

Please complete the following form to make changes to the access control system for your community. Check the corresponding box and fill out all information so that we can best serve you while keeping access to the community controlled. Please remit completed form to:

**RealManage  
Amenity Department  
P.O. Box 703267  
Dallas, TX 75370-3267**

The Foothills of Barton Creek Property Owners Sub-Association, Inc.

Community Association

Owner's First Name

Last Name

Property Address

Mailing Address (if different)

Home Telephone

E-Mail Address

### Guest Directory

Include me in the guest directory (please circle one):                      **Yes**                      **NO**

**Local Telephone number:** \_\_\_\_\_ (this is generally the telephone number at the residence)  
The directory is an optional feature that uses your existing telephone to let you talk with visitors and allow them access to the neighborhood if you so desire. The system will keep your number confidential.

### Entrance Gate Information

**Family Four Digit Code:** first choice: \_\_\_\_\_ second choice: \_\_\_\_\_  
This code is provided by you and allows access to the community by you and your family.

**Vendor Four Digit Code:** first choice: \_\_\_\_\_ second choice: \_\_\_\_\_  
This access code is provided by you and can be given out to contractors or vendors (i.e. cleanings service, pool maintenance, lawn care, etc.) This code grants access to the community between the hours of 8:00 AM to 5:00 PM.

### Special Event Request

Day of Event: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Time of Event:    Beginning: \_\_\_\_\_    Ending: \_\_\_\_\_

Four Digit Code:    first choice: \_\_\_\_\_    second choice: \_\_\_\_\_

This code is provided as a TEMPORARY access code to be used for a set period of time (i.e. parties, open houses, etc.) and allows access into the community during the time above only.

\_\_\_\_\_  
Signature (Owner)

\_\_\_\_\_  
Date