



# CONTRACTOR VEHICLE REGISTRATION 2020 POLICY TERMS, RULES, REGULATIONS

Kelly Plantation Owners Association is responsible for preserving and protecting the beauty of Kelly Plantation and its infrastructure. To facilitate that mission, the Board has updated the Contractor Vehicle Registration program to ensure that contractors are identified, verified, and fully informed of the association rules pertaining to the regular, frequent, and constant use of Association infrastructure.

## **PURPOSE:**

The Contractor Vehicle Registration program facilitates the verification of incoming contractors to the Association grounds and ensures such contractors maintain the requisite levels of business and vehicle insurance. The policy mitigates potential damage to the Association's common elements by providing fines for repairs for damage and wear and tear associated with regular and frequent traffic by contractor vehicles.

## **SCOPE:**

Contractors are defined as any person and/or entity who/which routinely provides a service for a fee, no matter the service (i.e. landscaping, painting, pavers, pressure washing, housekeeping, babysitting, et al).

- All contractors performing "one-off" jobs need not register, but must have their vehicle logged at the gate by the Association's third-party access control provider. Such information to be logged shall contain: Year, Make, Model, Color, License Plate, Name of Driver & Business, and the Last Name of Owner & Address of property to be serviced.
- All Contractors must register their vehicles and business with the Association's office and Management Team within ten (10) business days of their first visit to the grounds, or during the annual open enrollment period of January 1 – March 31. Temporary passes will be available for a contractor's first entry to the grounds, and may last for a maximum of five (5) business days.
- Registered vehicles will be issued an annual decal with a specific number assigned to their account; decals grant expedited entry to Association grounds after a brief check-in with the Association's third-party gate access contractor to verify the address of service.

## **REQUIRED DOCUMENTATION:**

Each contractor shall complete a registration form (attached as Exhibit 1), and shall provide proof (photocopy, jpg/pdf) of:

- Unexpired Driver's License;
- Unexpired State Vehicle Registration;
- Unexpired Vehicle Liability Insurance;
- Unexpired Commercial Liability Insurance (when deemed applicable, appropriate, and/or necessary by Management and/or the Board of Directors;

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**FEE STRUCTURE:**

Registration fees for 2020 shall be **\$35** (Regular Rate) per vehicle during the open enrollment period. Renewals taking place on or after April 1 shall be **\$45** per vehicle. First-time registrations on or after April 1 shall be honored at the regular rate.

Fleet registrations, as described below, shall be **\$150** (Regular Fleet Rate) for **five (5) or more vehicles**; late Fleet renewals on or after April 1 shall be **\$200**. First-time Fleet registrations on or after April 1 shall be honored at the regular rate.

Pro-rated registrations are available beginning October 1, 2020, with the annual pass being honored until March 31, 2021. Pro-rated registrations/renewals will be at **\$25 per vehicle, and \$100 for Fleet registrations**.

There are no refunds at any time.

**FLEET APPLICATIONS:**

Larger companies with more than five (5) vehicles may apply for a Fleet registration at a discounted rate, under the following additional conditions and submission of required documentation:

- All vehicles must bear similar markings, designs, placarding, decals, etc. which clearly identify that the vehicle represents the company on the front and/or sides of the vehicle;
- No individual stickers shall be issued for Fleet vehicles as described above. Personal vehicles for business use by other members of the company must bear a removable magnetic placard placed on the driver's side front door, no less than 18" x 24" in size. Such placards must bear the company name and/or logo at a minimum, and that logo should match the design of other vehicles within the Fleet registration. Otherwise, personal vehicles for business use by such persons must register individually;
- A color photograph of the design of the vehicles as painted / designed for easier recognition;
- Contact information for the business's Office Manager/Administrator;
- All other required documentation for individual registrations with the exception of a copy of an unexpired driver's license of one (1) member of senior management;

**NEW CONSTRUCTION, SPECIAL PROJECTS:**

In light of the lengthier build times for new construction and certain other special projects, and various sub-contractors involved in a new build who may be on site for various times, the builder/primary contractor (hereinafter: builder) shall be required to register his/her primary vehicle(s) for site visits and adhere to all terms of this policy as applicable to an individual contractor.

A packet of **ten (10)** contractor passes, designated for the address of the project, will be given to the builder for distribution to his sub-contractors. Passes should be returned to the builder when any particular sub-contractor's work has finished on the project. Additional passes may be obtained at the builder's request for a fee of **\$35 per pass**.

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**RESTRICTIONS:**

- 1) Business hours are defined as 7 am to 5 pm, Monday through Saturday, November through February, and up to 6 pm Monday through Friday, March through October. No contractors are permitted on the grounds on Sundays, except for emergency circumstances, or with prior written approval by the Board of Directors and/or Association Management, as appropriate;
- 2) No contractors are permitted on the grounds, except for emergency circumstances, or with prior written approval by the Board of Directors and/or Association Management, on the following Holidays: **New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day;**
- 3) Parking on any grass, whether common or private property is prohibited;
- 4) Contractors servicing a particular home shall park in the driveway of the property. If the Driveway is not available, Contractors must park in the street in front of the home being serviced. If parking in the street blocks or affects passing traffic, Contractors must park in a designated area for overflow parking. These designated areas shall vary neighborhood to neighborhood;
- 5) Any noticeable damage to Association Common Elements (i.e. sod, irrigation) caused by a Contractor Violation shall be billed to the responsible contractor at the cost of repair and/or replacement, in addition to a fine of no less than \$100 per occurrence, with both costs levied against the Contractor's account;
- 6) Any damage to the Access Control Measures at the ingress and egress points of the property, (hereafter "gates") will be billed to the responsible party, as determined by video surveillance and/or testimony of a witness; such damage shall be a fee of no less than \$50 or the cost of repair (including labor & materials), whichever is greater. This fee is for the repair of the gate, and not a fine.
- 7) Contractors may not place any kind of advertisements in the common areas or private property, whether signage, door hangers, fliers, rack cards, etc.;
- 8) Speed limits within the property must be adhered to at all times; excessive speeding shall be considered reckless driving and reported to the Okaloosa County Sheriff's Office;
- 9) Solicitation of any kind is strictly prohibited, including that of "surveys";
- 10) Nuisance activities, such as excessively loud music or other noise, dust or debris – except that which is to be expected in accordance with the type of work being performed – is prohibited;
- 11) Shirts must be worn at all times;
- 12) Trash or other debris left at a job site must be tidied up before the close of business daily;
- 13) Contractors must be arriving to perform work at a specific address, and will not be admitted to prospect or case potential business;
- 14) Only one annual decal may be displayed at any time – prior years' decals must be removed at the end of a term and upon renewal for the current year.

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**VIOLATIONS:**

Contractors found in violation of these restrictions, shall be notified of the violation via the following enforcement protocols and penalties, as appropriate:

- First Offense: Courtesy Notice, with photograph of violation
- Second Offense: Violation Notice, \$50 fine
- Third Offense: Violation Notice, \$75 fine
- Subsequent Offenses: Violation Notice, \$100 fine

Unpaid fines shall accumulate on the Contractor’s account until the subsequent renewal year, and renewals shall not be granted until the account is restored to good standing. Payment will be due within 30 days of the date of the invoice, and continued violations may lead to the revocation of the decal pass and barring from the property.

**EXCEPTIONS:**

This program is directed at those contractors performing routine and frequent services for one or multiple owners within Kelly Plantation, and enforcement thereof is at the discretion of the Association Management in collaboration with the third-party access control contractor. The Board of Directors recognizes that strict enforcement can adversely affect the convenience of owners, as well as their ability to get a qualified vendor to perform a service. As such, exceptions to the policy are permissible and allowed on a case-by-case basis and under these general criteria:

- Emergency circumstances (i.e. water line breakage; HVAC failure);
- Food delivery services;
- First-time babysitters;
- “One-off” jobs (to be completed within five business days);

**ADDITIONAL INFORMATION:**

Any discrepancies or questions regarding the policy and program shall be handled at the discretion of the Association Manager.

This policy was adopted by an affirmative vote of the Board of Directors this 4<sup>th</sup> day of December, 2019.

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Ron Todd, President

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Jordan Hightower, Secretary