



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
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
8. Select Upload
9. If you would like to view your PDF upload to ensure it has uploaded properly, select view PDF

Adding employees:

1. Select new
2. Enter last name/company
3. Enter first name
4. Select browse to locate your employees identification to be uploaded
5. Select browse to locate your employees Acknowledgement release of liability form to be uploaded
6. Select browse to locate your employees use of barge form to be uploaded
7. If you would like to view your PDF upload to ensure it has uploaded properly, select view PDF
8. 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



✓ CONTRACTORS/SUBCONTRACTORS CHECK LIST

ALL INFORMATION MUST BE SUBMITTED TO THE FISHER ISLAND PUBLIC SAFETY DEPARTMENT.
PLEASE SUBMIT ALL INFORMATION AHEAD OF SCHEDULE FOR REVIEW.

PLEASE SUBMIT ALL DOCUMENTS TO: bjoseph@fisherislandfica.com
acusson@fisherislandfica.com

LICENSES & APPROVALS

- Copy of the Contractor/Qualified Business License.
- County Business Tax Receipt and or Occupational license, if no state license.
- Copy of the Business Certificate Of Competency (COC) (**if applicable**).
- Condominium Association Approval (**General Contractor only**).
- ACC Approval (**if applicable**).

INSURANCE

Fisher Island Community Association, Inc. (FICA) One Fisher Island Drive, Fisher Island, FL 33109 and the Condominium Association name where the work will be developed must be listed as “Additional Insured” on any project not on Club property. Any project on Club property requires that “Fisher Island Club” be listed as “Additional Insured”, as well as FICA. **This rule applies to subcontractors also.**

- General Liability insurance (minimum \$1,000,000).
- Workers Compensation insurance (minimum \$1,000,000 for General Contractor).
- Provide a **fully executed** copy of personnel leasing contract (**if applicable**).
- Automobile Liability insurance (\$100,000/\$300,000/\$100,000 per vehicle) or:
- Automobile Combined Single Limit \$1,000,000
- Workers Compensation insurance \$1,000,000 for General Contractors, \$100,000 for Subcontractors.
- Workers Compensation exemption certificate for company performing work (**if applicable**).

OTHERS

- Complete the FICA Public Safety Contractor/Subcontractor Registration Form. General Contractor will be issued a project number in order to request clearance for subcontractors/workers to the unit/job site if approved by the property owner.
- The name and contact information for the General Contractor/Subcontractor and all workers along with copies of vehicle registrations, driver licenses or valid identification.
- Use of Commercial Barge form must be signed by all employees.
- Acknowledgment, Release and Waiver of Liability must be signed by all employees.



CONTRACTOR / SUBCONTRACTOR REGISTRATION FORM

PLEASE PRINT

Company Name:		Unit Number:	
Contractor Name:	First: Last:	Password:	
Email Address:			
Contractor Lic. Number:			
Telephone Number:			
Cellular Number:			
Company Address:	Description of work to be performed:		
Does this representative have your authorization to clear other workers or vendors?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does this contractor have your authorization to remove construction related items?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Representatives name authorized to clear:			
Property Owner's/Host Name (Print):			
Property Owner's/Host Signature:			
<p>This form must be completed by the appropriate parties for registration with the Public Safety Department and submitted with the registration package to bjoseph@fisherislandfica.com and copy acusson@fisherislandfica.com. The registrant is responsible for keeping all documentation related to his/her project up to date.</p> <p>Projects are limited to 5 vehicles per day; Sub-Contracted companies are limited to one vehicle per day. Contractors registering more than 10 employees must use high capacity vehicles (8 or more passengers).</p> <p>For golf cart use on the island, carts must be properly registered and insured. For registration, please contact Betty Munoz bmunoz@fisherislandfica.com 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. DO NOT schedule your employees for access to Fisher Island until you have received acknowledgement that they are approved.</p>			
Contractors Signature:		Date:	



EMPLOYEE ROSTER

PLEASE PRINT

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



Acknowledgement, Release and Waiver of Liability

I hereby acknowledge the following:

1. Fisher Island has a speed limit of **19 miles per hour**. Violations will result in fines and, for habitual offenders, consideration of drive on privilege revocation.
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. and/or Fisher Island Holdings, LLC, 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. and/or Fisher Island Holdings, LLC.
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.
6. Possession of any type of weapon, ammunition or explosive material is not permitted on Fisher Island property.
7. Possession and/or distribution of illegal drugs or alcohol is not permitted on Fisher Island property.
8. Engaging in verbal threats or physical altercations (fighting) is not permitted on Fisher Island property.

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

[Signature]

[Date]

First: _____
[Print Name]

Last: _____

[Telephone Number]

[Print Company Name]



Acuse de recibo, la versión y la renuncia de la responsabilidad

Por la presente reconozco lo siguiente:

1. Fisher Island tiene un límite de velocidad de 19 millas por hora. Violaciones se darán lugar a multas y, para los que no cumplan con las reglas, se le revocará sus privilegios de manejar a la isla.
2. Fisher Island Community Association se reserva el derecho a realizar verificación de antecedentes criminales como parte de un proceso de registro.
3. Fisher Island Community Association se reserva el derecho a negar el acceso a las propiedades de la isla basado en los resultados de la revisión de antecedentes penales.
4. Por la presente libero y descargo para siempre y mantener libre a Fisher Island Community Association, Inc. y / o Fisher Island Holdings, LLC, y su respectivos funcionarios, empleados, miembros del directorio y agentes, de cualquier y toda responsabilidad, reclamo, pérdida, resolución, transacción, daños o gastos de ningún tipo con respecto a cualquier daño a la propiedad o robo que pueda resultar en los estacionamientos en la propiedad o controlada por Fisher Island Community Association, Inc., y / o de Fisher Island Holdings, LLC.
5. Fisher Island Community Association se reserva el derecho de revisar e inspeccionar mi vehículo y cualquier propiedad personal que yo produzca o tenga en mi posición en la propiedad de Fisher Island.
6. La posesión de cualquier tipo de armas, municiones o material explosivo no es permitida en la propiedad de Fisher Island.
7. La posesión y / o distribución de drogas ilegales o alcohol no está permitido en propiedad de Fisher Island
8. Participar en amenazas verbales o altercados físicos no está permitido en la propiedad de Fisher Island.

NO CUMPLIR CON CUALQUIERA DE LOS ANTERIORES PUEDE RESULTAR LA NEGADA O REVOCACION EL ACCESO A LA FISHER ISLAND

[Signature]

[Date]

[Print Name]

[Telephone Number]

[Company Name]



Use of Commercial Barge

All contractors must use the commercial barge located at Port Miami, Terminal J.

Hours of Operation

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

Last barge departs Port Miami to Fisher Island at 4:00 p.m.

Last barge departs Fisher Island to Port Miami at 6:30 p.m.

The barge does not operate on Saturdays, Sundays and Holidays

- All vehicles using the barge 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.
- A shuttle bus is available for transport around the island.
- 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: _____

Last: _____

[Print Name]

[Telephone Number]

[Company Name]



El uso del BARGE COMMERCIAL

Todos los contratistas deben utilizar El Barge Commercial ubicado en el Puerto de Miami, Terminal J.

Horas de Operación:

Lunes - Viernes: 06 a.m.-06:00 p.m.

Último Barge sale del Puerto de Miami Fisher Island a las 4:00 p.m.

Último Barge sale de Fisher Island al Puerto de Miami a las 6:30 p.m.

El Barge no opera los sábados, domingos y Días Festivos

- Todos los vehículos que utilizan El Barge están sujetos a revisión.
- Los contratistas deben presentar una forma válida de identificación con foto para ingresar a Fisher Island y mantener la misma, mientras estén en la propiedad de Fisher Island.
- Los contratistas se les permite conducir al edificio donde se están llevando a cabo trabajos para dejar las herramientas, materiales y trabajadores.
- Un servicio de autobús está disponible para el transporte alrededor de la isla.
- Los contratistas no pueden operar carrito de golf sin la autorización por escrito del propietario de la unidad.

Los contratistas pueden ponerse en contacto con la Oficina de Seguridad Pública para informarse sobre el proceso de registro para poder operar los carros de golf para el uso de su trabajo de construcción.

NO CUMPLIR CON CUALQUIERA DE LOS ANTERIORES PUEDE RESULTAR EN LA NEGADA O REVOCACION A FISHER ISLAND.

Yo entiendo, reconozco y estoy de acuerdo con lo anterior.

[Signature]

[Date]

[Print Name]

[Telephone Number]

[Company Name]

SECTION 7
VISITING CONTRACTORS AND SUBCONTRACTORS

1. Visiting Contractors and Subcontractors are those who are on the island to perform a particular scope of work, including but not limited to, renovations, repairs or maintenance of buildings, lots or units. Prior to beginning their scopes of work, the Visiting Contractors and Subcontractors must provide to the Licensed Community Association Manager (LCAM) or Club CEO designee, which manages the Owner's property, condominium association property, homeowner's association property, or Club Property, the following documentation, which shall be maintained on file by the condominium or homeowners' association LCAM or Club CEO for purposes of protecting those associations in the case of insurance claims and legal or labor disputes.
 - (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) If the scope of work in an association is "interior" with no visible impact outside the affected space, the LCAM or CEO Designee will provide FICA with a copy of the condo association approval or homeowner's association approval so that the Public Safety Department can respond to complaints, water leaks, improper waste management, etc., in those hours when the association property manager and building technician are not on the island;
 - (c) 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 numbers of barges required on certain days;
 - (d) A copy of the business and contractor's licenses;
 - (e) Proof of general liability insurance, automobile liability, and workers compensation insurance. FICA must be listed as "Additional Insured" on any project not on Club Property. Any project on Club Property requires that "Fisher Island Club" be listed as "Additional Insured, as well as FICA. The general liability insurance minimum for a Visiting Contractor is \$1,000,000; for Workers' Compensation, the minimum is \$1,000,000. Automobile liability should be no less than 100/300/100 per vehicle. Failure to provide a Certificate of Insurance showing the Association as a Certificate Holder or Additional Insured, if required, will cause the Association to deny Clearance;
 - (f) A signed Contractor Acknowledgement of FICA and condominium association, homeowner's association or Club construction rules, parking rules and traffic rules.
2. If the Association disapproves the Contractor because of (a) history of leaving residents with mechanics liens, (b) violation of condominium association, homeowner's association, Club or FICA Rules and Regulations or (c) has a criminal record, the Owner, Club CEO, condominium association or homeowner's 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 the contractor's barge, which is presently located at the Port of Miami but may be relocated from time to time. Contractors performing construction are not authorized to utilize the Association's ferry or 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.

3. Visiting Contractors and Subcontractors must pay to use the island's transportation system. The Board of Directors will determine the fee structure, pursuant to Exhibit A. The Association may issue to the Property Management Company of an association a "Clearance Number" which must be used to clear vehicles on to the barge, 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.
4. 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.
5. Construction guidelines which may be modified by individual associations, except that FICA is not obligated to provide barge or 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) Loud noise will only be permitted between 11:00 am – 4:00 pm in any occupied structure (defined as demolition of stone, demolition of walls, core drilling into concrete slabs, saw cutting of concrete or stone, use of air-hammers, jack hammers or air screw drivers);
 - (e) 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;
 - (f) Transportation is provided throughout the Island via Island Transportation trolleys
 - (g) 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;
 - (h) 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 fee.

**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**

BUILDING #	ASSOCIATION NAME
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.