



## ACCESS TO AMENITIES CENTER FOR VILLAGES RESIDENTS

The work to restore access and access management at the Villages at Godley Station HOA amenities center is complete. The outdated technology was easily compromised, and therefore has been discontinued from support to achieve adequate security. The new management system is managed with 2N Mobile Key.

### ACCESS FOR RESIDENTS **WITH** SMARTPHONES

The 2N Mobile Key app is available for both Android and iPhone users. This process of establishing your Mobile Key access is a remote process, conveniently not requiring community occupants to go to the Sentry office to gain a PIN code.

#### There are three steps to re-establish member access:

1. Download the app on a smartphone. For iPhone click [here](#). For Android click [here](#).
2. Contact the community association manager Stan Kleine at [skleine@sentrymgt.com](mailto:skleine@sentrymgt.com) and receive a PIN code.
3. Activate the account at the clubhouse front door via Bluetooth using the PIN you were provided. (While at the front door of the clubhouse, the resident will open the app, follow the prompts, enter the PIN number when prompted, and pair their cellphone app with the clubhouse system.) The full instructions for activation can be found [here](#).

- **PIN allotment:** Each residence will receive up to two access PINs for use on separate phones.

- **Buying additional PINs:** HOA residents may obtain additional PIN codes for up to four occupants of the property for a one-time charge of \$15 PER PIN. Each property may have a maximum of six (6) total PINs. These requests will be processed by Sentry to issue a PIN code number to VGS occupants for permanent pairing of their smartphone.

- **Getting a new phone:** If a resident's smartphone is lost or replaced, the occupant may request a replacement PIN code for their personal phone without charge. The old PIN/paired application will be disabled in this process.

### ACCESS FOR RESIDENTS **WITHOUT** SMARTPHONES

Those without access to a smartphone can submit a request with Sentry, the HOA's property management company, for a personal photo ID access card. These requests will be processed to issue access cards to VGS occupants in place of smartphone PIN codes for a one-time fee of \$100 for the first twelve (12) month period. After the first twelve (12) month period, continued yearly access may be consecutively renewed at a fee of \$25 each year. Those requiring this access option should submit their email requests to Sentry. Once the request is processed, the occupant will work with our community manager, Stan Kleine, to detail the procedures for acquiring the physical card.

### PLEASE TAKE THESE STEPS TO ENSURE YOU CAN ACCESS THE HOA AMENITIES

- Make sure you are a homeowner in good standing, with no late or outstanding dues or fees on your account. Members not in good standing whose names appear on the property title will be issued one PIN for each record of an issued CardKey, but access will be disabled until the resident's account is once again in good standing.

- Occupants will need to provide identification reflecting their property address.

- Homeowners must present a valid photo I.D. that matches either the property address or the mailing address on the account in order to receive access.

- Tenants must present a valid photo I.D. that matches the property address or, if renting, both a copy of the lease and a printed utility bill for the address or other ID that proves they are living at the address.

- PIN codes will be sent to the email address provided by the member.

- Occupants at properties not in good standing, who can prove they are living at the address, will be issued one PIN for each record of issued, but access will be disabled until the resident's account is once again in good standing.

- Available 2N Mobile Keys may be assigned to minors, 14-17 years old, when accompanied by a completed/signed youth waiver by their guardian/occupant. The forms can be downloaded [here](#).

Questions? Please email Community Association Manager Stan Kleine at [skleine@sentrymgt.com](mailto:skleine@sentrymgt.com)