

# ACCESS CARD APPLICATION

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

Access Card Number \_\_\_\_\_

## SERVICE PROVIDER INFORMATION:

First Name \_\_\_\_\_ MI: \_\_\_\_\_ Last Name: \_\_\_\_\_

Home Address \_\_\_\_\_ Contact Number: \_\_\_\_\_

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

Date of Birth: \_\_\_\_\_ Email address: \_\_\_\_\_

In case of Emergency Contact: Name \_\_\_\_\_ Number \_\_\_\_\_

**YOU MUST PROVIDE A DRIVER'S LICENSE THAT IS VALID IN THE STATE OF FLORIDA TO APPLY FOR AN ACCESS CARD**

Driver's License # \_\_\_\_\_ State \_\_\_\_\_

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## VEHICLE INFORMATION: – If it is a fleet vehicle list the vehicle you mostly drive on property.

<u>YEAR</u>	<u>COLOR</u>	<u>MAKE</u>	<u>MODEL</u>	<u>LICENSE PLATE</u>	<u>STATE</u>
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_____	_____	_____	_____	_____	_____
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VEHICLE INSURANCE PROVIDER: \_\_\_\_\_

VEHICLE INSURANCE POLICY NUMBER \_\_\_\_\_

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## COMPANY INFORMATION:

Name of the Company: \_\_\_\_\_ Type of Service Provided: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Company Email: \_\_\_\_\_

Company Address: \_\_\_\_\_ Contact Number: \_\_\_\_\_

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

**OFFICER:** \_\_\_\_\_

## ADMIRALS COVE ACCESS CARD RULES

1. Applicants must possess an Admirals' Cove Security Access Card if they provide a service on property more than once per calendar year. Only the driver of a vehicle will be required to obtain an access card. Other employees will be permitted to enter property providing the card holder is present and escorting them onto property. The card holder shall be responsible for the actions of those that he/she is escorting.
2. Applications for new cards must be completed in their entirety prior to submission. An access card will not be issued with an incomplete application.
3. Individuals who are renewing their access cards must have the old card with them at time of renewal.
4. Access cards are issued by the security department located at the East Side Security Gatehouse.
5. Access cards are only issued Monday through Fridays between the hours of 7:00am and 3:00pm.
6. Applicant must be present at the time of card issuance.
7. All access card fees will be paid prior to issuing of the access card. Cash, checks and credit cards are the acceptable forms of payment. All checks will be made payable to ADMIRALS COVE MPOA. All fees are non-refundable and are as follows:
  - Admirals Cove Annual Access Card Fee (effective July 1<sup>st</sup> 2022) - \$100.00
  - Lost, Stolen, and or damaged card due to negligence, or multiple cards - \$50.00
  - Confiscated Card Reactivation Fee - \$200.00

Make sure to **KEEP YOUR RECEIPT!** Should your card malfunction or any disputes regarding the expiration date of your card occur, it is the applicant's responsibility to provide proof of payment.

8. Applicants who drive on Admiral's Cove property must possess a driver's license that is valid in the state of Florida as well as current auto insurance.
9. Providing false information in this document, or any future documentation to MPOA representatives and/or security personnel, will result in a \$200 reactivation fee and/or being barred from the property.
10. Generic access cards will not be issued in the name of a company for multiple persons use.
11. Access cards are individual and shall not be shared. Anyone caught using someone else's access card will result in confiscation and deactivation of the access card and will require a \$200 reactivation fee for both the person using the card illegally, and the person who allowed the card to be used. Both parties may also be barred from the property.
12. Any violation or abuse of this system will result in the confiscation of the access card and/or being barred from property.

By executing this document, the undersigned states that he/she understands the Rules and Regulations and hereby agrees to abide by all rules and regulations set forth above, and grants consent to the MPOA contracted security company to conduct any security checks as deemed necessary or appropriate. The Rules and Regulations are subject to change, without prior notification. All access cards may be suspended or terminated as deemed appropriate by the MPOA due to substantiated complaints or violations of Admiral's Cove Rules and Regulations or Architectural Design Review Board (ADR) guidelines. I understand, by signing that I am confirming I have received and that I am responsible for compliance with the Rules and Regulations and ADR Guidelines.

\_\_\_\_\_

Date

\_\_\_\_\_

Print Name

\_\_\_\_\_

Signature

**ADMIRALS COVE MPOA**  
**Contractor / Vendor / Employee**  
**Property Rules and Regulations**

The following security requirements are in effect at Admiral's Cove. Violation of any Rules and Regulations may be grounds for temporary or permanent removal from the property. The Rules and Regulations are subject to change, without prior notification.

1. Access card holders are permitted to enter property via the access card lane, Monday through Friday between the hours of 7:30 am and 5:30 pm: however, they are not permitted to conduct "noisy" work until 8:00 am. Any other access must be granted through the access control security officer. Access cardholders must be off property by 6:00 pm unless permission has been granted for extended working hours by the MPOA.
  2. No outside construction, landscape, or major roof repair work will be permitted on Saturdays and Sundays; however quiet interior work on Saturdays may be permitted with prior MPOA approval.
  3. All card holders must keep their Admiral's Cove Access Card on their person at all times while on the property. The Access Card must be provided to security personnel upon demand.
  4. Speed limit on property is 25 miles per hour unless otherwise noted and individuals shall adhere to all stop signs. Violators will be cited.
  5. In the interest of public safety and Member convenience, all parking shall be confined to the residence that individuals are providing a service to. If there is room in the driveway individuals must park their vehicles in the driveway. Any vehicle that is parked on the street with room in the driveway may be subject to a citation. If individuals are forced to park on the street due to lack of space in the driveway, they must park their vehicle in manner that does not cause a safety concern.
  6. For new construction or major renovation (as decided by the Architectural Design Review Committee in its sole discretion), parking shall be confined only to the subject lot, available street space at the curb bordering the subject lot, or off Admiral's Cove property. At any time that a vehicle is parked on the street exceeding the length of two standard vehicles, flagmen will be required to ensure public safety. Furthermore, if construction parking should occur on both sides of any street, Admiral's Cove reserves the right to have parked vehicles ~~not~~at their sole discretion, such parking presents an inconvenience or public safety issue.
  7. Parking is not permitted in the condo pool parking areas without the expressed consent from the governing board.
  8. Parking is not permitted in reserved parking spots around the clubhouse or in marina member only parking. All parking in the parking garage is only permitted with the expressed permission from the club. Parking is permitted in the lot west of the club parking garage. Overflow parking is permitted in any spot that has not been marked reserved.
  9. No alcoholic beverages, firearms, pets or loud music are permitted on property.
  10. There is NO fishing from any area on property. This includes common areas and/or private property.
  11. Workers are responsible for their own trash removal regardless of owner's direction.
  12. Appropriate attire, which covers both the upper and lower body and shoes, must be worn at all times.
  13. All vehicles are subject to search while on property.
  14. Violation of any of the above-mentioned Rules and Regulations of property, without the expressed permission from the MPOA, may result in any of the following:
    - ❖ 1<sup>ST</sup> Violation – Only Warning
    - ❖ 2<sup>nd</sup> Violation – Access Card will be confiscated and deactivated with a \$200 reactivation fee.
    - ❖ 3<sup>rd</sup> Violation – Access Card confiscated and deactivated, additional fines, suspended, or barred from property.
- Any violation that in the judgment of MPOA presents an immediate threat or danger may result in immediate suspension and deactivation.