



## Greater Imperial Board

July, 2012

### **To All Residents and Members:**

During the past year your Greater Imperial Board has been improving the access control to Imperial by reconstructing the gatehouse electronics and the smart pass reader. We are going further by upgrading the software of the computer systems and adding a **Driver's License Scanner** for entry in the guest/vendor lane of the gatehouse. The effective date for implementation is Sept. 3, 2012. This will not affect the "residents" smart pass lane.

- ALL persons, including residents, members and employees entering the gatehouse lane only, will need to produce their driver's license to gain entry into Imperial. There will either be a review (no scanning) of the license for identification and address verification or a scan. The imaging scanner takes a picture of the FRONT of the driver's license, and it captures the name and driver's license number for the gatehouse computer data system. The picture is captured for a pass but not stored. No other information is extracted from the license. This information is stored in the computer only for the length of time the guest or vendor is on the premises. A pass is generated with the address the guest or vendor is going to visit or service, as well as the guest or vendors name and picture.
- Residents/Golf Club members/Racquet Club members that use this lane rather than have a smart pass attached to their vehicle will also be required to produce their driver's license for identification purposes and to confirm address or member status each and every time they enter through the gatehouse lane, however the license will not be scanned into the data base
- Realtors asking for access to Imperial will need to produce their driver's license as well as a business card or realtor's license.

**This new procedure is the direct result of improvements by the Greater Imperial Board not the Access Control Officers at the Gatehouse. If you choose not to follow the procedures set forth, the Access Control Officer has the authority to deny your entry. Please be courteous to the Officers on duty.**

The Greater Imperial Board would like to thank you in advance for adhering to this new policy being implemented. Should you need assistance with these procedures, please do not hesitate to contact our property manager, Michelle Pacitto, at the numbers listed below or your community representative.

The Board of Directors of the Greater Imperial Board