

Gateway South Centre...our own little village.

Condominium Corporation Number 0614475

RE: Building Security – Fob System Update and Audit

Please be advised we are upgrading and auditing the fobs in the building to ensure they are all accounted for by unit, and enhance overall building security. This will include any fobs you have issued to tenants, family, housekeepers, etc.

Starting Monday February 27th, 2017, and ending Friday March 18th, 2017 the new fobs may be picked up at the site office during the following hours:

Monday and Friday – 10:00 a.m. to 8:30 p.m.
Tuesday, Wednesday and Thursday - 12:30 p.m. to 8:30 p.m.
Saturday March 4th, 11th and 18th **only** 10:00 a.m. to 2:00 p.m.

These fobs will not be active at this time.

If you are a tenant, you will be required to have the attached form signed by the owner authorizing you to pick up these fobs as well as one (1) piece of ID or utility bill showing address of the building.

Please note that if your tenant is not registered as per the policies of the corporation, we will require the Owner and Tenant information forms to be completed prior to tenants receiving the new fobs.

With regards to the parkade fobs (pucks), will **not** be replaced, but we will require that every resident that owns one, bring this with them so we may record the numbers on them for reprogramming into the new system when it goes live. If unit owners require more than 2 fobs, we will be requesting that when the system is live, residents, come to the site office with any old fobs to be reprogrammed for the new system. This will assist in keeping cost downs for residents by not having to purchase new fobs for children, caretakers etc.

On **Monday March 20, 2017**, the new system will go live. That meaning that any unit that has not picked up their two (2) new fobs for their unit will no longer be able to access the building with an already existing programmed fobs for door access or parkade entrance.

We are hoping that with a three (3) week lead for this to take place, that everyone will have received their new fobs so the transition to the new system is seamless. If for whatever reason you are unable to obtain your new fobs during the 3-week time period, you will be required to contact the Site Office for assistance.

We appreciate everyone's patience while this takes place and we work towards a safer and more secure building.



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Thank you on behalf of Your Board of Directors

Authorization for Renter to receive New Fobs

I, _____, owner of Unit # _____ authorize my tenant(s) to pick up and receive the fobs programmed to my unit on my behalf.

I have confirmed that all proper documentation has been submitted for my renters residing at The Gateway South Centre has been submitted as per the policies of the Corporation.

Please contact myself at the below information if you require more information.

Name: _____

Number: _____

Unit #: _____

Date: _____



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