



Chaparral Residents Association Ltd.

225 Chaparral Drive SE Calgary, AB T2X 3K9

Phone: 403.254.4148 / Fax: 403.254.4149

www.lakechap.ca

Association Property Access Authorization Form

Request Information

Date of Request: _____

Requested Access Date(s): _____

Approximate Arrival Time: _____

Approximate Departure Time: _____

Homeowner Information

Property Address: _____

Homeowner Name: _____

Phone Number: _____

Email Address: _____

Contractor Information (if applicable)

Company Name: _____

Designated Site Representative: _____

Mobile Number: _____

Restrictive Covenant Approval

Where applicable, has the required Restrictive Covenant approval been obtained?

Yes

No

Not Applicable



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Materials

Please list all materials that will be transported across Association property.

<u>Material</u>	<u>Approximate Quantity</u>	<u>Intended Use</u>
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Vehicles & Equipment

Please list all vehicles and equipment that will be brought onto Association property, including the dimensions (length x width x height) of each item.

Access Route

Describe the proposed access route across Association property.

Protection Measures

Describe the measures that will be taken to protect Association property throughout the work.



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Conditions of Access

By signing below, the Homeowner and Contractor acknowledge and agree that:

1. This authorization applies only to access across Association property and does not constitute approval of any work requiring approval under the Restrictive Covenants.
2. Where Restrictive Covenant approval is required, gate access will not be authorized until that approval has been obtained.
3. Access is authorized only for the dates, times, and duration approved by the Association.
4. Access is authorized only for the work, materials, vehicles, and equipment identified in this request.
5. Any changes to the approved scope of work, materials, vehicles, equipment, personnel, schedule, or access route require prior written approval from the Association.
6. Prior to approval, the contractor shall provide a complete list of all vehicles, trailers, and equipment that will enter Association property, including the dimensions (length × width × height) of each item.
7. The access gate must remain dummy locked at all times. The gate shall not be left open while work is underway, between vehicle movements, or while loading or unloading materials.
8. Association staff will unlock the gate at the beginning of each approved workday. The contractor is responsible for ensuring the gate is properly secured and **fully locked** at the end of each workday before leaving the site.
9. The designated site representative shall contact the Association upon arrival to coordinate access and confirm the gate has been secured.
10. Contractors shall access and navigate Association property only by the route approved by the Association. No deviations are permitted without prior written authorization.
11. The contractor and/or homeowner are responsible for protecting all Association property, including but not limited to landscaping, irrigation systems, fencing, pathways, utilities, and other infrastructure. Any damage resulting from the work shall be repaired to the satisfaction of the Association at the contractor's or homeowner's expense.
12. The work area shall be kept in a safe and orderly condition throughout the project and shall be left clean and free of equipment, debris, excess materials, and waste at the end of each workday.
13. No materials, equipment, waste, or temporary construction items shall be left on Association property overnight unless expressly authorized in writing by the Association.
14. Association representatives may inspect the work site and access route at any time to verify compliance with the conditions of this authorization.
15. Failure to comply with any condition of this authorization may result in the immediate suspension or revocation of gate access, termination of the work authorization, and may affect the approval of future access requests.
16. The Association reserves the right to suspend work or revoke gate access at any time where these conditions are not being met, where safety or security concerns arise, or where Association property is at risk.



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Association Use Only

Access Approved By: _____

Approval Date: _____

Approved Access Date(s): _____

Special Conditions:

Site Inspection

Pre-Work Inspection

Completed By: _____

Date: _____

Photographs Taken

Yes

No

Post-Work Inspection

Completed By: _____

Date: _____

Deficiencies Noted:

Work Accepted

Corrections Required

Notes:



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Homeowner Acknowledgement

By signing below, the Homeowner acknowledges that they have read and understood the conditions of this Gate Access Authorization and accept full responsibility for ensuring that all contractors, subcontractors, suppliers, and other persons accessing Association property on their behalf comply with its terms.

The Homeowner further acknowledges that they are responsible for any damage to Association property resulting from the work, regardless of whether the damage is caused directly by the Homeowner or by any contractor, subcontractor, supplier, or agent acting on their behalf.

Signatures

Homeowner

Name: _____

Signature: _____

Date: _____

Lake Chaparral Residents Association

Representative: _____

Signature: _____

Date: _____