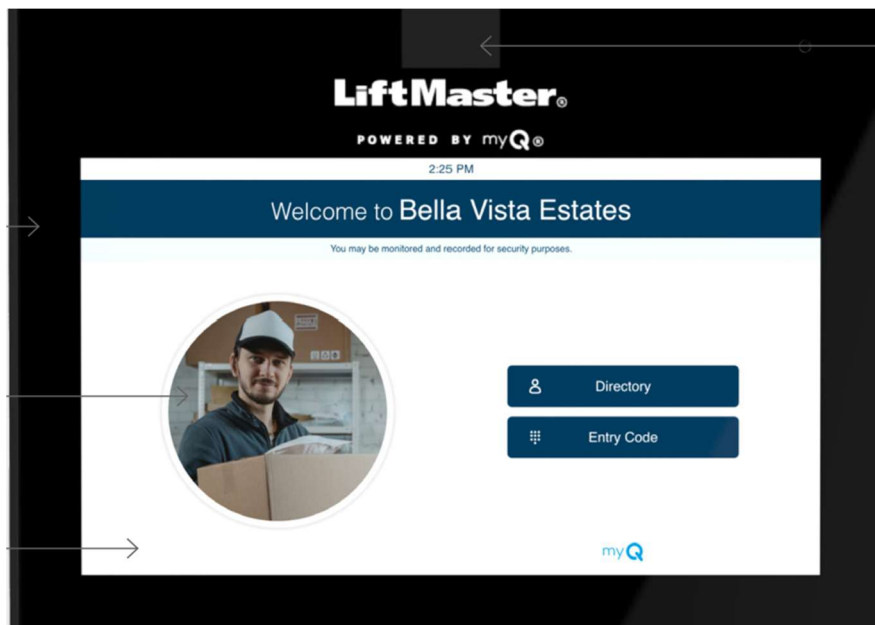Date: 12/15/24

To: Visitors to Marsala at Tiburon

Re: Entry to the Community

Dear Visitors: Marsala at Tiburon HOA uses an Access Control system for Visitor and Resident Access to the community.

How do I gain access to the Community ? Drive to the Kiosk at the Entry

1) **Touch "Directory" to Call the Resident**: from the Visitor Kiosk, select the Directory and scroll to the name of the Resident who invited you to the community
   a. Select the resident and press call
   b. If the resident answers, he/she will open the gate for you.
   c. If the resident does not answer, you may not access the community
   d. **Contact the resident by another method to gain access in the future**

2) **Touch "Entry Code"** : from the Visitor Kiosk, select Entry Code:
   a. If a resident has sent you a "Guest Pass," enter the code from that pass into the Kiosk and the gate will open;
   b. If after entering the correct code from the pass, the gate doesn't open, the pass has expired.
   c. **Contact the resident by another method to gain access in the future**