



WESTFORD BRIDGE

Living with Nature

ACCESS CONTROL AT WESTFORD BRIDGE

(Terms: **BCC**-Building Code of Conduct; **EGC**-Electronic Gate Controller (Remote); **ES**-Estate Supervisor; **HO**-Home Owner; **WB**-Westford Bridge Estate; **WBHOA**-Westford Bridge Home Owners Association)

A responsible approach to controlling access to the Westford Bridge Estate (WB) is an essential element within our overall security operation. Security is only as strong as it's weakest link, so please ensure that you, as a HO, as well as your guests, contractors, suppliers and staff visiting the estate adhere to the strict application of the regulations contained herein. As the HO, you are responsible for ensuring their compliance.

There are two entrance gates to the estate, NORTH GATE and SOUTH GATE, both automated and controlled via EGC's and/or a CONTROL PANEL. There is also a service gate leading into the services area and boat-park, for exclusive use of HO's, operated via EGC exclusively.

ENTERING THE ESTATE:

EGC's – Also known as “remotes” are available for purchase by HO's from the Estate Supervisor (ES) (0834505226). EGC's can be used to **open** and **close** the gates, however the gates will close automatically as soon as a vehicle/pedestrian has passed through.

CONTROL PANEL – Access for those without EGC's is via the Control Panel. Simply enter the house number to be visited and the unit will call the relevant HO's pre-defined telephone (landline or mobile), from which he/she can open the gate by pressing **9** (SOUTH GATE) for vehicle access, or **6** (partial opening) for pedestrian access. For the NORTH GATE press **1** for vehicle access and **2** for pedestrian access. HO's are to confirm identity of their visitors by using the voice facility before opening the gate.

EXITING THE ESTATE:

For those without an EGC there is a small keypad a few meters from the gate into which an EXIT CODE must be entered, followed by the # sign. Exit Codes change each month and HO's are notified via WhatsApp by the officer responsible. There are two valid Exit Codes, one for vehicles and one for pedestrians (which partially opens the gate). HO's are to ensure that their departing visitors are in possession of the relevant, current, Exit Code before leaving.

Note: HO's wishing to have an “access” telephone number stored on the Control Panel will need to contact the ES (0834505226)

TAIL-GATING: HO's and their visitors must at all times be vigilant while entering/exiting the estate and in particular to abide by the rule to wait on the white line for the gate to close once through, so as to avoid any attempt at tailgating by another vehicle, which may be trying to gain access to the estate illegally.

BUILDERS & CONTRACTORS: There are additional security requirements regarding access to the estate for builders and other contractors. These are defined in section **10.2 of the Building Code of Conduct (BCC)** agreement, which they will have signed prior to commencing work on the estate.

WBHOA – 02/07/2020