



Instructions

This form can be filled out on screen. Please type your contact information for the gate attendants and the HOA Board in the event of an emergency or other need. After completing this form, you can send it as an email attachment to Board@LakeHeather.org or print it out and give it to the guard at the guardhouse.

Homeowner Contact Information

Last Name: \_\_\_\_\_ First Name(s): \_\_\_\_\_ Lot: \_\_\_\_\_

Address: \_\_\_\_\_, Hoover, AL 35242

Primary Phone #: \_\_\_\_\_ The primary phone number is used for calling you when a visitor arrives at the gate.

Other Phone #'s: \_\_\_\_\_

Email: \_\_\_\_\_

Please Print or Type only ONE email address. This address will be used for official LHHA communication. If more than one email address is entered, only the first email address will be used for LHHA communication.

In the event of a Health Emergency, contact: (Optional)

Table with 3 columns: Name, Phone Number(s), Relationship. Rows 1-3.

In the event of a Fire or Police Emergency, contact: (Optional)

Table with 3 columns: Name, Phone Number(s), Relationship. Rows 1-3.

Please Check Only One Box

Your Guidelines for Gate Attendants

Do not allow entry to anyone wanting to come to my home without calling me and receiving permission on a visit by visit basis. or \_\_\_\_\_ or \_\_\_\_\_

Allow entry for the following persons at any time without calling me, but call for approval for everyone else on a visit by visit basis.

- 1. \_\_\_\_\_ 6. \_\_\_\_\_
2. \_\_\_\_\_ 7. \_\_\_\_\_
3. \_\_\_\_\_ 8. \_\_\_\_\_
4. \_\_\_\_\_ 9. \_\_\_\_\_
5. \_\_\_\_\_ 10. \_\_\_\_\_

If needed, add additional names on the back of this sheet, or attach a list

For all delivery persons who say they're coming to my house (excluding the regular daily mail carrier): (check only one box)

I want the guard to call me first. or

Let them in without calling me up until \_\_\_\_\_ p.m., but between then and \_\_\_\_\_ a.m., call me first.

If a delivery service offers to leave a delivery at the guardhouse for me: (check only one box)

I hereby authorized that. or

I do not want deliveries left at the guardhouse for me.

If you have other, or additional, instructions about delivery persons saying they're going to your house, please write your instructions below.

Empty box for additional instructions.