

MYRTLE TRACE HOMEOWNERS ASSOCIATION
'WHAT TO DO'
WHEN YOU RECEIVE A GATES BROKEN CALL

6/16/2011

- 1) Get caller's name & address.
- 2) Ask "Is it the "OUT-BOUND" or "IN-BOUND" Gate?"
- 3) Ask "What is the Gate Doing or Not Doing?"
- 4) Thank the caller and head for the Gates.
- 5) Upon arriving at the Gates, confirm the problem as best you can.
- 6) **PROBLEM WITH THE "IN-BOUND" GATE**
 - a. Remove the wing-nut & fold down the orange inbound "GATE CLOSED" sign mounted on the "Private Entrance" sign.
 - b. Close the Old Steel Gate.
 - c. If the Gate Arm is broken, install a new Gate Arm, which are stored @ the Hardee maintenance shop in the open garage bay. During working hours Monday – Friday call Al Hardee to install gate arm. Tools necessary are stored inside the "OUT BOUND" gate tower.
 - d. If it seems to be a mechanical or electronic problem call "Carolina Time Gate Contractor" General Manager Nick Danikas's cell phone. If there is no answer, leave a message on his voice mail. Now call the Carolina Time office and leave a message.
 - e. If possible, get the problem gate in the down position by using switches on the inside of the gate tower.
 - f. Turn the Power off to the Broken Gate.
- 7) **PROBLEM WITH THE "OUT BOUND" GATE**
 - a. **IF THE GATE ARM IS BROKEN,**
LEAVE THE OLD & NEW OUT-BOUND GATES OPEN
(Estimated repair time 1 hour)
 - b. Install a new Gate Arm, which are stored @ the Hardee maintenance shop in the open garage bay. During working hours Monday – Friday call Al Hardee to install gate arm. Tools necessary are stored inside the "OUT BOUND" gate tower.
 - c. **IF THE GATE ARM IS NOT BROKEN,** and it seems to be a mechanical or electronic problem, call "Carolina Time Gate Contractor" General Manager Nick Danikas's cell phone. If there is no answer, leave a message on his voice mail. Now call the Carolina Time office and leave a message.
 - d. Close the Old Steel Gate.
 - e. If possible, get the gate in the down position by using switches on the inside of the gate tower.
 - f. Turn the Power off to the Broken Gate.
 - g. Remove the wing-nut & fold down the orange inbound "GATE CLOSED" on the signs at Burning Ridge Road, Timberline Drive and Cedar Ridge Lane.

CALL "FIRE STATION 23" BUILDING:843-915-7084 CELL:843-241-2678
TO INFORM THEM THAT THE GATES ON MYRTLE TRACE DRIVE ARE CLOSED FOR REPAIR

CALL CHAIR OF PROPERTY COMMITTEE & A MEMBER OF THE BOARD AND ASK THAT PERSON TO INFORM THE REST OF THE BOARD THAT A GATE IS CLOSED.

OPENING GATES AFTER REPAIR

- (2) Turn power back on.
- (3) Test Gate
- (4) Open the Old Steel Gate
- (5) Fold "GATE CLOSED" signs back up.

**CALL "FIRE STATION 23" BUILDING:843-915-7084 CELL:843-241-2678
TO INFORM THEM THAT THE GATES ON MYRTLE TRACE DRIVE ARE BACK OPEN.**

**CALL CHAIR OF PROPERTY COMMITTEE & A MEMBER OF THE BOARD AND ASK THAT
PERSON TO INFORM THE REST OF THE BOARD THAT THE GATE HAS BEEN REPAIRED
AND IS OPEN.**

TELEPHONE NUMBERS

- Dave Smyth, Gatekeeper..... (843) 855-3444 (Cell)
..... (843) 347-1058 (Home)
- Joe Johns (703) 229-7450 (Cell)
..... (843) 347-5743 (Home)
- Al Robertson (843) 347-4122 (Home)
- Jim Wilkison..... (843) 855-2140 (Cell)
..... (843) 347-6400 (Home)

- Lyle Kershner, Property Comm. Chair (843) 997-9558 (Cell)
..... (843) 347-6315 (Home)

- Al Hardee, Myrtle Trace Maintenance (843) 421-0032 (Cell)
..... (843) 347-5162 (Office)

Carolina Time Gate Contractor

- Nick Danikas, General Manager (843) 222-2685 (Cell)
..... (843) 448-7200 (Office)

Myrtle Trace Homeowners Association Board Members (2011-12)

- Cathy McElroy, President (843) 234-0120 (Home)
- Peter Bevan, V.P. (843) 347-0787 (Home)
- David Atkins..... (843) 347-4070 (Home)
- Judy Beam..... (843) 234-2763 (Home)
- Sally Herstine..... (843) 347-5360 (Home)

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