



Rules and Regulations for Contractors, Moving & Delivery Companies, and Service Providers

- **Registration Requirement:** All contractors, moving and delivery companies, and service providers MUST register with the Gate Guard before entering Woodhawk Club Condominiums. The following information is required:
 - **Notification:** Once registered, the security guard MUST notify the Property Manager of the entry.
 - **Instructions:** Property Management or a designated person will contact individuals entering the premises and explain regulations regarding parking, entering/exiting the building, and performing work/services.
 - **Homeowner Responsibility:** Homeowners scheduling work/services must ensure contractors, service providers, and moving teams have access to the garage and can deliver tools, equipment, and/or bulky items into the building. Homeowners are also responsible for providing a liability form signed by their contractors.
 - **Exemptions:** USPS, Amazon, and all major delivery services (e.g., FedEx, UPS) are exempt from Gate registration.
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Contractor Rules:

1. **Work Hours:** Projects must be carried out during approved work hours only:
Monday - Saturday 8 am - 6 pm
 2. **Debris Removal:** Contractors are responsible for removing all debris; building dumpsters are not to be used.
 3. **Parking:** Contractors cannot use resident parking spaces, designated spaces, or park on the road.
 4. **Restricted Areas:** No work is allowed in hallways, lobbies, or other common areas.
 5. **Cleanup:** Contractors must clean up any dirt or mess created in common areas.
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Entry Registration Form

- **Resident Name:** _____
- **Resident Address:** _____
- **Office Phone #:** _____ **Mobile #** _____
- **Contractor/Service Provider Name:** _____
- **Contractor /Address:** _____
- **Contractor / Vehicle License Plate #:** _____ **State** _____
- **Phone #:** _____
- **Purpose/Reason for Entry:** _____

Instructions for Contractors

1. Filling Out the Form:

- ✓ Pull slightly forward to Fox Hollow Drive after receiving the form to complete it without blocking the gate.
- ✓ Fill out all required fields
- ✓ Property address where the work will be conducted.
- ✓ Nature and size of the project.
- ✓ Estimated duration of the project.
- ✓ Vehicle details (make, model, and license plate number).

2. Returning the Form:

- Return the completed form to the guard before entering the property and keep the rules and regulations for your reference.

3. Project Conduct:

- ✓ Adhere to all community rules and regulations during the project.
- ✓ Ensure proper disposal of materials and waste.
- ✓ Respect noise restrictions and property boundaries.

Classification of Large and Small Projects for Contractors

- **Large Projects:** Involve extensive work, require multiple days, and may impact shared areas. Examples include major renovations (e.g., kitchen remodels, structural changes), roofing, HVAC replacements, exterior work (e.g., patios, windows), and plumbing or electrical overhauls.
- **Small Projects:** Minor repairs or updates completed within a day, with minimal impact. Examples include general repairs (e.g., fixing leaks, drywall repairs), painting, small fixture installations, minor flooring updates, and routine landscaping.
- **Gray Areas:** Projects like bathroom updates or flooring installations may vary in size based on scope.

General Guidelines

1. All contractors passing through the gate must fill out the designated contractor form before proceeding to their project site.
2. Contractors should move their vehicles slightly past the gate (onto Fox Hollow Drive) to complete the form, ensuring they do not block the entrance.
3. The completed form must be returned to the guard immediately after completion.

Guard Instructions

1. Form Distribution and Collection:

- Provide the contractor with the form to fill out upon their arrival and make sure they keep the page with rules and regulations for their reference.
- Ensure they complete the form and return it before proceeding to the property.

2. Project Information Collection:

- Carefully review the form for project details, specifically noting the size and nature of the project.
- Confirm the property address where the project is taking place.

3. Informing Property and Maintenance Managers:

- Notify both the property manager and maintenance managers ONLY about those contractors that will be working on large projects or suspicious vendors/contractors and the designated property address via text.

Text Olga and Gordon the following:

- The contractor's name.
- The property address where the work is being performed.
- The size of the project (e.g., large, medium, or small).
- A brief description of the work based on the form the contractor provided.

Additional Notes for Guards

- For large projects, ensure all necessary approvals are confirmed before granting entry.
- Keep a record of all submitted forms for reference.
- Ensure clear communication between the guardhouse and property staff to maintain smooth operations.