

Gate Card Committee

This committee was established to manage the distribution and inventory of gate cards that operate the gates at the Highway 24 and Highway 70 entrances. The cards for the Village Green entrance are managed by the Village Green association.

Charge/Objective

This committee's responsibility is to ensure that all residents on the golf course side of Brandywine (tenants and owners) are able to enter through the gates whenever the gates are closed. The committee issues gate cards and maintains the inventory of current holders of gate cards and Microcliks. The committee also sells the Microcliks that operate the gates. The committee also distributes the BOA Welcome Packet to all new residents.

The tasks, duties and/or procedures of the committee are as follows:

- Internet access is required.
- As residents change, the gate card person either issues new gate cards or Microcliks. The cards and Microcliks are programmed specifically for our gates. All primary residents (owner or tenant) are entitled to two gate cards free of charge at time of residence. These are obtained by transfer from previous owners or tenants or are issued by the gate card person. If a resident desires an additional card or cards, they may be purchased from the gate card person for \$20 each. Microcliks are available at \$40 each. Collected money is given the BOA Treasurer who provides a receipt for the records of the gate card person.
- Information regarding the change in BOA residents is maintained by the gate card person. The change information is usually obtained from the new owner, tenant, real estate broker, or real estate management firm.
- This information is entered into the computer for transfer to the gates through the DoorKing program. A DoorKing manual is available for "how to directions." The DoorKing dealer is Craig

Pearce, telephone 675-3500, who is the contact for repairs and obtaining additional cards and Microcliks.

- System information includes:
 1. CenturyLink Business repair – 1-800-786-6272
 2. Highway 70 gate – account #, 252-240-0669, 230 Brandywine Blvd
 3. Highway 24 gate – account #, 252-726-1778
 4. Server: DoorKing.com; 1-800-826-7493
 5. 1817 Telephone Entry System
 6. 1000 memory
 7. Upgraded to 6.3 on September 9, 2011
 8. Billing address is 230 Brandywine Blvd, Morehead City, NC 28557
 9. There is a user ID and password for the system that is known to the committee and the Board President.
- Obtain approval from the BOA Board before ordering new cards or Microcliks.
- The DoorKing system has many capabilities which can be and are used as required; e.g., change for holidays, transactions, live transactions, etc. The clock settings and “transactions” which identifies and records the name on the device used to enter Brandywine have been used by the sheriff to investigate a problem during a specific period.
- The gate card person keeps a record of the following information:
 1. Date
 2. Name and address
 3. Telephone number
 4. Card/Microclik number
 5. Gate Code number
 6. Amount received from resident
- Changes are provided monthly to the database manager for entry into the Directory database, to the Sound Waves Editor for

publication, and to the BOA President. This information consists of the following:

1. Month and designation of addition, deletion or change
 2. Name
 3. Address
 4. Telephone Number
 5. Owner or renter
- A periodic audit of the gate cards is necessary to ensure complete accuracy of residents and the associated cards and Microcliks. It is suggested to be done every 3 or 4 years or more frequently if requested by the Board. All residents need to be contacted to report the identification numbers of the cards and Microcliks. Also other card holders, such as sheriff, fire, other emergency responders, Golf & Shore, and newspaper delivery personnel need to be contacted. The gate system is then updated.
 - An affiliated duty is distribution of the BOA Welcome Packet to new residents at the time of the resident's registration. The Welcome Packet contains the following information:
 1. Welcome letter
 2. Copy of BOA Covenants
 3. Brandywine gate entry information
 4. Gate entry instructions
 5. Current Brandywine Directory

Membership, Method of Appointment

The BOA Board recruits and approves a chairperson for the Committee. The chairperson, with the assistance of the Board, recruits other members of the Committee.

Chair

The chairperson is appointed by the BOA Board.

Meetings

The Gate Card Committee should meet as deemed necessary by the chairperson.

Reports

A written report of the Committee's monthly activities and future plans should be provided to the BOA Board prior to the Board's business meeting.

An oral report on the committee's monthly activities is given at the monthly BOA membership meeting. Also, a written report should be submitted to the BOA Secretary so that it can be accurately entered into the minutes.