



Business Requirements and Regulations Package

The Package Includes:

- Business Requirements to Register
- Contractors Rules
- Prices
- ORCA ID Cards Requirements
- Temporary Day Passes Requirements
- Parking Decals for Company's and Personal Vehicle
- Supervisor's List
- Business Leader Agreement
- Company Contact Sheet
- Ocean Reef Community Association Rules



Business Requirements for Ocean Reef

Office (305) 367-4418 Fax (305) 367-4960 Email: WelcomeCenter@Oceanreef.com

All companies are required to provide the following documentation to the Welcome Center in order to register and be authorized to work on property.

1. **Liability Insurance** in the amount of **\$1,000,000.00**. The insurance form must list the following certificate holder:

Ocean Reef Community Association
Attn: Welcome Center
24 Dockside Lane, Box 505
Key Largo, Florida 33037

2. **Required documents for business based in Monroe County:**

State License, State Registration, Monroe County Local Business Tax for your business or Monroe County Certificate of Competency in your specific field. (Note: If there is not a specific license in your career field, you are not responsible for this requirement. Also if your business is not state registered, you must provide a Monroe County Local Business Tax.)

3. **Required documents for business based outside Monroe County:**

State License, State Registration, County Local Business Tax from the county that the business is registered in, County Certificate of Competency in your specific field and register your business with the Building Department in Monroe County. (Note: If there is not a specific license in your career field, you are not responsible for this requirement.)

4. Proof of **Workers' Compensation** which list **Ocean Reef Community Association** as the Certificate Holder, in accordance with state law.

Ocean Reef Community Association
Attn: Welcome Center
24 Dockside Lane, Box 505
Key Largo, Florida 33037

Construction - Must have worker's compensation insurance

Non-Construction - 3 employees or less, not required. 4 or more, required

5. All businesses must show proof of registration from Monroe County Building Department.

6. Must provide a reference letter from an Ocean Reef member and/or registered business.

7. Annual Ocean Reef Business Fee: (Effective June 1, 2017)

\$180.00 for businesses that are Off-Site Companies.

\$522.00 for businesses that are On-Site Companies with less than 3 employees.

\$1,047.00 for businesses that are On-Site Companies and has more than 4 employees.

* Business fees are due by **June 1st** of each year. You may mail your payment to the Welcome Center or pay in person. The Welcome Center can only accept cash or checks.

* Ocean Reef Chamber of Commerce members receive a 20% discount.

Additional Fees:

See Price sheet for all additional charges



Contractors Rules and Regulation

1. Sleeveless Shirts are not authorized when entering Ocean Reef or at the work site.
2. The following hours are the only hours authorized for contractors to work:
 - In-Season: November 1 – May 14
Monday – Friday 8:00am – 5:00pm
Saturday: Contractors are not authorized to work on Saturday.
 - Note: Employees are authorized to enter the property at 7:45am, but are not Authorized to commence work until 8:00am
No deliveries on Saturdays or Sundays.
 - Off –Season May 15 – October 31
Monday – Saturday 7:00am – 6:00pm
Note: Employees are authorized to enter the property at 7:00am and commence work immediately.
Saturday deliveries only.
3. Per ORCA no work is authorized on Holidays. Holiday schedule will be posted for authorized hours leading to a specific holiday.
4. Everyone entering the property in a vehicle or walking in by foot or motorcycle rider must swipe their assigned ORCA ID card at the Front Gate when entering the property.
5. Per ORCA, no loud radios are authorized at any job site.
6. Per ORCA, no vehicle may park in the street where the job site is located at.
7. Authorized speed limit on Ocean Reef is 25mph, except in designated areas which the speed limit is 15 mph. Any vehicle caught over the authorized speed limit will receive a ticket.
8. Per ORCA, no trash may be brought on the property in trucks or trailers.
9. **Per ORCA, No company or individual may Solicit business on Ocean Reef property.**
10. All vehicles entering the property either company or personal, must obtain a Parking Decal from the Welcome Center.
11. All Contractors will be responsible to assure that the following documents are updated and current at the Welcome Center:
 - Insurance (Liability, Workers' Comp and Auto Insurance), State License and County Business Tax.
 - Company Supervisor list, current employee roster and company contact list.

ANY VIOLATIONS OF THESE RULES MAY RESULT IN A TEMPORARY SUSPENSION
FOR THE DAY AND CONTINUOUS VIOLATIONS MAY RESULT IN A
PERMANENT SUSPENSION OF THE COMPANY



Price List (as of May 2014)

24 Dockside Lane Box 505, Key Largo, FL 33037
Phone (305) 367-4418 Fax (305) 367-4960 Welcomecenter@oceanreef.com

Annual Business Association Fees:

\$180.00 for businesses that are Off-Site Companies.

\$522.00 for businesses that are On-Site Companies with less than 3 employees.

\$1,047.00 for businesses that are On-Site Companies and has more than 4 employees.

* Business fees are due by **June 1st** of each year and run until May 31 of the following year.

Payments can be mailed to the Welcome Center or paid in person:

Ocean Reef Community Association

Attn: Welcome Center

24 Dockside Lane Box 505

Key Largo, Florida 33037

* **Ocean Reef Chamber of Commerce members receives a 20% discount.**

Note: Any new business that registers at the Welcome Center from the months of January – May will be charged a prorated fee. Contact the Welcome Center for the listing of the prorated rates. Any business that registers during the months of January – May will still be required to pay the full amount of the appropriate fee on June 1st of each year.

Prices: (Homeowner Employees, Social Member Employees, Contractors and Ocean Reef Club Employees)

<u>Item</u>	<u>Price</u>
New Employee I.D. Card	\$43.00
Out of State Driver's License check	\$10.00
(This charge will be added to the cost of a new or renewal I.D. card for anyone applying with an out of state driver's license or ID card.)	
I.D. Card Yearly Renewal	\$32.00
Lost I.D. Card	\$23.00
Parking Decals (Permanent)	\$18.00
Temporary Day Pass	\$7.00
(Temporary day pass can be purchased for a total of 10 days per year from the initial date issued.)	
Forgotten Pass or I.D. Card	\$7.00
Ocean Reef Club Employee I.D. Card	\$5.00
Ocean Reef Club Employee I.D. Card (Lost)	\$5.00



Procedures for ID Cards, Temporary Day Pass and Parking Decals

ORCA Annual ID Card

Any individual that will be representing any company and working on property for more than 10 days in a given year will be required to obtain an ORCA ID Card. The ID card will be valid for one year from the time it is issued and would have to be renewed annually after the first year.

Requirements for an ORCA ID Card:

- A request form for an Annual ORCA ID card must be completed in its entirety.
- A valid State Driver's License or Identification Card must be presented to the Welcome Center staff so a copy can be made.
- A valid Social Security Card must be presented to the Welcome Center staff so a copy can be made.
- A valid Employment Authorization Card must be presented to the Welcome Center staff so a copy can be made, if applicable.
- An American Passport or a valid passport from another country may be used, but it must have a valid U.S. Visa stamped in the passport.

Restriction of ORCA ID Card:

- All ORCA ID cards will have a specific time zone as to when they are authorized to enter the property.
- Only the individual whose name is shown on the ID card is authorized to use the card to enter the property.
- All cards are the property of ORCA and must be returned to the Welcome Center upon end of employment.
- All completed request forms for Annual ID cards turned into the Welcome Center will only be valid for 90 days (3 months). If an individual fails to pick up the card within the time limit then a new form must be submitted and paid for again.

Notice to Companies:

- A complete Federal, State and Driver's License check will be complete on each individual that is applying for and ORCA ID card.
- If an individual does not pass his/her background check the individual will not be authorized to access the property.
- No refunds will be granted on any individual that does not pass his/her background check.

Temporary Day Pass

A temporary day pass is a pass that can be obtained for an individual to work on a job site. The temporary day pass can be purchased for a total of 10 days per year from the initial date issued. The following requirements are needed to have a temporary day pass issued:

- Any company requesting a temporary day pass must have Workers' Comp Insurance. Any company that does not carry Workers' Comp Insurance will not be authorized to obtain a temporary day pass.
- An authorized agent (Owner or Supervisor) must be present at the Welcome Center to sign for the individual. This information is obtained from the Company's Supervisor List form.
- A request for Temporary Day Pass form must be completed and endorsed by the authorized agent.
- The individual obtaining the temporary day pass must have one of the following identification present to obtain a temporary pass:
 - ◇ A valid state driver's license or identification card.
 - ◇ A valid U.S. Passport or U.S. Armed Forces Card.
 - ◇ A valid foreign Passport will be accepted.
 - ◇ A valid Consulate Card from a foreign country will be accepted.



Policy Change to Temporary Day Pass

Note: Any other forms of ID will not be authorized and a temporary day pass will not be issued.

To ensure a more secure and safe environment for the Homeowners, Club Members and Contractors on Ocean Reef, effective immediately, Ocean Reef Community Association has made the following changes to the policies in regards to Temporary Day Pass.

New Policy for Temporary Day Pass (Effective Immediately):

- The temporary day pass can be purchased for a total of 10 days per year from the initial date issued for now. The following requirements are needed to have a temporary day pass issued:
 1. Any company requesting a temporary day pass must have Workers' Comp Insurance. Any company that does not carry Workers' Comp Insurance will not be authorized to obtain a temporary day pass.
 2. **An authorized agent (Owner or Supervisor) must be present at the Welcome Center to sign for the individual.** This information is obtained from the Company's Supervisor List form.
 3. A request for Temporary Day Pass form must be completed and endorsed by the authorized agent.
 4. The individual obtaining the temporary day pass must have one of the following identification present to obtain a temporary pass:
 - a. A valid state driver's license or identification card
 - b. A valid U.S. Passport or U.S. Armed Forces Card.
 - c. A valid foreign Passport will be accepted.
 - d. A valid Consulate Card from a foreign country will be accepted.

Note: Any other forms of ID will not be authorized and a temporary day pass will not be issued.

- A partial criminal background check will be conducted using the following websites to determine an individual eligibility to access the property.
 1. Monroe County Clerk of Courts.
 2. Miami-Dade County Clerk of Courts
 3. Florida Sexual Predator Registry.
- Based on the finding on these websites the staff of the Welcome Center will make the determination if an individual may access the property.
- The following factors will be used to make the final determination whether an individual is authorized to access the property or be denied.
 1. Criminal arrest records over the past five years, not just convictions.
 2. Any open cases (Felony or Misdemeanors).
 3. If an individual is on the Florida Sexual Registry.
 4. Proper authorized identification at the time of obtaining the Temporary Day Pass.
 5. If a company is authorized to obtain Temporary Day Pass.
- All decisions by the Welcome Center staff will be final and any individual that is determined not to be authorized to access the property must promptly leave the property.

If you have any questions regarding the new policy please contact the Welcome Center at (305) 367-4418.



Parking Decals

Any vehicles (Commercial or Personal) entering the property must have a parking decal attached to the front windshield on the driver's side lower left corner. The following are the procedures for the parking decals:

- All parking decals will be permanent and assigned to a specific vehicle (Company or Personal).
- Parking decals are non-transferable. The vehicle registration will be required at the time of purchase.
- The initial parking decal can be purchased for \$18.00. Any additional parking decal that is needed by an individual will have to be purchased separately at the same cost.
- If a vehicle is found with an unauthorized vehicle decal a citation of \$50.00 will be issued. Continued violation will result in entry suspension until resolved.
- In the event that a vehicle with a parking decal is in an accident or stolen a replacement decal may be obtained at no charge. A police report will be required to obtain a free parking decal.

Lost I.D. Card

- It is the responsibility of each individual to maintain possession of their ORCA ID card and in the event that an individual does lose their card, it must be reported to the Welcome Center immediately.
- A replacement card may be obtained at the Welcome Center at a cost of \$23.00.
- In the event that an ID card is stolen a police report will be required and a replacement card will be issued at no charge.

Contact Information

Ocean Reef Community Association
Attn: Welcome Center
24 Dockside Lane Box 505
Key Largo, Florida 33037
Phone: (305) 367-4418
Fax: (305) 367-4960

Access Control Supervisor: Lieutenant Nancy Pickard

Welcome Center Staff: Access Control Lead Lissette Rodriguez
Officer Sam Santiago
Officer Gisela Betancourt
Officer Jessica Fernandez

Email Address: Welcomecenter@oceanreef.com



Company Supervisor List

Company's Name: _____

Company's Owner: _____

The following Supervisors or Managers are authorized to sign for Company's I.D. Cards and Day Passes. I acknowledge by authorizing these Supervisors or Managers to sign on my behalf that I accept full responsibility for the actions of the individuals who are signed in by my designees. I also acknowledge that I am only authorized a maximum of three Supervisors to sign for the I.D. Cards and Day Passes.

Signature of Company's Owner/President: _____

SUPERVISOR

SUPERVISOR'S SIGNATURE

CONTACT NUMBER

Owner

Supervisor

Supervisor

Supervisor

Please complete this form and return it to the Welcome Center either in person or via fax (305) 367-4960.

Also, be sure to fill out a Business Leader Agreement per supervisor.



Business Leader Agreement for Applicants

Please note that a criminal history background is conducted for each person you request to have access to the Ocean Reef Community. Applicants found to have a criminal history may be denied access to Ocean Reef Community.

As a business leader, it is your responsibility to first interview all candidates that you sponsor for entry, confirming that the individual understands a criminal history background will be conducted, and that criminal charges will deny their entry to Ocean Reef Community.

If you determine that the applicant is suitable for entry to Ocean Reef, the applicant will complete an application for entry, where they will be asked to divulge criminal information prior to the background history process; omissions of criminal charges of any type will result in an immediate denial. It further should be recognized, all applicants receiving rights for access and entry must immediately self-report any criminal charges they face after the application process, failure to do so will result in revocation of access rights.

Signing of this form represents your understanding and enforcement of the rules for applicants and employees.

Business Name

Business Representative (Print)

Business Representative (Sign)

Date



COMPANY CONTACT INFORMATION

COMPANY NAME: _____

*COMPANY ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

*MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

OFFICE PHONE: (_____) _____ FAX PHONE: (_____) _____

COMPANY E-MAIL ADDRESS: _____

OWNER'S NAME: _____

SUPERVISORS INFORMATION

SUPERVISOR NAME: _____ PHONE: (_____) _____

SUPERVISOR NAME: _____ PHONE: (_____) _____

SUPERVISOR NAME: _____ PHONE: (_____) _____

EMERGENCY CONTACT INFORMATION

FULL NAME: _____
LAST FIRST M.I.

ADDRESS: _____
STREET ADDRESS (APT. # or SUITE)

CITY STATE ZIP CODE

PRIMARY PHONE: (_____) _____

ALTERNATIVE PHONE: (_____) _____



The following are some of the Ocean Reef Community Association rules and regulations and this list is in no way to be considered all inclusive. A copy of the Ocean Reef Community Association Handbook and Building Regulations and Restrictions are available upon request.

(Initial on each line)

1. The **maximum speed limit** throughout Ocean Reef is **25 mph** with few exceptions, where it is then reduced to 15 mph. _____
2. Parking in travel lanes is prohibited. Vehicles at construction sites are required to park according to the submitted parking plan. Landscape vehicles may park in roadway when orange cones are placed in **front** and **behind** the truck and trailer. Vehicles may be parked in roadway during the installation of pavers. **Do not** park in a manner creating blind spots which are a safety risk to other vehicles and pedestrians. _____
3. Gas powered blowers are not permitted as of January 1, 2017. _____
4. Overnight parking of commercial vehicles in residential areas of Ocean Reef is not permitted. _____
5. Parking in natural areas, as well as golf course and sand areas, is prohibited. _____
6. All commercially licensed vehicles, as well as construction and service vehicles (trucks, vans, trailers, etc.) **MUST** have the name of the business and/or owner/operator, location and telephone number posted on the vehicle in neat and legible lettering. _____
7. The use of jackhammers, to include, chipper hammers and pile driving, is prohibited between November 1st and May 14th. _____
8. Permitted work hours are: 8 am **start** – 5 pm **exit** (off property) Monday-Friday from November 1st through May 14th; 7 am **start** – 6 pm **exit** (off property) Monday-Saturday from May 15th through October 31st. _____
9. All gates at construction sites **MUST** be secured at end of work day. _____
10. Sleeveless shirts are not permitted. _____
11. Overflowing dumpsters are not permitted; they must be emptied prior to reaching that condition. _____
12. Green screen is required on the outside of all construction site fencing prior to the commencement of construction, including renovations. The fence must be 6 foot in height with a top a top rail and surround the total perimeter of the construction site. _____
13. Vacant lots will not be used for storage of equipment unless there is an active construction site in the neighborhood; the owner of the lot has sent an email to the ORCA Business Office authorizing such and is approved by the Architectural Committee, **prior** to the storing of equipment. _____
14. Permits (County & ORCA) are required to be posted at each site. It is recommended that a copy of the parking plan be placed with the permits. _____

I _____ acknowledge I have read and understood all the contents of this form.

(Print Name)

Signature

Date