

CLEARANCE PROCEDURES

Clearance Request Policy:

Owners, members, and member permittees shall submit guest clearance requests to the Fisher Island Public Safety Office. The requests can be submitted by:

Providing the proper member number, password, and valid destination.

Call the Public Safety Office at (305) 535-6022. The request can be granted for a maximum of seven days when submitted via telephone.

Submission of the request by email clearance@ourfica.com or facsimile (305) 604-2393. The written request can be granted for a maximum of 30 days.

Note:

Members and Member Permittees shall not submit misleading, false, or fraudulent clearance information to the Public Safety Office; to include, the attempt to clear an invitee to one property or location, with the intent for the invitee to visit or stay at another unit or location.

Providing Clearance:

All Residents, Members, Executives, Directors, Managers and Tenant/Vendors, shall contact the Fisher Island Public Safety Department; Access Control Division for all guest clearances to the island. The authorized person can arrange the clearance in person, via phone, email or fax.

The authorized person must provide name of guest, arriving and departure date, destination, escort if needed and any comments if need. A two stage security system shall be utilized to ensure that the information is valid (member number and password). Once the member number and password has been verified, the clearance operator will proceed to complete the clearance. The Public Safety Department will make contact with every resident and member via telephone and email to ensure that all member numbers that are used for clearances purposes, have a password assigned. Fisher Island Club Membership will be required to notify the Public Safety Department of any sale, transfer, or cancellation of a membership number. If the member number is sold or transferred, the new member will be immediately referred to the Public Safety Department for registration and issuance of a password.

Guest Clearances will not be taken without a valid member number and password.

All guest clearance requests (email, fax, or telephone) will be processed and confirmation will be sent to the email address on record.

Guest Clearance Time Frame:

Guest 30 days

Worker 30 day maximum

Tenant Clearance:

Property Management shall forward all completed lease agreement, tenant registration documents, and condominium association approval forms to the Public Safety Department. Once all forms are compiled, reviewed, and approved, the Public Safety Department will issue a tenant identification card and a "T" number, Monday through Friday 9:00 am to 5:00 pm, to satisfy clearance requirements

The Public Safety department will work to locate illegal leases through the Access Control Department. Illegal tenants that are identified will be refused access to the island. A completed report will be submitted to the FICA and Club Executive Offices for disciplinary action against the FICA / Club member that authorized the illegal lease.

Hotel Guests:

The Fisher Island Hotel shall send a comprehensive guest registry to the Public Safety Department daily. The list shall include the complete name of the guest, the location of their room (to include resident owned condominiums in the hotel pool), and the length of their stay. The Public Safety Department will be responsible for the input of the registry list into GateSure.

Terminal of Use:

- 1) Residents' Guests will be directed to utilize the Fisher Island Ferry Terminal and will stage in lane number two.
- 2) Residents' Employees will be directed to utilize the Fisher Island Ferry Terminal and will stage in lane lanes 3 and 4.

Arrival of Guest:

Arriving Guest must provide a valid photo identification to avoid misspelled name and process the clearance. Once the clearance has been verified the guest will be offered an escort, transport or any additional request from the host when arriving on the island. Authorized guests are: visitors; and persons from the following professions: medical, legal, photography, realty, appraiser, accountant, teacher/tutor, nutrition.

Worker Clearance

Unit owners will submit renovation plans to the building association for approval. Once the plans are approved, the appropriate property management company shall provide the information to the Public Safety Department that includes the completed registration form. This Public Safety Department will then provide a Project Number for the approved work in the unit. The Public Safety Department will confirm that the property owner has approved a General Contractor, Architect, or Project Manager to provide clearance for workers. The GC will then be provided with the Project number to clear workers once their registration process is complete.

These workers shall be cleared by residents or authorized General Contractor, Architect, Project Manager via the Access Control Division.

All workers (anyone conducting estimates and surveys, producing plans and designs, company owners, and/or supervising or participating in any type of labor) that are contracted to conduct jobs on the island shall be directed to the Port of Miami Terminal J to board the Fisher Island Barge.

Workers must arrive before 4 p.m. or access will be denied. The worker shall be checked out and off of the island before 6:30 p.m. via the barge. Saturdays, when and if the barge is operating, workers must arrive before 11:00 am and be checked out and off of the island via the barge before 2:00 p.m.