



## Vendor Rules & Regulations

All vendor, contractors and service providers are required to complete, sign and comply with The PGA WEST Vendor Application and Rules & Regulations before accessing The PGA WEST private residential community. Application Forms and Rules & Regulations are available at any PGAW manned gatehouse. Failure to comply with these rules and regulations may result in a fine and/or the interruption or termination of access.

All contractors, vendors, service providers and their employees are required to comply with the following rules and regulations. *If you serve customers or clients (6) times or more in a 30 day period or have (3) or more regular accounts you are required to have a transponder.*

### GENERAL RULES, REGULATIONS AND GOVERNING DOCUMENTS:

1. Complete and sign The PGA WEST Vendor Application and Rules & Regulations and return it to any gate officer before access will be granted.
2. Comply with all federal, state and local licensing requirements.
3. Comply with all Residential Association CC&Rs & Governing Documents, City, State and County Building & Safety Codes, Building Specifications and construction hours.
4. Display a constructed sign on the driver side door or window at least 12"x 8" indicating the name of the company and telephone number. Those vendors (i.e. housecleaners) who do not have an affixed sign may use an 8.5"x 11" paper sign to be displayed on their dashboard or on the Driver's side window.
5. A valid pass must be displayed on the dashboard of every vehicle unless you have a transponder.
6. Obey the instructions and cooperate with all PGA WEST Managers and Gate & Patrol Staff.
7. Offensive, threatening or abusive language will never be tolerated.
8. No audible music is permitted while on the premises.
9. Pay all fines and reimbursements within 30 days.
10. Never use community facilities such as pools or other recreational equipment.
11. Use only vendor/maintenance designated restrooms. (Map of restrooms attached)
12. Never drive or walk upon property or areas you are not hired to service.
13. No Soliciting to include distribution of business cards, handouts or any other advertising materials.
14. There is no construction on Sundays, New Year's Day, Martin Luther King Day, President's Day, Memorial Day, Independence Day (4<sup>th</sup> of July), Labor Day, Veteran's Day, Thanksgiving Day and Christmas Day. There is no vendor access on these days except for emergencies.

### PARKING AND TRAFFIC REGULATIONS:

*All California State Traffic & Criminal laws are enforced.*

1. A valid driver license is required to operate any vehicle – including a golf cart upon the roads and golf cart paths of PGA WEST.
2. Each vehicle must observe and obey the posted speed limits.
3. No vehicle may enter through the exit lanes.
4. Each vehicle must come to a complete stop at posted stop signs and yield to pedestrians.
5. Unregistered, leaking and/or noisy vehicles are prohibited.
6. Vehicles may not leak fluids on PGA WEST property.
7. All disabled vehicles must be removed within four (4) hours.
8. Vehicles may not park more than (18) inches from the curb.
9. Parking on the street for more than (8) consecutive hours or overnight is prohibited except for emergencies.
10. No recreational vehicles or boats are allowed in the community.
11. No parking on PGA WEST Blvd. except for emergencies.
12. No parking in a manner that blocks fire zones, driveways or mailboxes.
13. No parking facing oncoming traffic.
14. No parking on any grass area.
15. Bringing pets onto the property is not allowed.
16. Contractors or crews working on or near roadways must wear certified traffic vests and post orange traffic cones surrounding construction area. At least one crew member must be assigned to monitor and direct traffic if traffic will be interrupted or diverted.
17. Fines or demands for reimbursements maybe appealed to the Director of Community Service no more than 15 days of receiving a notice.

Under the authority of the PGA WEST Master Board of Directors, only the Director of Community Service is authorized to impose fines and penalties for vendor violations of these regulations.

*If you have any concerns or complaints you may contact Robert Pantanella, Director of Community Services at (760) 564-1032 or visit his office located at the Legends Gate on Madison Ave.*



## Vendor Access Application

All vendors, contractors and service providers must legibly and accurately complete this form prior to accessing the PGA WEST private residential community. Vendors must comply with all rules and regulations described on page 1. **YOUR ACCESS COULD BE INTERRUPTED UNTIL THIS FORM IS COMPLETE AND RETURNED TO ANY PGA WEST GATE OFFICER.**

<u><b>YOUR COMPANY INFORMATION</b></u>		
<b>Your Company Name:</b>	<b>Address:</b>	
<b>Type of service you provide?</b>	<b>Ca. Contractor License Number:</b>	
<b>Owner or Supervisor's Name</b>	<b>Company Phone Number</b>	<b>Cell Number</b>
<b>Liability Insurance Co.</b>	<b>Auto Insurance Co.</b>	
<b>PGA OFFICIAL ACCEPTING COMPLETED APPLICATION X: _____</b>		

**SIGN REQUIREMENT**

All vendors, contractors and service vehicles must be marked with professional signs or placards at least 12"x 8" on the driver side door or window that displays company name and telephone number. *The personal vehicles of employees are also required to comply with all regulations.*

**\* CONDUCT AGREEMENT \***

By signing the line below in this box, you, your employees, staff and sub contractors agree to comply with all PGA WEST Rules & Regulations, California Traffic and Criminal Laws of Conduct and cooperate with all PGA WEST Community Services & Management Staff. You also agree to pay any and all fines and reimbursements assessed to you, your employees and sub contractors within 30 days.

I have also received a copy of The PGA WEST Rules and Regulations.

**Print your name: ( \_\_\_\_\_ )                      Sign your name: (X \_\_\_\_\_ )**