

**CRYSTAL GARDENS HOME OWNERS ASSOCIATION
(CGHOA)
PROCEDURES FOR OPEN HOUSE**

1. CGHOA policy is that entry and exit gates will be closed at all times possible. Neighborhood Services shall not open the gates without specific direction from CGHOA Board President, or other board member acting on behalf of the president.
2. In the event an "open house" is desired to assist in the sale of a property, it is the realtor/owner's responsibility to provide the resident's name, (as listed in our entry box) and instructions on the use of the box, if necessary, to potential visitors.
3. Visitors will request access thru the box, as per normal, and realtor/owner will verify their identity, then "buzz" (#9) the gate open from the residence, if appropriate.
4. It is the responsibility of the owner to ensure that they have the capability to open the gate from their home.
 - a. If an owner is unsure how to do this, contact a board member or the Neighborhood Services for assistance.

- b. If the system to open the gate is inoperative at any residence, it is the homeowner's responsibility to contact Neighborhood Services to get it repaired.
5. Individual garage sales are normally NOT allowed. CGHOA board will schedule two weekends per year, normally spring and fall, when individual or community garage sales may be held, and Neighborhood Services will be requested to program the gates open to support individual or community garage sales during these periods.
6. If a residence is vacant, and the telephone has been removed, the realtor or owner will contact the CGHOA president, or other board member if the president is unavailable, for variance from this policy.