

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 HAVE A VALID DRIVERS LICENSE

State Driver's License # _____ State _____

VEHICLE INFORMATION: – If it is a fleet vehicle list the vehicle you drive the most 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: _____

COMPANY INFORMATION:

Name of the Company: _____ Type of Service Provided: _____

Supervisor's Name: _____ Company Email: _____

Company Address: _____ Contact Number: _____

City: _____ State: _____ Zip Code: _____

ADMIRAL'S 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 a driver or a single employee of a vehicle will be required to obtain an access card. Other employees will be permitted to enter property proving the card holder is present and escorting them onto property.
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. If the old card is not present at time of renewal, the applicant will be charged for a new card.
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 6:00pm.
6. Applicants 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 ADMIRAL'S COVE POA. All fees are non-refundable and are as follows:
 - Admiral's Cove Access Card Fee - \$30.00
 - Admiral's Cove Access Card Renewal fee - \$20.00
 - Lost, Stolen, and or damaged, or multiple cards - \$35.00
 - Confiscated Card Reactivation Fee -\$100.00

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 valid driver's license and auto insurance.
9. Providing false information in this document, or any future documentation to MPOA representatives and/or security personnel, will result in a \$100 reactivation fee and/or barred from property.
10. Generic access cards will not be issued in the name of a company for multiple persons use.
11. **Access cards are individual specific and are not to be shared. Anyone caught using someone else's access card will result in confiscation and deactivation of the access card and will require a \$100 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 property.**
12. Any violation or abuse of this security system and/or Admiral's Cove personnel implementing this system will result in confiscation of access card and/or being barred from property.
13. 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 any security personnel upon demand.

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 POA due to sustained residential 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 knowing the Rule and Regulations and ADR Guidelines.

Date

Print Name

Signature

ADMIRAL'S COVE MPOA
Contractor / Vendor / Employee
Property Rules and Regulations

The following security requirements are in effect at Admiral's Cove. Violation of any of said property rules and regulations could 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.

During Season (November 15 – May 15: Monday thru Friday – 7:30 am to 5:00pm. The hour of 7:30 – 9:00 am shall be used for quiet organizational purposes. The delivery of construction materials is also prohibited during this time unless cleared by the POA Construction Coordinator in advance. No outside or noisy construction or landscape work will be permitted on Saturday or Sunday.

- a. Contractors must exit community by 5:30

Off Season (May 16 – November 14): Monday thru Saturday 7:00 am to 5:30pm. The hour of 7 – 8 am shall be used for quiet organizational purposes. The delivery of construction materials is also prohibited during this time unless cleared by the POA Construction Coordinator in advance. No outside or noisy construction or landscape work will be permitted on Sundays.

- b. Contractors must exit the community by 6:00 p.m.

2. Every effort possible will be made to reduce the decibel rating of lawn equipment. Low DB and electric devices such as blowers are preferred on property. Workers witnessed using inordinately loud equipment will be asked to cease work until equipment is repaired.”
3. No outside construction, landscape, or major roof repair work will be permitted on Sundays; however quiet interior work will be permitted. No roof replacement or major repair work will be permitted over the weekend. Owner and his contractor may secure the location to assure no further damage may occur. (ex. Installation of a tarp to stop water intrusion).
4. No work on following Holidays, observed Holiday and associated weekends: New Years, Good Friday, Memorial Day, 4th of July, Labor Day, Yom Kippur, Rosh Hashanah, Thanksgiving, Black Friday & Christmas Day. Construction will be limited to interior renovations from December 24th thru January 2nd to avoid inconveniencing other Members and their Guests during the holiday season. Exceptions will be considered where special circumstances exist.
5. Speed limit on property is 25 miles per hour and individuals will adhere to all stop signs. Violators will be cited. Continued violations will result in not being allowed back on the property. (see #13)
6. 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 is 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 or obstruct access to mailboxes.

7. 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. If at any time vehicles parked on the street exceed 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 moved, if in their sole discretion, such parking presents an inconvenience or public safety issue or obstruct access to mailboxes.
8. Parking is not permitted in the condo pool parking areas without the expressed consent from the governing board. Vendors must park in in the resident's driveway if room is available.
9. 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.
10. No alcoholic beverages, firearms, pets or loud music are permitted on property. All vehicles are subject to search while on property.
11. There is NO fishing from any area on property. This includes common areas and/or private property. Removal of fruits and vegetables from property is also expressly forbidden.
12. Workers are responsible for their own trash, yard, or landscape debris removal regardless of owner's direction. No yard debris is to be placed curb side prior to a major curbside. This is especially true prior to a major storm or hurricane.
13. Appropriate attire, which covers both the upper and lower body and shoes, must be worn at all times. If lunch / breaks are taken within the Community, they should be taken in out of the way locations or where workers are out of view of the road and Owners.
14. Violation of any of the above-mentioned Rules and Regulations of property without the expressed permission from the MPOA could result in any of the following;
 - ❖ 1ST Violation – Only Warning
 - ❖ 2nd Violation – Access Card will be confiscated and deactivated with a \$100 reactivation fee.
 - ❖ 3rd 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.