

Gate House Entry Authorization Procedures

As of July 1, 2017 Residents and Staff are required to add any Non-Registered Guests to the Gate Authorization List to enter the community.

There are three ways to add someone to the Gate Entry Authorization List:

1. Leave a message on the Entry List voicemail: (303) 876-8234
2. Send an Email to: Wcdentrylist@erickson.com
3. Complete the Guest Authorization form on the MyWindCrest.org Website
www.mywindcrest.org

Required information for Voicemail or Email:

- Name of Resident or Staff Authorizing
- WCD Department or Apartment # and Building
- Date and approximate time of visitation
- Name of the guest you are authorizing to enter the community.

General Facts:

- Security Gate Officers will check these messages frequently throughout the day.
- Please give as much advanced notice as possible but same day notifications are accepted.
- We cannot keep a running list of approved people who do not have a vehicle sticker or visitor badge. If you are not giving certain guests a visitor sticker or visitor badge but you are allowing them to visit, you will need to call in to the Entry List Voice Mail or Email each time they visit.
- For multiple guests visiting at the same time in the same vehicle you only need to provide the name of one person from the group when scheduling.
- For multiple guests visiting arriving in separate vehicles you will need to provide the name of each individual.
- For groups over 10 or large events please contact the Security Dispatcher for group Access and Parking instructions.