

LISTING REALTORS ENTRY PROCEDURES

Listing Realtors: We have developed new procedures allowing easier access for Realtors showing property or having Open Houses in High Vista.

Homeowners must contact the HOA Office Manager to let her know the property is being listed and to provide the name of the listing Realtor. The listing Realtor then contacts the office to obtain a temporary PIN for accessing our gates. The PIN will be provided only to Realtors showing the property and not to prospective purchasers. Your clients can meet you at the gate entry. Once the code is entered in the keypad, let your client enter first, then enter the PIN again for your own access. This will ensure there are no gate issues with cars piggy backing through the gate and risking the gate coming down on their vehicle or, even worse, the car breaking the gate arm.

The PIN will be active for 2 months. The Realtor must notify the HOA Office prior to the expiration date of the PIN if it needs to be kept active beyond the 2 month period. If not renewed, it will be purged from the system. This is necessary to maintain security.

Please contact the HOA Office manager at least one week prior to having an open house with the date and hours of the event. By following this procedure the gates will be programmed in an open position for the duration of the Open House for your convenience. This programming must be accomplished by the HOA Office, so please note the office hours are Monday - Friday from 10 a.m. to 2 p.m.

Contact: High Vista Homeowners Association Office

Suzanne Fuller, Office Manager

[\(828\) 890-0031](tel:8288900031)

<http://www.hvhoa.net>

Office Hours - 10 a.m. - 2 p.m.

(Weekdays only)