



## **Contractor/Vendor Gate Access Document Registration Procedures**

### **Uploading required registration documents:**

1. Once you have informed Fisher Island Community Associations Public Safety Department of your intent to register, you will be issued a "User name and Password".
2. Log on to [www.gateaccess.net](http://www.gateaccess.net)
3. Use drop down box to select community code FICA
4. Enter your user name
5. Enter your password
6. Log on
7. Select browse to locate your document to be uploaded. (Please note, not all available sections apply to your project. If you are unsure please contact Public Safety Department)
8. Select Upload
9. If you would like to view your PDF upload to ensure it has uploaded properly, select view PDF
10. Additional uploads required are State license, Business Tax receipts, Project contracts, Gantt charts & any other applicable items that may pertain to you.(Please ask)

### **Adding employees ID's:**

1. Scroll to the bottom of your profile and select the box labeled "New"
2. Enter last name/company
3. Enter first name
4. Select browse to locate your employees Government issued ID to be uploaded (Must be Color copy)
5. Select browse to locate your employees Acknowledgment release of liability form to be uploaded
6. If you would like to view your PDF upload to ensure it has uploaded properly, select view PDF
7. Each time you add an employee, you must upload a revised employee roster

### **Deleting employees:**

1. Next to the name you would like to remove, you will see a delete button

# PICC

## PIPINO INSURANCE CERTIFICATE COMPLIANCE

BEECHER CARLSON INSURANCE SERVICES, LLC MANAGES THE CERTIFICATE OF INSURANCE COMPLIANCE PROGRAM ON BEHALF OF FISHER ISLAND COMMUNITY ASSOCIATION, INC. (FICA)

In order to begin work, please complete the information requested in the link below and have your Agent or Broker provide the following on a Certificate of Insurance:

A COPY OF YOUR CERTIFICATE MAY BE  
uploaded through this [LINK](https://beechercarlson.wufoo.com/forms/certificate-monitoring/) (https://beechercarlson.wufoo.com/forms/certificate-monitoring/)  
or sent via e-mail to [certs05@dpipino.com](mailto:certs05@dpipino.com).

### FOR GENERAL CONTRACTORS & SUBCONTRACTORS:

- ✓ General Liability – Minimum \$1M
- ✓ Commercial Umbrella (Excess) Liability – Minimum \$5M
- ✓ Workers Compensation – Statutory
- ✓ Employers Liability - \$500K/\$500K/\$500K
- ✓ Automobile Liability - Combined Single Limit of \$1M
- ✓ Additional Insureds:
  - Fisher Island Community Association, Inc.
  - Fisher Island Club
  - FI Parcels, LLC
  - Fisher Island Investments, Inc. and their subsidiaries

We **MUST** receive a compliant certificate evidencing the above information in order for you to begin work.  
If you have any questions, please contact KATIE RICKETTS at 330-729-7168.



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Insert Producer Information	CONTACT NAME: Insert Contact Name	FAX (A/C, No):	
	PHONE (A/C No Exl):	E-MAIL ADDRESS:	
INSURED Insert Contractor Name	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A:	Insert Carrier Name	
	INSURER B:	Insert Carrier Name	
	INSURER C:	Insert Carrier Name	
	INSURER D:	Insert Carrier Name	
	INSURER E:		
	INSURER F:		

**COVERAGES**

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR	WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY CLAIMS-MADE <input type="checkbox"/> OCCUR <input checked="" type="checkbox"/>	X	X	(Insert Policy Number)	(Insert Policy Dates)		EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JFCT <input type="checkbox"/> LOC		Insurance must cover (a) Any Auto, (b) ALL Owned, Hired, AND Non-Owned Autos, OR (c) Scheduled Hired and Non-Owned Autos				
B	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	(Insert Policy Number)	(Insert Policy Dates)		COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS						
C	UMBRELLA LIAB EXCESS LIAB	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	(Insert Policy Number)	(Insert Policy Dates)		EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000
	DED   RETENTION \$						
D	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	X	(Insert Policy Number) (Insert Policy Dates)		<input checked="" type="checkbox"/> WC STATUTORY LIMITS   OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Fisher Island Community Association, Inc., Fisher Island Club, Inc, FI Parcels, LLC, and Fisher Island Investments, Inc. their subsidiaries, agents, directors, partners, officers, employees, or representatives are included as Additional Insured with respect to GL, Auto, and Umbrella Liability. All insurance procured/ maintained by the Named Insured are primary and non-contributory. Waiver of Subrogation is afforded to Fisher Island Community Association, Inc., Fisher Island Club, Inc, FI Parcels, LLC, and Fisher Island Investments, Inc. their subsidiaries, agents, directors, partners, officers, employees, or representatives with respect to the above mentioned policies. 30 Days Notice of Cancellation, except 10 Days for Non-Payment of Premium.

**CERTIFICATE HOLDER****CANCELLATION**

Fisher Island Community Association, Inc. One Fisher Island Drive Fisher Island, FL 33109	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE

## CONTRACTOR ACCESS AGREEMENT

This Agreement is made this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by and between Fisher Island Community Association, Inc. (“FICA”), and \_\_\_\_\_, (“Contractor”).

### AGREEMENT

In consideration of the foregoing, the mutual covenants set forth herein and other good and valuable consideration (the receipt, adequacy and sufficiency of which are hereby acknowledged by the parties hereto), the parties hereto agree as follows.

1. **Right of Access.** Contractor is granted the right and privilege of access to Fisher Island for the purpose of performing work or providing services, including but not limited to, renovations, repairs or maintenance of buildings, lots or units.
2. **Requirements for Contractor Access.** All renovations, modifications, maintenance and/or servicing, must register with FICA’s Public Safety Department prior to commencing work. All registration requests will be reviewed on a first come, first served basis pursuant to FICA’s Covid-19 Safety Protocol. All new requests will not be approved to commence until such time that FICA determines that the Host Association can accommodate the parking needs and vehicular traffic on its Transportation System associated with the renovation or modification. Additionally, the following must be provided to the Public Safety Department.
  - (a) An executed copy of the agreement between the resident and the contracting entity which specifically identifies the nature of the work to be performed;
  - (b) A projected schedule of the work, the names and contact information of the General Contractor, and the names and contact information of Subcontractors so that the Public Safety Department can respond during emergencies and to complaints, and so that the Transportation Department can plan the number of ferries required on certain days;
  - (c) A copy of the Business and Contractor’s licenses;
  - (d) A signed Contractor Acknowledgement of FICA and Condominium Association, Homeowners’ Association or Club construction rules, parking rules and traffic rules;
  - (e) Proof of insurance as outlined in Section 3;
  - (f) Executed Covid-19 Safety Protocol Acknowledgment.
3. **Insurance Requirements.** The Contractor shall maintain the insurance coverages outlined below at its sole cost and expense throughout the duration of the contract, commencing on the date the contract is signed by the Owner and Contractor, or the date Contractor begins work on the site, whichever is earlier, with insurers licensed to do business in the state of Florida. The insurers must have a minimum AM Best rating of A- VIII. All insurance procured/maintained by the Contractor shall be primary and non-contributory. Any deductible or self-insured retention amounts are the sole responsibility of the Contractor.
  - (a) Commercial General Liability Insurance – Naming the owner [and other designated parties] as additional insured, with the following minimum coverages and limits maintained for a minimum of 24 months following the completion of the project:
    - \$ 1,000,000 Per Occurrence Bodily Injury and Property Damage
    - \$ 2,000,000 Products and Completed Operations
    - \$ 1,000,000 Personal and Advertising Injury
    - \$ 2,000,000 General Aggregate

General Aggregate to apply on a per project basis. The policy shall not contain any exclusions except those customarily contained within the coverage form on such policies.

- (b) Commercial Automobile Liability – In the amount of no less than \$1,000,000 combined single limit for bodily injury and property damage, covering all owned, non-owned, and hired automobiles used in the course of the Contractor’s business.
- (c) Workers’ Compensation – In compliance with any and all statutes requiring such coverage in the state where the project is located, covering employees, volunteers, temporary workers, and leased workers. To the extent permitted by law, an Alternate Employer Endorsement shall be endorsed to the policy and evidenced on the required Certificate of Insurance.
- (d) Employers Liability - \$500,000/\$500,000/\$500,000
- (e) Commercial Umbrella (Excess) Liability – The per occurrence and aggregate limits shall be at least \$5,000,000.
- (f) All of the Contractor’s insurance policies shall include a waiver by the insurance company of all rights against Fisher Island Community Association, Inc., Fisher Island Club, Inc, FI Parcels, LLC, and Fisher Island Investments, Inc. their subsidiaries, agents, directors, partners, officers, employees, or representatives that arise or might arise by reason of any payment under any policies carried by the Contractor or by reason of any act or omission of Fisher Island Community Association, Inc., , Fisher Island Club, Inc, FI Parcels, LLC, and Fisher Island Investments, Inc. their subsidiaries, directors, partners, officers, employees, agents, or representatives. If the Contractor engages any Subcontractors or Independent Contractors to complete or perform any work called for in this contract, the Contractor is responsible for obtaining evidence that all of the Subcontractors or Independent Contractors are compliant and maintain the insurance required herein as though they were parties to this contract.
- (g) 30 Days Written Notice of cancellation and/or nonrenewal must be provided to Fisher Island Community Association, Inc., Fisher Island Club, Inc, FI Parcels, LLC, and Fisher Island Investments, Inc.

**All insurance certificates furnished pursuant to the provisions of this Section 3 must show Fisher Island Community Association, Inc., Fisher Island Investments, Inc. and their subsidiaries, Fisher Island Club, Inc., and FI Parcels, LLC as additional insureds.**

4. If the Association disapproves the Contractor because of (a) history of leaving residents with mechanics liens, (b) violation of Condominium Association, Homeowners’ Association, Club or FICA Rules and Regulations or (c) has a criminal record, the Owner, Club CEO, Condominium Association or Homeowners’ Association will be notified of such disapproval and the Visiting Contractor or Subcontractor will be denied use of the Transportation System. If the Association approves the Visiting Contractor or Subcontractor, the Visiting Contractor and/or Subcontractor will be informed that they must use Terminal East, which is presently located at 112 MacArthur Causeway, Miami Beach, FL. Contractors performing construction are not authorized to utilize recreational facilities under any circumstances. Moreover, if approved by the Association, Visiting Contractors and Subcontractors will only be permitted ingress and egress access to and from the unit/lot for which the work has been approved. The Association may issue to the Property Management Company of an Individual Association a “Clearance Number” which must be used to clear vehicles to Terminal East, which upon the Owner’s written approval, may be delegated to the General Contractor, which may generate fees, with advance notice, to either the Visiting Contractor or Subcontractor, or to the Owner, Condominium Association, Homeowners’ Association or Club; however, such fees will, if imposed, be added to the Owner’s FICA account.
5. Any Owner providing false clearance through the Public Safety Department’s access control unit will be fined and denied use of the Common Areas for up to 60 days per occurrence. For habitual offenders, the Association may require the offending Owner to appear in person at the Public Safety office to sign affidavits to provide clearance.
6. Construction guidelines, which may be modified by Individual Associations, except that FICA is not obligated to provide commercial ferry use, with the exception of emergency or necessary repairs and improvements to Units and Lots, prior to April 15 or after November 15, or on Saturdays or Holidays, are as follows:
  - (a) Construction is only permitted from April 15 to November 15;
  - (b) No work will be allowed on the following days: Memorial Day, Independence Day, Labor Day,

Thanksgiving Day, the day after Thanksgiving, and between December 20 and January 2;

- (c) Hours: 9:00 a.m. – 4:00 p.m., Monday – Friday (Owners, Property Management Companies or any other representative will be held responsible for any Contractors who remain on Island past 5:30 p.m.);
- (d) All clean up must be completed and Contractor must be off the jobsite by 5:00 p.m. All construction materials and tools must be stored out of plain sight;
- (e) Transportation is provided throughout the Island via Island Transportation trolleys;
- (f) Saw cutting of materials is not permitted in any Common Areas, Limited Common Elements (balconies, terraces, common corridors, or garages. Furthermore, any construction for a unit may not be performed within the Common Areas of FICA or the Common Areas of any Association;
- (g) Any paved pathways are intended only to be used for walking, bicycling or golf carts. No vehicles, trucks or cranes are to be used without the expressed written consent of FICA and supervision by FICA, which shall be provided to the Visiting Contractor or Subcontractor for a fee.

**7. Indemnification.** In consideration of the rights and privileges granted to Contractor herein, Contractor hereby agrees to protect, defend, indemnify and hold harmless FICA and FICA's past, present and future officers, directors, shareholders, employees, agents, subsidiaries and affiliates, and each of the foregoing's successors and assigns (collectively the "**Indemnitees**" and individually an "**Indemnitee**"), from any and all manner of actions, suits, debts, sums of money, interest owed, controversies, agreements, promises, undertakings, charges, damages, judgments, executions, obligations and reasonably incurred costs, expenses and fees (including reasonable attorneys' fees and court costs), counterclaims, claims, demands, causes of action, liabilities, losses and amounts paid in settlement incurred, paid or sustained by any of the Indemnitees, in each case in connection with, arising out of, based upon, relating to or otherwise involving the exercise by Contractor or any of its employees, agents or subcontractors of the privileges granted by FICA to Contractor hereunder.

By signing below, the Parties agree to the terms of this Agreement.

**Fisher Island Community Association, Inc.**

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**Contractor (INSERT COMPANY NAME HERE)**

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



## CONTRACTOR / SUBCONTRACTOR REGISTRATION FORM

PLEASE PRINT

<b>Company Name:</b>		<b>Unit Number:</b>	
<b>Contractor Name:</b>	First:                      Last:	<b>Password:</b>	
<b>Email Address:</b>			
<b>Contractor Lic. Number:</b>			
<b>Telephone Number:</b>			
<b>Cellular Number:</b>			
<b>Company Address:</b>	<b>Description of work to be performed:</b>		
<b>Does this representative have your authorization to clear other workers or vendors?</b>		<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Does this contractor have your authorization to remove construction related items?</b>		<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Representatives name authorized to clear:</b>			
<b>Property Owner's/Host Name (Print):</b>			
<b>Property Owner's/Host Signature:</b>			
<p>This form must be completed by the appropriate parties for registration with the Public Safety Department and submitted with the registration package to <a href="mailto:bjoseph@fisherislandfica.com">bjoseph@fisherislandfica.com</a> and copy <a href="mailto:cvalles@fisherislandfica.com">cvalles@fisherislandfica.com</a>. The registrant is responsible for keeping all documentation related to his/her project up to date.</p> <p>General contractors and subcontractors may be asked to park at the Fisher island terminal parking facility, Public Safety department will advise if approved and provide parking pass.</p> <p>For golf cart use on the island, carts must be properly registered and insured. For registration, please contact Nataly Garcia at <a href="mailto:ngarcia@fisherislandfica.com">ngarcia@fisherislandfica.com</a> or 305-535-6063.</p> <p>Valid color copies of driver licenses must be provided to facilitate a nationwide background check. You will be notified when the employee is approved and added to your employee roster. <b>DO NOT schedule your employees for access to Fisher Island until you have received acknowledgement that they are approved.</b></p>			
<b>Contractors Signature:</b>		<b>Date:</b>	



<b>Company Name:</b>			<b>Unit #/Location:</b>		
<b>Employee Name:</b>	First:	Last:	<b>Date of Birth:</b>		
<b>Driver License Number:</b>			<b>D. L. Exp. Date:</b>		
<b>Address:</b>			<b>City:</b>	<b>State:</b>	
<b>Zip Code:</b>			<b>Telephone #:</b>		
<b>Vehicle Make:</b>			<b>Vehicle Model:</b>		
<b>Vehicle Color:</b>			<b>Vehicle Year:</b>		
<b>Vehicle License Plate #:</b>			<b>Vehicle Reg. Exp.:</b>		
<b>Employee Name:</b>	First:	Last:	<b>Date of Birth:</b>		
<b>Driver License Number:</b>			<b>D. L. Exp. Date:</b>		
<b>Address:</b>			<b>City:</b>	<b>State:</b>	
<b>Zip Code:</b>			<b>Telephone #:</b>		
<b>Vehicle Make:</b>			<b>Vehicle Model:</b>		
<b>Vehicle Color:</b>			<b>Vehicle Year:</b>		
<b>Vehicle License Plate #:</b>			<b>Vehicle Reg. Exp.:</b>		
<b>Employee Name:</b>	First:	Last:	<b>Date of Birth:</b>		
<b>Driver License Number:</b>			<b>D.L. Exp. Date:</b>		
<b>Address:</b>			<b>City:</b>	<b>State:</b>	
<b>Zip Code:</b>			<b>Telephone #:</b>		
<b>Vehicle Make:</b>			<b>Vehicle Model:</b>		
<b>Vehicle Color:</b>			<b>Vehicle Year:</b>		
<b>Vehicle License Plate #:</b>			<b>Vehicle Reg. Exp.:</b>		
<b>Employee Name:</b>	First:	Last:	<b>Date of Birth:</b>		
<b>Driver License Number:</b>			<b>D.L. Exp. Date:</b>		
<b>Address:</b>			<b>City:</b>	<b>State:</b>	
<b>Zip Code:</b>			<b>Telephone #:</b>		
<b>Vehicle Make:</b>			<b>Vehicle Model:</b>		
<b>Vehicle Color:</b>			<b>Vehicle Year:</b>		
<b>Vehicle License Plate #:</b>			<b>Vehicle Reg. Exp.:</b>		





## Acknowledgement, Release and Waiver of Liability (During COVID 19)

I hereby acknowledge the following:

1. Fisher Island has a speed limit of **19 miles per hour (5mph at the garage terminal)**. Violations will result in fines and, for habitual offenders, consideration of drive on privilege revocation. No smoking while in queue waiting for commercial ferry and must remain in vehicle.
2. Fisher Island Community Association reserves the right to conduct a criminal background check as part of my registration process.
3. Fisher Island Community Association reserves the right to deny access to Fisher Island property based on the results of a criminal background check.
4. I hereby release and forever discharge and hold harmless Fisher Island Community Association, Inc., Fisher Island Club, Inc., FI Parcels, LLC, Fisher Island Investments, Inc. and their respective officers, employees, board members, and agents, from any and all liability, claim, loss, judgment, settlement, damage, or expense of any kind with respect to any property damage or theft that may result from parking on property owned or controlled by Fisher Island Community Association, Inc., Fisher Island Club, Inc., FI Parcels, LLC, Fisher Island Investments, Inc.
5. Fisher Island Community Association reserves the right to search and inspect my vehicle and any personal property I may bring on Fisher Island property. Possession of any type of weapon, ammunition or explosive material is not permitted on Fisher Island property.
6. Possession and/or distribution of illegal drugs or alcohol is not permitted on Fisher Island property.
7. Engaging in verbal threats or physical altercations (fighting) is not permitted on Fisher Island property.
8. Contractor Company or manager is responsible for transporting personnel while on Fisher Island.
9. All workers must attest that they are not sick or exhibited symptoms for at least 14 days. Protective masks will be worn at all times while in indoor areas on Fisher Island.
10. Each project site must provide a bathroom plan for all visiting vendors as they will not be permitted to use Public bathrooms around the island.
11. The employee cafeteria and employee restrooms are for Fisher Island employees only and not to be utilized by contractors and their employees.
12. Employees will travel directly from the ferry to the job site, and directly from the job site to the ferry at the end of the workday, no stops in between(vendors will not be permitted walk around the island).

**FAILURE TO COMPLY WITH ANY OF THE FOREGOING  
WILL RESULT IN DENIED OR REVOKED ACCESS TO FISHER ISLAND**

\_\_\_\_\_  
[Signature]

\_\_\_\_\_  
[Date]

\_\_\_\_\_  
[Print Name]

\_\_\_\_\_  
[Telephone Number]

\_\_\_\_\_  
[Company Name]

\_\_\_\_\_  
Vehicle make

\_\_\_\_\_  
Model

\_\_\_\_\_  
Tag#

February 22, 2021



## Use of Commercial Ferry

All contractors must use the Terminal East Ferry located at 112 MacArthur Causeway Miami Beach, FL 33139.

### Hours of access for contractors

Monday – Friday: 6:00 a.m. to 6:00 p.m.

No contractor work on weekends or Holidays (Unless written approval is provided by property manager and confirmed by Public Safety)

- All vehicles using the Ferry are subject to search.
- Contractors must present a valid form of photo identification to enter Fisher Island and maintain possession of identification while on Fisher Island property.
- Contractors are allowed to drive to the building where they are conducting work to drop off tools, materials and workers and must park at the job site or terminal garage (based on availability and approval by FICA). Covers are required on all vehicles hauling loads.
- No unauthorized parking or parking on grass.
- Please keep noise to a minimum; refrain from honking your horn, playing loud music, or yelling.
- Vehicles must be in good working condition.
- Contractors may not operate a unit owner's golf cart without written authorization from the unit owner. Contractors may contact the Public Safety Office to inquire about the registration process for contractor golf carts.

### **FAILURE TO COMPLY WITH ANY OF THE FOREGOING MAY RESULT IN DENIED OR REVOKED ACCESS TO FISHER ISLAND**

I understand, acknowledge and agree to the foregoing.

\_\_\_\_\_  
[Signature]

\_\_\_\_\_  
[Date]

First: \_\_\_\_\_  
[Print Name]

Last: \_\_\_\_\_

\_\_\_\_\_  
[Telephone Number]

\_\_\_\_\_  
[Company Name]

**If the unit where the work is being performed begins with the below numbers,  
the Association name to the right is how it should be displayed on the Certificate of Insurance**

<b>BUILDING #</b>	<b>ASSOCIATION NAME</b>
20	Bayside Village East Condominium Association, Inc.
21	Bayside Village East Condominium Association, Inc.
22	Bayside Village Condominium Association, Inc.
23	Bayside Village Condominium Association, Inc.
24	Bayside Village Condominium Association, Inc.
25	Bayside Village Condominium Association, Inc.
40	Marina Village Gardens at Fisher Island Condominium No. Two Association, Inc.
41	Marina Village Condominium Association, Inc.
42	Marina Village at Fisher Island Condominium No. Three Association, Inc.
45-47	Harborview at Fisher Island Condominium Association, Inc.
48	Bayview at Fisher Island Condominium No. One Association, Inc.
49	Bayview at Fisher Island Condominium No. One Association, Inc.
50	5000 Bayview at Fisher Island Condominium Association, Inc.
51	5100 Bayview at Fisher Island Condominium Association, Inc.
52	Bayview at Fisher Island Condominium No. Three Association, Inc.
53	Bayview at Fisher Island Condominium No. Two Association, Inc.
69	Valencia Estates Homeowners' Association, Inc.
70	Palazzo del Sol / della Luna at Fisher Island Condominium Association, Inc.
71	Palazzo del Mare at Fisher Island Condominium No. One Association, Inc.
72	Oceanside at Fisher Island Condominium No. Five Association, Inc.
74	7400 Oceanside at Fisher Island Condominium Association, Inc.
76	7600 Oceanside at Fisher Island Condominium Association, Inc.
77	Oceanside at Fisher Island Condominium No. Four Association, Inc.
78	Oceanside at Fisher Island Condominium No. Three Association, Inc.
79	Oceanside at Fisher Island Condominium No. Two Association, Inc.
80	Oceanside at Fisher Island Condominium Association, Inc.
151-159	Seaside Villas Condominium Association, Inc.
191-192	Seaside at Fisher Island Condominium Association, Inc.



Company Name: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Phone Number \_\_\_\_\_

Host Unit/Building # \_\_\_\_\_

\*\*\*Note\*\*\*THIS PLACARD MUST REMAIN ON THE VEHICLE DASHBOARD WHILE PARKED  
ON FISHER ISLAND OR IT MAY BE SUBJECT TO VEHICLE ACCESS DENIAL.



Confidential Information for Fisher Island Public Safety Department use only

Name: \_\_\_\_\_  
(Last) (First) (Middle)

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City : \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

U.S. Driver License # \_\_\_\_\_

**Office Use Only:**  
**Decal #:** \_\_\_\_\_

Home Telephone #: ( ) \_\_\_\_\_ Business Telephone #: ( ) \_\_\_\_\_

Cellular Telephone #: ( ) \_\_\_\_\_

Email Address: \_\_\_\_\_

Insurance Company: \_\_\_\_\_ Policy No: \_\_\_\_\_ Exp. Date: / /

Telephone: \_\_\_\_\_

**Emergency Contact #:**  
**Name:** \_\_\_\_\_

Golf Cart No. 1 Decal No: \_\_\_\_\_

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Color: \_\_\_\_\_ Series No: \_\_\_\_\_

Golf Cart No. 2 Decal No: \_\_\_\_\_

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Color: \_\_\_\_\_ Series No: \_\_\_\_\_

Golf Cart Inspected By: \_\_\_\_\_

Must bring a valid picture identification to match the name on this form, (i.e. driver's license).  
Bring the completed application and Driver's License to Public Safety Department to receive the Golf Cart Decal. No decal will be issued without proper identification or if the application is not proper filled out.

I have read and fully understand the procedures for Safety Operations of Contractor Golf Carts. (see attached)  
I also acknowledged that if I fail to comply with the Safety Operations' procedures; Fisher Island has the right to deny access to the property if I violate any of the policies in placed.

Applicant Signature: \_\_\_\_\_ Date: / /

Approved By: \_\_\_\_\_ Date: / /



## Contractor/Vendor Golf Cart Registration Procedures

The following items must be completed /submitted/approved by Public safety no later than September 30, prior to the use and/or operation of a golf cart on Fisher Island.

1. Golf Cart Registration form completed/endorsed. (find attached)
2. Certificate of automobile liability Insurance (COI) of no less than 100,000/300,000/100,000 if provided as a split limit, or no less than \$1,000,000.00 if provided as a combined single limit to include (Serial number, make, model, and color), unless already provided under automobile liability with the initial contractor registration package.
3. Copies of driver licenses for those operating the Golf Cart, unless already provided with the initial contractor registration package
4. Provide and annual Payment fee of \$600.00 (Check is to be made payable to Fisher Island Community Association, Inc.)
5. Overnight parking approval letter, submitted and approved by your host/association manager with beginning and expiration dates.
6. Company Logo and/or name must be placed on front cowl of Golf Cart
7. Golf Cart inspection must be completed and approved by Kenny Brown, EZ-GO Repair Shop technician, located by barge area.

Should you have any questions; please do not hesitate to contact our office.

Regards,

Nataly Garcia

NOTE: Failure to comply with any of the above requirements, may result in towing of the golf cart 5 days after formal notification.

I have read and fully understand the registration procedures mentioned above.

Signature \_\_\_\_\_

Date \_\_\_\_\_

## **Guide Lines for the safe Operation of the Golf Carts**

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The following are basic rules of operating golf carts for work or transportation

- Golf cart must be maintained in its original condition. Reasonable wear and tear accepted.
- Golf carts will be parked in assigned area.
- Golf carts should be operated on roadways and paved areas.
- On Fisher Island, the pedestrian always has the right-of-way. Operators of golf carts will permit this right-of-way.
- No golf cart is to be operated with more passengers than seating is provided.
- All occupants in the golf cart shall keep hands, arms, legs and feet within the confines of the golf cart at all times when the cart is in motion.
- Check for Pedestrian and obstructions before backing up.
- Never shift gears while the vehicle is in motion.
- A golf cart should be operated on the island at a speed equivalent to a well-paced walk and no faster than nineteen mph.
- Golf cart operators shall possess a valid driver's license and observe all Florida vehicle traffic laws such as lane travel, stop signs, legal passing of other vehicles, etc.
- Avoid operating a golf cart on landscaped lawns.
- Reduce speed to compensate for inclines, pedestrians, and weather conditions.
- Maintain adequate distance between vehicles and pedestrian.
- Approach sharp or blind corners with caution and reduce speed.
- Use extreme care at building entrances and upon entering/exiting enclosed areas.
- Do not move the golf cart until all passengers are seated.
- Never leave the keys in the golf cart when unattended.
- When golf cart is not in use the operator must place the golf cart control level in the park or neutral position, remove and secure the key and set the parking pedal brake post on the cart to prevent the wheel from turning.
- When the Golf Cart is stored, added security measures are recommended, such as: Lock & chain of F.O.B system.

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**A signed acknowledgement of FICA Guide Lines for the Safe Operation of the Golf Carts.**

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_