

## Welcome to Our Community !

On behalf of the Board and our residents, we're glad you chose **Beaverdam Run**.

Please **keep the Corporate Secretary ([CorpSecBRCA@gmail.com](mailto:CorpSecBRCA@gmail.com)) apprised of your arrival date** so that a member of the Welcoming Committee can contact you to arrange a visit soon after you move in. During that visit, a Committee member will share information about our Association and community activities to help orient you to life at Beaverdam Run and answer any questions you may have.

After closing, and with this letter, you should have in your possession most of the following:

1. Your unit key(s)
2. An entry gate “clicker” and a Temporary Gate Code (see **Gates Information for New Residents** later in this packet).
3. To open Beaverdam Run’s **main** gate, press the button on the entry gate “clicker”; or enter the Temporary Gate Code **from the closing** using the touch-screen.
4. Moving-In document – What you need to know **NOW**.
5. Key Contacts (Board members and key committees)
6. **Four forms to be completed and returned to the Corporate Secretary ASAP** (Gazebo mail slot “1SR”, the address above, or via email: [BRCA.CorpSec@gmail.com](mailto:BRCA.CorpSec@gmail.com))
  - ACH Debit Authorization form (for automatic payment of monthly assessment)
  - Beaverdam Run Information Sheet
  - Voting Certificate
  - Winter Months contact form (optional)
7. A **Buyer’s Checklist** that will assist you in tracking a number of items and tasks.
8. The closing documents from the attorney.
9. Items that may be found in the Unit (see the attached Buyer’s Checklist):
  - The **Official Association Handbook**, if present, contains the Declaration, Bylaws, Rules & Regulations, Building Maintenance Policies and other information relevant to living here. We urge you to familiarize yourself with these documents, as they are the basis for understanding condominium living at Beaverdam Run. (Access to a few areas requires a password — contact the Corporate Secretary for the current password.)
  - Entry gate opener device (1; another should have been received at the closing)
  - Garage door openers (2)
  - Instructions for changing the code to the garage door keypad, if present
  - Keys: Mailbox (2), Clubhouse/Log Cabin (2; each key opens both buildings)
  - Appliance manuals/information, if present



**If you have not already done so, contact the Treasurer to make arrangements to automatically pay your monthly assessment.**

**Contact the Gates Committee ([BRCA.Gates@gmail.com](mailto:BRCA.Gates@gmail.com))** to help you add your phone number(s) and name(s) into the Entry Gate system (only the names are listed in the directory at the Entry Kiosk). You will then be given a unique **Unit Access Code** to raise the Entry Gate in the future.

Once setup, visitors may contact you from the Entry Kiosk and you can then open the gate by pressing “Open” (for a video call) or pressing **1\*** for an audio-only call. Each Unit must have one or more phone numbers registered at the Entry Kiosk – when someone at the entry gate scrolls through the names and taps yours, **all** of your registered phones will ring.

Calls you receive **from the Entry Kiosk** will display **972-231-1999**.

When you have finalized your moving date, provide that information to the Gates Committee ([BRCA.Gates@gmail.com](mailto:BRCA.Gates@gmail.com)) so that the **service gate** will be open when your household goods arrive.

Provide your new local or cell-phone number(s) to the Corporate Secretary to ensure that you are included in the telephone directory.

We look forward to you becoming an active member of our community.

**Don't forget to complete the four enclosed forms and return them to the Corporate Secretary using one of the options from item 6, above.**

If you have any questions, please feel free to contact any member of the Board of Directors.

Sincerely,

BRCA Corporate Secretary