

ACCESS CONTROL AT WESTFORD BRIDGE

(**Terms:** **APP** – Accentronix APP; **BCC** - Building Code of Conduct; **EGC** - Electronic Gate Remote; **ETR** - NICE Smart Remote; **ES** - Estate Supervisor; **HO** - Home Owner; **INTERCOM** - Keypad speaker goose neck; **OTP** - One Time Pin code; **PIN** - Multi-entry 1 Day PIN code; **WB** - Westford Bridge Estate; **WBHOA** - Westford Bridge Homeowners 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 its 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 ETR's/APP, OTP/PIN and/or an INTERCOM. 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:

APP- Activates gate control via 4G GSM internet/data – 1 APP user profile is assigned per Estate Member/Plot Owner or Resident.

ETR's – Also known as “NICE Smart remotes” are available for application and purchase by HO's from the Estate Supervisor (ES). ETR's can be used to **open** the gates, the gates will close automatically as soon as a vehicle/pedestrian clears the beam.

Restricted **ETR's** (limiting days and hours as well as vehicle and pedestrian access) can be applied for additionally. These will only open the gate 1m and will only work on allocated days and between specific hours.

All **ETR's** will be issued under use and abuse conditions and terms – see house rules.

OTP/PIN access – is available from the APP for a period of 1 day (expires automatically at 23:59:59 every night), they can be sent in advance to known visitors either via WhatsApp or SMS.

INTERCOM – Access for unknown visitors (couriers, deliveries etc.) is via the INTERCOM. Simply enter the house number to be visited and the unit will call the relevant HO's pre-defined telephone (mobile), from which he/she can open the gate by pressing 1 on the APP keypad, 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 APP or ETR there is a small keypad a few meters from the gate into which an EXIT CODE must be entered.

Note: New HO's wishing to have an “access” mobile number stored on the System will need to contact the ES.

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 should have signed prior to commencing work on the estate.

SECURITY GATE CAMERA DATA ACCESS: In compliance the POPIA Act, it is noted that Board Members and Security Committee Members may access the video data stored on the Estate Net Video Recorder in the event of a security event or other incident.