



Entry Gate Guidelines

1. To receive fobs the person/family must be listed with the Property Management Company as being the owner of record or present a valid lease.
2. Replacement fobs will cost \$100.00.
3. Westwood Village HOA will be responsible for the day to day management of the entry gate to include replacement fobs.
4. Any changes in homeowner information are to be submitted on the Entry Gate Call Box Change Form. You can email your form to Kevin Miller at kmiller@ghacm.com, fax it to 703-876-9594, or mail it to Gates Hudson Community Management, 3020 Hamaker Court, Suite 300, Fairfax, VA 22031.
5. Every fob will be assigned to a street address and resident within Westwood Village.
6. Each person listed in the call box is entered as a separate entity.
7. Fobs are to be handed down to new homeowners or new lessee. If new fobs are required, the new tenant or lessee will need to pay \$100.00. The old fob numbers will be deactivated in the system.
8. If you are the recipient of handed down fobs you are required to complete an Entry Gate Call Box Change Form with your information within 14 days of moving in. Fobs discovered not matching the data submitted can be subject to de-activation. You can email your form to Kevin Miller at kmiller@ghacm.com, fax it to 703-876-9594, or mail it to Gates Hudson Community Management, 3020 Hamaker Court, Suite 300, Fairfax, VA 22031.
9. Each home will be allowed three fobs.
10. If more than three fobs are required a Fob Exception Form needs to be completed.
11. Any persons who damage the gate will be responsible and liable. Damage to the gate arm or system caused by the negligence of a homeowner/resident or their guest, will be the responsibility of the homeowner/resident.
12. The gate is to be operated with a valid fob only.
13. The gate opens for one vehicle at a time. Trucks and trailers are considered one vehicle.
14. No tailgating nor negligent acts. Tailgating is considered a negligent act.
15. Homeowners/residents are responsible for opening the gate via the call box for guests.
16. Fobs are not to be sold.
17. Fobs not in the possession of a homeowner/resident or guest will be confiscated.