

DISARMING THE SYSTEM

ENTER THE PREMISES. THE KEYPAD WILL SOUND A STEADY TONE TO REMIND YOU TO DISARM THE SYSTEM. ENTER THE CODE AND PRESS "OFF". THE RED "**ARMED**" LIGHT WILL GO OUT, INDICATING THAT THE SYSTEM HAS BEEN DISARMED.

SILENCING THE ALARM

IN THE EVENT THAT THE SYSTEM GOES INTO ALARM, ENTER THE CODE AND PRESS "OFF". THERE IS NO PHONE IN THE CLUBHOUSE. IF YOU SET OFF THE ALARM CALL THE FOLLOWING PERSON(S) IN ORDER UNTIL YOU GET AN ANSWER:

- CHARLOTTE HOOLIHAN - 985 - 624-5098
- JIM ROWALT - 985 - 867-8305
- TIM WRIGHT – 504-231-6787

THEN THE POLICE WILL COME IF YOU DO NOT GET ANYONE. YOU WILL THEN NEED TO EXPLAIN YOUR MISTAKE IN SETTING OFF THE ALARM

ARMING THE SYSTEM WHEN LEAVING

BEFORE ARMING THE SYSTEM, MAKE SURE THE **GREEN STATUS LIGHT** IS ON. THIS INDICATES THAT ALL OF THE ZONES ARE SECURE. IF A ZONE LIGHT IS ON (1-8), THIS INDICATES THAT A CORRESPONDING ZONE IS OPEN. CHECK ALL DOORS. THE #4 IS THE MOTION DETECTOR; GIVE IT A MINUTE TO GO OFF.

ENTER YOUR CODE AND PRESS "ON". THE GREEN "**STATUS**" LIGHT WILL GO OUT; THE RED "**ARMED**" LIGHT WILL LIGHT.

LEAVE THE PREMISES THROUGH THE POOL SIDE ENTRANCE DOOR. IF THE KEYPAD GIVES A STEADY CODE YOU HAVE TAKEN TOO LONG. ENTER THE CODE AGAIN TO DISARM THE SYSTEM AND RE-ENTER THE CODE AND LEAVE. RETURN THE KEY TO LOCKBOX.

IF YOU HAVE ANY PROBLEMS, CALL ONE OF THE FOLLOWING

- CHARLOTTE HOOLIHAN - 985 - 624-5098
- JIM ROWALT - 985 - 867-8305
- TIM WRIGHT – 504-231-6787

CHECK LIST FOR THE HOMEOWNER BEFORE LEAVING THE PREMISES AFTER RENTAL

- Have you put your trash in the Waste Management containers on the side of the clubhouse? PLEASE PULL ALL FULL CANS OUT TO THE AREA IN FRONT OF THE SMALL STORAGE BUILDING IN THE SOUTHEAST CORNER OF THE PARKING LOT.
- Have you return the thermostat to RUN?
- Are all the lights off?
- Have you Straighten the furniture?
- Clean up the kitchen if you have used it
- Remove any items left in the refrigerator
- Make sure the inside bathroom doors are locked; these 2 doors are connected to the alarm system.
- Remember to turn the alarm on.
- Return the key to the Lockbox

THANK YOU FOR YOUR COOPERATION!!!!