

Headquarters Island Association Gate Instructions

Resident Entry

There are two ways for a resident to enter through the entrance gate. The first method is with the secret code that you have provided to Asset Management & Consulting Services (AMCS). When you pull up to the entrance keypad, all you must do is enter the “#” and your four digit secret code and the gate will open. The second method of entry is by using your remote control.

To be able to maintain the level of security that the gate is intended to provide, please do not hand out your secret code. **If you forget your code and do not have a remote you will be locked out.**

Visitor Entry

When the visitor pulls up to the entry keypad, he will be able to scroll through the alphabetical listing of owners’ names. The listing will always start in the middle of the list. Next to each resident’s name will be a three-digit scroll code. The visitor should enter this three-digit scroll code onto the keypad. By entering the code, the computer will speed dial the home telephone number you have provided. These instructions are also printed on the access panel of the gate. You will be able to speak to the visitor at the gate to identify them. If you wish to allow them access to the community, you should press the number nine (9) followed by the “#”.

Exiting the Community

NO code is required to exit the community by car. There are several wire sensors in the ground that will activate as the car approaches the gate. CAUTION: The exit gate opens towards the car.

Gate Operating Hours

The gate will be open Monday through Friday from 6 AM to 6 PM and closed all day Saturday and Sunday.

Parties

You will need to call AMCS in advance for a code to put on your party invitations.

Changing of Secret Codes

To maintain the level of security that the gate is intended to provide, all changes of secret codes will be required in writing from the owner. This correspondence must include the following information:

(1) Owner’s Name (2) Property Address (3) Owner’s Signature (4) Two code choices

Pedestrian Traffic

On the back side of the gate shack is a key pad. The code is 1818 to exit Headquarters Island.

Emergencies at the Gate

If the gate is not operating, please contact the following:

AMCS- Louise Doyle (843) 345-8163

Mike Johnson (843) 559-4441

John Destefano (843) 559-2535

From the gate keypad, the above number can be speed dialed by accessing the three-digit scroll code from the resident listing.

In no case should you try to push open the gate. The gate operates on a hydraulic arm. The pressure must be released from this arm or the gate will not open.