

Date: January 18, 2013
To: Glenwyck Farms Homeowners
From: SBB Management Company & Glenwyck Farms HOA Board of Directors
Re: Gate Code Change and Update of Information

Dear Neighbors:

As you are aware, the Glenwyck Farms HOA has been working with the Town of Westlake and SBB Management Company to enhance the security of our community.

When investigating the burglaries that took place over Thanksgiving weekend, Keller PD found that the same gate code (4040) was used over 40 times in one evening. Over the years, gate codes have been widely circulated to service people, acquaintances and realtors and many residents are still using the gate codes of former owners. Keller Police Department has advised us to **delete code 4040 on January 23rd and to delete and reset all Glenwyck Farms gate codes on February 15th**. Therefore, no current gate codes will work after February 15, 2013.

Every homeowner is asked to submit two new gate codes that have not previously been used:

1. Four Digit Personal Use Gate Code: Provides 24/7 access
2. Four Digit Service Use Gate Code: Provides Access 7 am – 7 pm, Monday through Saturday

PLEASE NOTE THAT VENDORS WILL ONLY BE GRANTED ACCESS FROM 7AM UNTIL 7PM. As a result, if you have someone visiting you who needs access after 7pm, please do not provide them with your Personal Use Gate Code, but instead, have them call your home number from the entry callbox. Once they call, you can hit "9" on your telephone to open the gate.

To ensure you have uninterrupted access to our gates, please fill out and return the following information no later than January 30, 2013:

Homeowner Name as it is to be listed in the directory
(Last Name, First Initial):

Homeowner Address:

Four Digit Personal Use Gate Code:

Four Digit Service Use Gate Code:

Homeowner Email Address (to be used only for Glenwyck Farms announcements):

Home Phone Number:

Alternate Phone Number (for example: mobile phone #)

Upon receiving updated contact information for our residents, we will create and distribute a neighborhood directory to residents only. If you do **not** wish to be included in the Glenwyck Farms directory, please check here: _____

If you require additional gate tags or have questions, please contact Debbie Macziewski at 817-482-1547, ext 471 or Regina Behrens at ext. 475. Each home is permitted to receive two free tags and may purchase additional tags for \$30.00 each. (Checks should be made payable to Glenwyck Farms HOA).

Best Regards,
Glenwyck Farms HOA