

**MYRTLE TRACE HOMEOWNERS ASSOCIATION**  
**“WHAT TO DO”**  
**WHEN YOU RECEIVE A GATES BROKEN CALL**

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8/23/2009

- 1) Get caller's name & address.
- 2) Ask “Is it the “OUT-BOUND” or “IN-BOUND” Gate?”
- 3) Ask “What is the Gate Doing or Not Doing?”
- 4) Thank the caller and head for the Gates.
- 5) Upon arriving at the Gates, confirm the problem as best you can.
- 6) **PROBLEM WITH THE “IN-BOUND” GATE**
  - a. Remove the wing-nut & fold down the orange inbound “GATE CLOSED” sign mounted on the “Private Entrance” sign.
  - b. Close the Old Steel Gate.
  - c. If the Gate Arm is broken, install a new Gate Arm, which are stored @ the Hardee maintenance shop in the open garage bay. During working hours Monday – Friday call Al Hardee to install gate arm. Tools necessary are stored inside the “OUT BOUND” gate tower.
  - d. If it seems to be a mechanical or electronic problem call “Carolina Time Gate Contractor” General Manager Nick Danikas’s cell phone. If there is no answer, leave a message on his voice mail. Now call the Carolina Time office and leave a message.
  - e. If possible, get the problem gate in the down position by using switches on the inside of the gate tower.
  - f. Turn the Power off to the Broken Gate.
- 7) **PROBLEM WITH THE “OUT BOUND” GATE**
  - a. **IF THE GATE ARM IS BROKEN,**  
**LEAVE THE OLD & NEW OUT-BOUND GATES OPEN**  
(Estimated repair time 1 hour)
  - b. Install a new Gate Arm, which are stored @ the Hardee maintenance shop in the open garage bay. During working hours Monday – Friday call Al Hardee to install gate arm. Tools necessary are stored inside the “OUT BOUND” gate tower.
  - c. **IF THE GATE ARM IS NOT BROKEN,** and it seems to be a mechanical or electronic problem, call “Carolina Time Gate Contractor” General Manager Nick Danikas’s cell phone. If there is no answer, leave a message on his voice mail. Now call the Carolina Time office and leave a message.
  - d. Close the Old Steel Gate.
  - e. If possible, get the gate in the down position by using switches on the inside of the gate tower.
  - f. Turn the Power off to the Broken Gate.
  - g. Remove the wing-nut & fold down the orange inbound “GATE CLOSED” on the signs at Burning Ridge Road, Timberline Drive and Cedar Ridge Lane.

**CALL “FIRE STATION 23” BUILDING:843-915-7084 CELL:843-241-2678**  
**TO INFORM THEM THAT THE GATES ON MYRTLE TRACE DRIVE ARE CLOSED FOR REPAIR**

**CALL CHAIR OF PROPERTY COMMITTEE & A MEMBER OF THE BOARD AND ASK THAT PERSON TO INFORM THE REST OF THE BOARD THAT A GATE IS CLOSED.**

**OPENING GATES AFTER REPAIR**

- (2) Turn power back on.
- (3) Test Gate
- (4) Open the Old Steel Gate
- (5) Fold "GATE CLOSED" signs back up.

**CALL "FIRE STATION 23" BUILDING:843-915-7084 CELL:843-241-2678  
TO INFORM THEM THAT THE GATES ON MYRTLE TRACE DRIVE ARE BACK OPEN.**

**CALL CHAIR OF PROPERTY COMMITTEE & A MEMBER OF THE BOARD AND ASK THAT  
PERSON TO INFORM THE REST OF THE BOARD THAT THE GATE HAS BEEN REPAIRED  
AND IS OPEN.**

**TELEPHONE NUMBERS**

- Dave Smyth, Gatekeeper..... (843) 855-3444 (Cell)  
..... (843) 347-1058 (Home)
- Joe Johns ..... (703) 229-7450 (Cell)  
..... (843) 347-5743 (Home)
- Al Robertson ..... (843) 347-4122 (Home)
- Jim Wilkison..... (843) 855-2140 (Cell)  
..... (843) 347-6400 (Home)
  
- Lyle Kershner, Property Comm. Chair ..... (843) 997-9558 (Cell)  
..... (843) 347-6315 (Home)
  
- Al Hardee, Myrtle Trace Maintenance ..... (843) 421-0032 (Cell)  
..... (843) 347-5162 (Office)

**Carolina Time Gate Contractor**

- Nick Danikas, General Manager ..... (843) 222-2685 (Cell)  
..... (843) 448-7200 (Office)

**Myrtle Trace Homeowners Association Board Members (2009-10)**

- Tom Gray, President ..... (843) 234-0120 (Home)
- Sheilah Reynolds, V.P. .... (843) 347-0787 (Home)
- Tom Dovey ..... (843) 347-4070 (Home)
- Jack Von Deck ..... (843) 234-2763 (Home)
- Cathy McElroy..... (843) 347-5360 (Home)

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