

**ANDALUSIA HOMEOWNERS ASSOCIATION
OPEN HOUSE
GATE GUARD INSTRUCTIONS**

Access

- Realtor or Associate will be provided access to the guard shack for use during the open house. (Guard Shack lockbox code will be provided by Association Manager upon receipt of completed Open House Request form.)
- Gate guard is responsible for providing manual access into the community for open house patrons, by entering the gate code provided by realtor or seller, after patron or guest has identified their purpose in getting access.
- Gate guard may not provide gate code to patrons or guests.

Parking

- Gate guard to instruct guests and patrons to park only in spaces marked "Guest" and not to park in numbered, assigned parking spaces. Unauthorized vehicles parked in assigned parking spaces are subject to being towed.

Other Responsibilities

- Gate guard should distribute any flyers or brochures provided by the realtor to patron or guest for the open house.
- Gate guard should instruct patron or guest to follow signs to the open house and direct them to go right or left as they pass through the gates.
- Speed limit is 5 miles per hour in the Association. Remind everyone to drive SLOWLY.
- If you need to leave the guard shack during the open house, have the realtor in the seller's unit relieve you before you leave the position.

***THANK YOU FOR HELPING US KEEP ANDALUSIA HOMEOWNERS ASSOCIATION
SECURE DURING THE OPEN HOUSE.***