

Scottsdale Shadows IV, Inc.
7800 E. Camelback Road
Scottsdale, AZ 85251

KEYLESS ENTRY AND FOB SYSTEM
ADMINISTRATIVE GUIDELINES & RULES

The keyless door entry system installed in Association IV Buildings (26 & 27) utilizes portable fobs and remote-control panels to unlatch the doors and allow entry. The system is backed-up onsite, and is equipped with a battery back-up in case of a power failure.

The entry system has two components:

- Hand-held fobs for residents' entry into their building at all doors
- Resident directories at lobby and garage entrances to allow remote access for visitors

All fobs are activated through a system database that limits entry into the buildings. This system ensures security for our residents by limiting access only to registered fob/keyfob holders, or remote entry by owners through door entry directories.

Currently there are two fob options available:

- **Hands-free Fob**



- Larger, sturdier unit for long-term use
- Allows “hands-free” access to garage entries (keep fob in pocket or purse)
- Allows entrance at lobby and side doors by placing fob on sensor
- Batteries can be inexpensively replaced (#CR2032)

- **Keyfob**



- Smaller, more portable
- Less expensive
- Requires placing fob on sensor at all building entrances
- Long-life internal battery (not replaceable). Manufacturer claims 5 years
- Ideal for short-term use, or owners needing less costly multiple fobs (children, cleaners, care-givers etc.)
- Owners of rental units are encouraged to purchase keyfobs for their lessees, to avoid costly penalties for lost or unreturned fobs

The software/system is not Bluetooth compatible.

Entry Fob Policies

- When the entry system was installed, owners were provided two hands-free fobs.
- Fobs should be transferred to new owners on sale of condo.
- Additional hands-free fobs are available at a fee of \$100.
- Less costly keyfobs (as described above) are available for purchase by owners only for \$20.
- Renters are not allowed to purchase hands-free or keyfobs directly. For security purposes, all purchases of fobs must be made by the owners. Only one keyfob is allowed per registered renter. If lost or stolen, see procedure below.



Lost Fobs

- A lost hands-free fob must be reported to the RCI secretary immediately (480-994-0433; receptionist@scottsdale Shadows.com) so the fob can be deactivated to prevent unauthorized entry. A lost hands-free fob will be replaced with a new hands-free fob for a charge of \$100 to the owner.
- A lost keyfob must also be reported to the RCI secretary immediately so they can be deactivated. Replacement cost for a lost keyfob is \$20.
- Non-functioning fobs
 - Hands-free fobs: Replace the battery (#CR2032) at owner's expense.
 - Keyfobs do not have replaceable batteries and are considered disposable.
 - Damaged fobs are the owner's responsibility.

Administrative/Other Access

- RCI Maintenance, Community Service, and Housekeeping staff have been assigned fobs to allow building access.
- Delivery Drivers (USPS, FedEx, UPS, Amazon etc.) are provided limited access as necessary.
- Construction needs:
 - Owners will be required to purchase a \$20 keyfob (non-refundable) for Contractor use.
 - Building access will be activated with an approved construction permit on file with the RCI Office.
 - Building access will be set to expire on the end-date submitted on the permit, unless RCI is notified of an extended timeline.
- Movers:
 - Owners must complete a move in-move out form through RCI.
 - Owners will be issued two fobs from Community Services on day of move for Movers' Use.
 - Fobs must be returned upon completion of the move.
 - Owners will be assessed the cost of any fobs not returned to Community Services.
- Fire, Police, and Emergency Medical Personnel are provided appropriate building access.

Keyless Entry

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- Real Estate Agents: Owners listing their unit for sale are responsible for providing their real estate agent with condo keys and a building fob or keyfob. Access to the building and unit is obtained through the RCI lockbox locker, located near the RCI office.

Building Entry Directory

- All residents (owners and renters) may be listed in directories at your building lobby and garage entrances, to provide remote access for visitors.
- **Information Sheet** is to be completed by all new residents to designate how you wish your name(s) to be listed, and to assign desired phone numbers to specific names.
- *Residents may opt out of being listed in the directory.*

Who to Contact

Contact your Association IV Board at reg4pres@scottsdale Shadows.com:

- To obtain additional hands-free fobs or keyfobs
- If you have questions regarding fob usage
- If you have problems with the remote entry
- If you desire a change to your lobby directory listing

How to open door using your key fob:

- Place fob with the green triangle facing inward on internet connection signal
- Door will make a clicking sound and allow entry for seven seconds



How visitors call to gain entry:

- Visitor scrolls blue directory using up and down arrows to find name
- When name is found, visitor presses the bell
- Resident answers phone and visitor speaks to be identified
- Resident presses 1 on their phone to allow entry.