



## Gate Access Instructions For Tenants Not Managed By Mgt. Companies

The following pages provide the directions and form required to get gate access and directions to renew gate access annually to avoid HOA re-programming fees. Non-Residents must be approved by a HOA board member.

1. Choose An Access Device (*Card of Key Fob*)
2. Fill out a "*Highlands Plantation Gate Access Device Questionnaire*".
3. Fill out a Highland Plantation "*Gate Access User Agreement*".
4. Bring picture I.D. and check or cash for \$25.00
4. **Garden Homes Management** will issue all "Gate Access Devices" as of now. Garden Homes Management is located at 781 St. Andrews Lane which is the first building on your left after passing through the guard house. The can be reached at (662) 323-9885.
5. The HOA does not have a full time office but the HOA answering service can be reached at (662) 295-4741 and they will call you back within 24 hours . The Highlands Plantation website is [www.highlandsplantation.net](http://www.highlandsplantation.net)

# Highlands Plantation HOA Ruth Road & Muirfield Road Gate Systems

## Gate Access Devices



Access Card

Or



Key Fob

All owners, tenants and residences may purchase and renew an “Access Card” or “Key Fob” that will open the both gate systems. The gates will remained closed at all times except on special events such as home football games during certain hours or local events that potentially could create large volumes of traffic at HP during certain time periods.

**Initial Cost:** \$25.00 (No Pro-ration) **Must have proof of ownership or lease agreement.**

**Renewal Cost:** \$10.00 Annually if renewed prior to August 31<sup>st</sup> or \$15.00 if after August 31<sup>st</sup>

**Normal Right Of Use Period:** 1 Year - September 1<sup>st</sup> thru August 31<sup>st</sup>

**Summer School Tenants Right Of Use Period:** . For those tenants/students that move in from May 15<sup>th</sup> thru July to go to summer school or otherwise can buy an access card that is activated from their date of move-in through the next year August 31<sup>st</sup>.

**Lost Access Devices:** \$25.00 (No Pro-ration)

**Where To Get Gate Access Devices:** Access devices will be distributed by Garden Homes Management at 781 St. Andrews Lane to all owners/tenants except for properties managed by Maroon & White Realty and Dye Properties. Those cards will be issued to the management company unless those management companies does not want to distribute to its tenants.

## Private Gate Access For Residence

In 2015 the HOA Board of Directors approved the installation of two expensive gate systems at Highlands Plantation. The three main purposes of these gate systems included the following:

**Stop Non Owner/ Resident Traffic** - Stop non-owner/resident traffic from using HOA roads to cross from Blackjack Road to Highway 82 and vice versa. A tremendous amount of non-resident vehicles use HOA roads daily thus causing HOA road maintenance issues that must be paid for by HOA owners will be eliminated by these two gate systems.

**Security** – The gate system will offer additional security with camera systems recording who enters and exits including tag numbers of all entrances 24/7/365.

**Future Control Of Who Accesses HOA Roads:** There are many undeveloped lots, undeveloped tracts of land within Highlands Plantation and large amounts of acreage boarding Highlands Plantation roads. All land and lots will be developed over time and must use Highlands Plantation roads that must be maintained by all HOA owners. The gate system will provide control over who accesses HOA roads and assure that the cost of damage and maintenance issues are shared by all users of HOA roads.



# Highlands HOA Gate Access Device Questionnaire

Please Fill Completely!

Owner Or Tenants Name: \_\_\_\_\_ Date \_\_\_\_\_

Note: Picture I/D/ Required

Property Address: \_\_\_\_\_ Unit # \_\_\_\_\_

If Tenants, Lease Begin & End Date: \_\_\_\_\_

Note: No Access Device Will Be Issued Without Copy Of Lease Agreement

Best Contact Number: \_\_\_\_\_ Cell \_\_\_\_\_ Land Line \_\_\_\_\_

Owner Or Tenant's Office Or Business Number: \_\_\_\_\_

Owner Or Tenant's Email Address: \_\_\_\_\_

Owner Or Tenant's Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Access Device Requested: \_\_\_\_\_ Card \_\_\_\_\_ Key Fob

- Primary Use Of Property: \_\_\_\_\_ Tenant Renting At Highlands Plantation  
Please Check All That Apply!
- \_\_\_\_\_ Owner Occupant Living There Full Time
  - \_\_\_\_\_ Purchased For Family Member To Attend MSU
  - \_\_\_\_\_ Game Day House
  - \_\_\_\_\_ Sheriff Or Fire Department
  - \_\_\_\_\_ School Bus Access
  - \_\_\_\_\_ Mail Carrier
  - \_\_\_\_\_ Service Vendor For \_\_\_\_\_
  - \_\_\_\_\_ Other: Describe \_\_\_\_\_



## Highlands Plantation Gate Access User Agreement

This agreement made and entered into on this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,

by and between Highlands Plantation HOA and \_\_\_\_\_.

Please Print

Physical Street Address Or Unit # \_\_\_\_\_

Please Print

In order to buy a "Right To Use Access Card" that will give you access to the Ruth Road and Muirfield Road automatic gate system, you must be a tenant or owner at Highlands Plantation or a vendor. The initial card cost to all users is \$25.00 and the replacement of a lost or damaged access device is \$25.00. The gate access devices will be programmed for 1 year beginning September 1<sup>st</sup> each year and will automatically expire and become inactive on August 31<sup>st</sup> of the following year unless "Renewed" prior to August 31<sup>st</sup>. There will be no pro-ration of access device cost. For those tenants/students/vendors that move in from May 15<sup>th</sup> thru July to go to summer school or otherwise can buy an access card that is activated from their date of move-in through the next year July 31<sup>st</sup>. Vendors for Highlands Plantation commercial entities and management companies will be allowed to purchase gate access cards under the same fee structure as outlined above. At this time the gate access devices will be distributed by Garden Homes Management to all owners/tenants except for properties managed by Maroon & White Realty and Dye Properties. Those cards will be issued to the Maroon & White Realty and Dye Properties designee unless those management companies and/or owner does not want to distribute to its tenants. The annual renewal fee is \$10.00 for each access device if renewed prior expiration of the access device on August 31<sup>st</sup>. If renewed after the August 31<sup>st</sup> renewal date, then the annual renewal cost will be \$15.00.

The Access Device shall always remain the property of the HOA.

The Highlands Plantation HOA and/or its management company shall not be liable for any injury, damage to vehicles or loss caused by problems or malfunction of gates.

**Highlands Plantation  
Homeowners Association**

**Card** \_\_\_\_\_

**Key Fob** \_\_\_\_\_

\_\_\_\_\_  
**Authorized HOA Agent/Employee**

\_\_\_\_\_  
**USER**