



Greater Imperial Board Post Orders

Adopted by the GIB Sept. 27, 2012

And

Amendment 1 Adopted by GIB Aug 27, 2015

And

Amendment 2 Adopted by GIB Sep 24, 2015

And

Amendment 3 Adopted by GIB Nov 19, 2015

And

Amendment 4 Adopted by GIB April 26, 2018

And

Amendment 5 Adopted by GIB June 28, 2018

### **ACCESS INTO IMPERIAL**

The primary function of the Imperial Access Control Officer contract personnel is to permit access to Imperial in accordance with the following rules established by the Greater Imperial Board (GIB). The Access Control Officer shall screen all persons seeking admission through the Imperial gate visitor control system to determine if access is authorized and appropriate.

**Effective September 3, 2012 admission of all persons through the visitor's access control system shall require the presentation of a valid driver's license for scanning, as appropriate based on these Post Orders, for access onto Imperial's private road. Non vehicle personnel seeking entry shall also show appropriate access identification (e.g. a valid driver's license).**

**All information available and collected from the processing of an offered Driver's License shall be considered to be private and the Access Control Officers shall be responsible for handling, utilizing, and protecting said**

**information in accordance with the Privacy Statement Policy signed by each Access Control Officer.**

## **RESIDENTS/RENTERS**

Any Imperial resident (lot owner/condo owner/homeowner/renter) has an absolute right of entry to his or her (hereafter his) residence and a right to pass through the Imperial access control system. That does not mean, however, that an Imperial resident is entitled to entry into Imperial without adequately proving who he or she (hereafter he) is and his resident/renter status. A few simple rules, properly enforced, are all that is required:

1. A resident with an activated smart pass is entitled to entry without screening through the resident's lane.
2. A resident without an activated smart pass shall be admitted through the visitor's lane upon presentation of a driver's license for identification and/or establishing his place of residence.
3. A resident being driven in another person's vehicle shall be admitted upon presentation of identification establishing residence at an Imperial address (e.g. a driver's license). If identification is unavailable, a resident may be admitted if he gives the residence address and recalls the names of persons on his permanent guest list. The vehicle driver must present a valid driver's license for access.
4. A short term renter shall obtain a copy of a letter from the management company representing the owner of the property he is renting to the GIB's Property Manager advising the length of the rental. Upon presentation of a rental letter/lease and a valid driver's license the renter shall be issued a renewable dashboard pass by the Access Control Officer.
5. A new owner shall be issued a dashboard pass for a two week period by the Access Control Officer upon presentation of evidence of recent purchase, (e.g. a copy of a warranty deed) and a valid driver's license. This will enable the new owner enough time to purchase a smart pass from the GIB's Property Manager's office.

## **GUESTS/VISITORS**

1. No person is admitted as a guest or visitor without the express authorization of an Imperial resident/renter/Golf Club or Racquet Club member (hereafter resident or residents). The Access Control Officer will determine if a guest or visitor (hereafter visitor) wishing to enter Imperial through the visitor's lane is authorized as specified below. Presentation of a driver's license will also be required for access.
2. The Access Control Officer will determine the name of the proposed visitor and the

name or address of the Imperial resident he proposes to visit.

3. The Access Control Officer will examine the data entry for the resident and determine if the proposed visitor is on the resident's permanent guest list. If he is on the guest list, the visitor will be admitted. Presentation of a driver's license will also be required for access.
4. If the proposed visitor is not on the resident's permanent guest list, the Access Control Officer will examine the resident's voice, email, or fax to determine if entry has been authorized. If he has been so authorized by the resident and presents a valid driver's license, the visitor is admitted for access.
5. If the proposed visitor is not on the resident's permanent guest list and has not been authorized by voice mail, email or fax, the Access Control Officer MAY attempt to reach the resident by phone to obtain authorization. If the volume of traffic makes a phone call unfeasible or if the Access Control Officer is unable to reach the resident, the proposed visitor will be denied entry. If the resident authorizes entry, the visitor will be admitted upon presentation of a valid driver's license.

## **VENDORS (INCLUDING CONTRACTORS)**

Vendors on the SPECIAL LIST attached hereto and made a part of these Post Orders are to be admitted at any time on any day of the week without screening except the entry of the Company name on the Access Control Officer's daily log. Presentation of a driver's license ID will also be required for access.

All other vendors shall be admitted on the hours and on the days mentioned below under the following procedures:

All vendors on the GENERAL VENDORS' LIST attached hereto and made a part of these Post Orders shall be admitted upon presentation of a valid driver's license. (Amendment 4 – in red) or by showing a photo identification from their place of business as long as the vendor name is on the identification card and the vehicle driven is marked with the vendor name.

All other vendors shall be admitted upon authorization by a resident in the same manner as the admission of the visitor and upon presentation of a valid driver's license. Vendors on the GENERAL LIST that are authorized for entry can be issued a gate pass for a period of up to 30 days. In the absence of a resident's authorization, the vendor will not be admitted

(Amendment 3 in red deleted the sentence below)

**All vendors shall have their business names plainly marked on their vehicle.**

Admission of vendors, EXCEPT VENDORS ON THE SPECIAL LIST, shall be limited to the hours of 7:00 a.m. to 6:30 p.m. on Monday through Friday, and 7:30 a.m. to

4:00 p.m. on Saturday. Admission of vendors on Sundays and the following holidays is prohibited except that food, fruit and flower deliveries shall be permitted on Sundays and holidays\*:

(Amendment 5 in red)

Comcast, Century Link, Summit will be allowed to enter into the community on Sundays and holidays.

NewYear's Day  
Easter Sunday  
Memorial Day  
July 4th  
Labor Day  
Thanksgiving  
Christmas

(Amendment 1 in red)

\*The vendors listed below may be authorized for entry on the times and days listed above as emergencies by owners:

Plumbers, Electricians, Air Conditioning and Heating, Elevator Service, Locksmith, Dangerous/Exotic Animal Removal, Refrigerator Delivery, Water Heater Delivery/Installation, Fire Service and Water Extraction Service.

No other owner authorized emergencies are permitted unless emergency admission is approved by the President of one of the Imperial communities, the GIB Director or Assistant Director of one of the Imperial communities, a member of the Executive Committee of the Greater Imperial Board (President, Vice President, or Secretary), or the President of Imperial's Property Management Company (or their assigned designees). Notification of emergency access approval must be given by the authorizing official to gate house personnel.

## **REALTOR ACCESS**

Realtors, after showing identification (Realtor's License or business card) and his valid driver's license, shall be admitted without authorization from a resident on all days of the week between 8:00 a.m. and 7:00 p.m. but not on the following holidays: New Year's Day, Easter, Thanksgiving, and Christmas. Clients are allowed entry following an authorized realtor. Detailed access rules for listing and buyers realtor agents are attached and have been distributed to the Naples Area Board of Realtors (NABOR).

Any persons responding to an open house advertisement shall be admitted allowing that they know the street address or the realty company and have produced their valid driver's license. Entry for the purpose of inspecting a residence or open house shall be under the same rules as that of a Realtor. (Between 8:00 a.m. and 7:00 p.m. but not on the holidays designated above - New Year's Day, Easter, Thanksgiving, and Christmas).

## **GOLF CLUB MEMBERS, GUESTS AND EMPLOYEES**

The Imperial Golf Club shall provide and update with changes listings of their

members and employees, in alphabetical sequence by last name, to the GIB's Property Manager's office (currently Gulf Breeze Property Management Services) on the first working day of each month. Changes (additions or deletions) during the month shall be indicated on the listings and those changes should be provided as they happen to keep the listings current and to insure access to the Club's members.

Each morning the golf club will fax to the gate house the names of persons having tee times or dining reservations (reciprocals). Non-resident guests will be admitted if their names are on the daily list. Presentation of a valid driver's license will also be required for access.

A golf club member who does not have a resident's smart pass to use the resident's lane for entry shall be authorized entry through the visitor's access control system if his or her name is on the updated list of members provided by the golf club and upon presentation of a valid driver's license for access. Golf Club members are authorized to purchase windshield mounted smart passes from the GIB's Property Manager and then to use the right automated entry lane for entry into Imperial.

A golf club employee with a duly issued and presented Golf Club ID pass indicating his or her employment status shall be admitted upon presentation of a valid driver's license.

The golf club hosts numerous special events. The golf club will fax or deliver to the gate house a list of special events to be held during a week. A person seeking admission, who correctly names the special event being held that day, shall be admitted upon presentation of a valid driver's license for access.

(Amendment 2 in red)

For Golf Club sponsored golfing events only, a participant whose name is on the alphabetical listing of participants for that golfing event, shall be admitted just by verifying that their name is on the list of golf participants.

Attendees for special events with fewer than 100 guests will be allowed entry if they correctly give the name of the event and their names are on the guest list (provided in alphabetical sequence by last name if possible). Guests attending larger events with over 100 guests expected will be admitted if they correctly name the event. Presentation of a valid driver's license will also be required for access even if it is not scanned into the data base.

A golf club member may invite a person or persons to the club house for dining or golf. The golf club will furnish the gate house a list of club members in alphabetical sequence by last name and keep it current with written additions and deletions. A person seeking admission as a guest of a named member shall be admitted. Presentation of a valid driver's license will also be required for access.

The golf club has a single PIN number and voice mail privileges. The Access Control Officer shall check the golf club's one voice mail call in line for access

authorization for a person seeking entry as an expected guest of the golf club. In the absence of such authorization they will not be admitted into Imperial. Presentation of a valid driver's license will also be required for access.

Persons may seek entry as applicants for employment or potential new golf club members. The Golf Club must call in all applicants and or persons seeking meetings with various Club employees through the voice server. In the absence of such authorization they will not be admitted. The Access Control Officer shall telephone the golf club manager's office and seek authorization for their admission if there is time to do so without backing up incoming traffic. In the absence of such authorization they will not be admitted into Imperial. Presentation of a valid driver's license will also be required for access.

### **RACQUET CLUB STUDENTS, GUESTS AND EMPLOYEES**

A racquet club client/program participant who does not have a resident's smart pass to use the resident's lane for entry shall be authorized entry through the visitor's access control system if his name is on the updated list presented in alphabetical sequence by last name, provided by the racquet club and upon presentation of a valid driver's license for access.

Each morning the racquet club will fax or hand deliver to the gate house the names of persons having a scheduled court or lesson time, as applicable. Said list should be in time sequence so that the guest can identify their scheduled court/lesson time. Non-resident guests will be admitted if their names are on the daily list. Presentation of a valid driver's license will also be required for access

Racquet Club employees may be entered as permanent guests on the Racquet Club's guest listing to authorize their access and updated as required by any changes to an employee's status. Vendors shall also be entered on the racquet club's permanent list. Long term students may also be entered on the racquet club's permanent list along with their parents/guardians and including the date of the end of their contract. Presentation of a valid driver's license will also be required for access.

Regularly scheduled tennis events, like the Men's Doubles Monday, Wednesday, Friday or Saturday event, shall have a listing provided to the gate house in alphabetical sequence by last name of both regulars and named substitutes. Daily substitutes that are not on the previously provided access authorization list will be called in by the racquet club using the automated call in system to the gate house (Currently 239-597-2005). Presentation of a valid driver's license will also be required for access.

The racquet club hosts numerous other special events. The racquet club will fax or deliver to the gate house a list including the dates and times of all special events to be held during each week. A person seeking admission, who correctly names the special event being held that day, shall be admitted. Presentation of a valid driver's license will also be required for access.

Special racquet club events will have a faxed or hand delivered guest list, in

alphabetical order by last name, available at the gate house the day before the event. Special Event Colored Passes from the event sponsor to the guests should be provided to facilitate processing those guests entry thorough the visitor's lane. All guests displaying the approved Special Event Colored Pass will be allowed entry to the event. Presentation of a valid driver's license will also be required for access.

Attendees for special events with fewer than 50 guests will be allowed entry if they correctly give the name of the event and their names are on the guest list (provided in alphabetical sequence by last name). Guests attending larger events with over 50 guests expected will be admitted if they correctly name the event. Presentation of a valid driver's license will also be required for access even if it is not scanned into the data base.

The racquet club has a pin number and voice mail call in privileges. The Access Control Officer shall check the racquet club's voice mail for access authorization for a person seeking entry as an expected guest of the Racquet club. In the absence of such authorization they will not be admitted into Imperial. Presentation of a valid driver's license will also be required for access.

Persons may seek entry as applicants for employment or potential new racquet students. The Racquet Club must call in all applicants and or persons seeking meetings with various Club employees through the voice server. In the absence of such authorization they will not be admitted. The Access Control Officer shall telephone the racquet club manager's office and seek authorization for their admission if there is time to do so without backing up incoming traffic. In the absence of such authorization they will not be admitted into Imperial. Presentation of a valid driver's license will also be required for access.

## **SPECIAL RULES**

The Access Control Officer will grant access to each person on a party list on the day of the party only. Presentation of a valid driver's license will also be required for access.

In lieu of voice mail approval for non-resident guests, a resident may fax, email or hand deliver to the gate house a list of persons invited to a party at the resident's house on a specific date. Presentation of a valid driver's license will also be required for access.

## **Vehicle Transport Trucks**

Shall not be allowed into Imperial to pick up vehicles for transport but shall load all vehicles from the roadway between US 41 and the entrance into the gate system. All owners/renters vehicles shall be delivered to the front entrance roadway where the Vehicle Transport Trucks will be loaded for transport.

## **FIRST RESPONDERS**

Fire, Emergency Medical Service (EMS), Sheriff, Florida State Police, and other first responder vehicles shall be allowed entrance without additional screening.

## **MEDIA**

As a general rule members of the press or other media (Television news crews, Newspaper Reporters, etc.) are not authorized access into Imperial without pre-approval. Access can be pre-approved for news coverage of special events such as a charity golf tournament but must be coordinated with the President of the Greater Imperial Board sufficiently in advance of the date of the event. Presentation of a valid driver's license will also be required. Media may be called in to a single residence only for non-emergency events with approval of a community President or the GIB President.

## **ADMINISTRATIVE AND HOUSEKEEPING RULES**

The following rules do not relate to the Access Control Officer's primary function of maintaining good access control over vehicles entering Imperial. Nonetheless, the following rules are important for the appearance of the gate house and creating a favorable impression with the general public.

1. You are required to wear a full Imperial Class A uniform while on duty. The Imperial uniform is the issued white shirt and black slacks from the Security Contactor. An IMPERIAL jacket has been issued for your use while employed at Imperial only and it must be returned when you leave this post.
2. You must arrive at the gate house in time for the previous officer you are relieving to have the opportunity to inform you of any "items of interest that may affect your shift."
3. Any unusual occurrence, including the denial of entry for any vehicle must be reported in writing to your Supervisor on forms provided by the company.
4. When you start a shift, check to see that you have adequate supplies of all forms, maps, passes, etc., you may need on your shift. Call your Company Supervisor immediately to report any shortage.
5. No smoking in the gate house at any time. No sitting on any counter top in the gate house.
6. The gate house lights must be on at dusk and off at dawn
7. You are not authorized to accept packages or envelopes for any resident (except GIB). Do not do so.
8. You are not authorized to have guests or visitors in the gate house at any time. The sole exceptions are GIB directors, GIB officers and security company personnel.
9. The GIB employs cleaning personnel to keep the interior of the premises neat and attractive. Please do your part in keeping the premises clean and professional looking.



10. You are not allowed to leave the gate house for any reason during your shift. If you become ill, immediately call your Company Supervisor but do not leave until your replacement is at the gate house.
11. When you need to visit the bathroom, hang a sign on the gate house door advising motorists that you are momentarily detained and will be with them as soon as possible.