ALDAMA/FOREMAN			586-2098	225		01				1	
								T 00483		1	
								C 06568		1	
								C 06569		1	
								C 06570		1	
								C 06571		1	
AMARO, LEO	*		586-7025	007		01				1	
								T 00401		1	
								C 05761		1	
								C 05762		1	
								C 06463		1	
								C 06464		1	
ANASTACIO P & L			586-8946	182		01				1	

EX. 3

ISSUE D: R - RESIDENT  
C - CONTRACTOR

- R PD MARJORIE COX 06321 06322
- C PD WILL HARGOOD 28375
- C PA MICHAEL GILLIAM 28376
- R PD GORDON BETTEN COURT 28368
- R PD LINDA ANASTASIO Remotes 00651 00652
- R PD YOLANDA ALDAMA Remotes 00653 00654
- C PD ROD MORE 06267
- R PD GARY FEICKALU Remotes 00647 00648 card 28372
- R PD SUSAN Weichhart Remotes 00655 00656
- R PD Robbre ORIZ Remote 00641
- R PD Rick WALLENBURG Remotes 00657 00658
- R PD GAYLE JOHNSON Remotes 00661 00662
- R PD MIKE DIETLEIN Remote 00649
- R PD Follett - BOON CARD 28369 Remote 00650
- R PD KNAPP Jeanne card 28380 28381 28382 28383
- R PD McCall, JANE GATE CARD 28370 28371
- R PD WALLACE STEVE Remotes 00659 00663 00664 00665
- R PD OPLAND CLIFF Remote 00666
- R PD DAVID + CHRISTINA KOCHA Remote # 00667
- R PD MARSHA AGUIANO (AVAN BRAKEN) Remote 00668
- C PD ARNOLD PACCINELLI # 28375 28376 28377
- R (Free) Jeff + Lilitana Petersen 28384 28385
- R PD Richard ERICKSON Remotes # 00674 00675
- R PD Larry Cabral Remote # 00673
- R PD DODY SCHOLTZ Remotes # 00671 00672
- R PD THORTON'S CARDS # 05881 06268
- R PD SUSAN PECK card # 28389

RECEIPT

DATE ~~XXXX~~ 4 No. 815481

FROM \$

DOLLARS

FOR RENT  
 FOR

ACCT.		<input type="radio"/> CASH	FROM	TO
PAID		<input type="radio"/> CHECK	BY	
DUE		<input type="radio"/> MONEY ORDER		

1152

RECEIPT

DATE No. 815482

FROM \$

DOLLARS

FOR RENT  
 FOR

ACCT.		<input type="radio"/> CASH	FROM	TO
PAID		<input type="radio"/> CHECK	BY	
DUE		<input type="radio"/> MONEY ORDER		

1152

RECEIPT

DATE No. 815483

FROM \$

DOLLARS

FOR RENT  
 FOR

ACCT.		<input type="radio"/> CASH	FROM	TO
PAID		<input type="radio"/> CHECK	BY	
DUE		<input type="radio"/> MONEY ORDER		

1152

RECEIPT

DATE No. 815484

FROM \$

DOLLARS

FOR RENT  
 FOR

EX. 5

Dear Contractor,

A \$5.00 non refundable access fee is included in this \$20.00 gate card deposit. The card is valid for 30 days from the date of receipt. While in the park please observe and respect our rules:

1. 20 MPH speed limit
2. Dogs are to be on a leash at all times
3. Quiet time in the park is from 10PM to 8AM
4. Vehicles must not be parked on Park roadways at any time
5. The garbage bin is for household garbage only! Old carpets, appliances, building materials, mattresses, etc. are not to be deposited in or near the garbage bin or anywhere in the park.

Failure to follow these rules will cause forfeiture of your gate card, deposit, and your use of the park for future projects.

Thank You

Mike Rainwater  
Sierra Park Assn. President

