

The Landings Association, Inc.

General Rules and Regulations for Vendor and Contractor Activity

The General Rules and Regulations have been established to control vendor activity in the community. The Rules and Regulations are in two parts. Part One is generic and applicable to all vendor and contractor entities. Part Two contains additional unique requirements that apply to a specific trade or activity. Violators of the Rules and Regulations may be fined from a minimum of \$100 up to and including revocation of RFID(s) and denial of future entry. Fines must be paid within two working days to avoid revocation of RFID(s).

Part One (*Applicable to all*)

- 1. Work Hours** – Vendor and contractor work hours are Monday through Friday from 7 AM to 7 PM and Saturday from 8 AM to 5 PM. Exceptions for bona fide emergencies may be allowed. No work is permitted on New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, and Christmas.
- 2. Vehicles** – All vendor and contractor vehicles equipped with an RFID tag or displaying a monthly pass (except cars and SUVs) used to conduct business on The Landings are required to display the owner, operator, or company name and telephone numbers on both sides of the vehicle and both sides of the trailer. The lettering and numbers must be at least two inches high. The markings may be painted or on magnetic material.
- 3. Decals and Passes** – All vendor and contractor vehicles must display a valid RFID tag, daily, weekly, or monthly vendor pass for entry to the community. A fee of **\$15** is required to transfer or replace an RFID tag, and the RFID tag may only be transferred once a year. Abuse of the guest pass system for entry is a violation of the Rules and Regulations.
- 4. Conduct** – Vendors are expected to act professionally at all times. Rowdiness, foul language, loud entertainment systems, and littering are prohibited.
- 5. Solicitation** – Door to door soliciting for business is strictly prohibited.
- 6. Trash and Debris** – All vendors and contractors must ensure that their waste is adequately secured and disposed of at all times. Each vendor and contractor shall ensure that all debris is adequately secured and covered during transit. Dumping on private or common properties is prohibited.
- 7. Damages** – Vendors are liable for any damages such as damage to roads, paths, utility infrastructure, or landscaping on private or TLA-owned property. Damaged areas must be restored to the original condition or restitution paid to and agreed upon by the property owner.
- 8. Traffic Control and Speed Limits** – All drivers must obey the posted speed limit and other traffic control signs posted throughout the community. Vehicles with more than six wheels, to include vehicles with trailers, as well as vehicles weighing three tons or more cannot use Tidewater Square. These heavier trucks must use the alternate route of Brandenberry Road. The only exceptions to this rule will be dedicated detours during emergencies or to perform required maintenance of TLA Common Property as authorized by The Landings Association. Drivers should be aware that the Chatham County Police Department (CCPD) is authorized to enforce the Uniform Rules of the Road on the roads of the community. TLA Security Officers may enforce speed limits (speed detection devices are utilized), reckless driving and failure to comply with traffic devices within the Landings. Violations may result in fines, revocation of RFID tags, or being banned from operating a vehicle within The Landings.
- 9. Parking** – All vehicles must park on the job site property whenever possible. When street parking is necessary, it is restricted to one side of the street only and with the flow of traffic. Vendor trucks, to include SUVs, trailers, and vans, parked on roads within The Landings will require a traffic safety cone to be placed between five and ten feet in front and behind the vehicle or trailer. Parking is defined as any vehicle that is stationary for more than three minutes. Additionally, parking adjacent to double yellow lines on streets is prohibited. Do not block fire hydrants, mailboxes or driveways. Use of adjacent properties, medians, or TLA property for parking is prohibited without express prior written authorization from TLA. Vehicles and trailers may not be left in the community overnight.
- 10. Amenities** – Use of the community amenities (clubs, golf courses, golf course comfort stations, pools, lagoons, trails, and playgrounds) are for the exclusive use of residents and their guests without exception. Fishing is strictly prohibited.
- 11. Fire(s)** – Fires are not permitted in the community regardless of their type.
- 12. Pets** – Vendor and contractor entities may not bring pets into the community.
- 13. Estate and Garage Sales** – TLA must be advised and approve the sale in writing at least seven (7) calendar days before the event, and signs are prohibited. The sale will not exceed four (4) hours on any day. Parking is restricted to one side of the street on secondary streets and shall at no time hinder normal traffic flow. Driveways, paths, mailboxes, and fire hydrants shall not be blocked. At least one uniformed CCPD Officer or TLA Security Officer will be hired to assist with parking, pedestrian control, and complaints.

The Landings Association, Inc.
General Rules and Regulations for Vendor and Contractor Activity

Part Two

Part Two of the Rules and Regulations apply specifically to certain types of activity or vendors performing work that is subject to the permit processes of The Landings Association.

1. **Permits** – The Community Development Department issues permits for any work that modifies the exterior appearance, shape, or size of any building, driveway, or walkways. A permit also is required for a Dumpster, POD or portable toilet. The vendor, tradesman, or contractor is responsible for ensuring the proper permit is posted before commencing any work. The contractor/vendor is subject to a fine or revocation of RFID tag(s) and denial of future entry if work is performed without an appropriate permit. TLA’s Public Works Department approves tree removal requests. The service provider or vendor must have the permit and any easements available on-site during the work.
2. **Deposits** – Monetary deposits are required for new construction, renovations, demolitions, additions, and remodeling activities. These activities are subject to plan approval for permitting by the Community Development Department or The Architectural Review Committee (ARC). TLA’s permit and approval are in addition to any specific permit required by Chatham County. Work performed without appropriate permit and deposit will subject the vendor and contractor entity to a fine or revocation of RFID tag(s) and denial of future entry.
3. **Landscape Design and Installation** – Large-scale redesign of an existing landscape as well as any new construction projects requires an approved plan and permit before any work can begin. Blocking or placing materials, supplies, landscaping, or equipment on streets is prohibited.
4. **Lawn Maintenance Providers** – Blowing clippings and other debris into the streets, lagoons or down the storm drains is prohibited. All debris should be bagged and removed from the work area or stowed in the homeowner’s service yard. Yard waste may only be left curbside 24 hours before the normally scheduled pickup day (which currently is Tuesday morning). Liquids, to include pool water, and other debris may not be discharged or dumped in lagoons.
5. **Signs** – Signage on private property shall be limited to general contractor information for New Construction and Major Improvement projects, for sale signs, and open house signs. All signs must adhere to The Landings Association Signage Policy and Architectural Guidelines. Signage on common property shall be limited to approved directional and safety signage or as otherwise approved in writing by TLA. All signage shall only be displayed concurrently with events and active construction. The Association reserves the right to remove any unapproved or nonconforming signs on common or private property.

Acknowledgment

I acknowledge that I have read, understand, and will comply with the “General Rules and Regulations for Vendor and contractor and Contractor Activity” parts one and two. I assume responsibility for informing employees or representatives for whom I obtain a pass or RFID tag of the rules and the requirement for their compliance. **Violators of the Rules and Regulations may be fined from a minimum of \$100 up to \$500 per violation, and up to and including revocation of RFID tag(s) and denial of future entry. Fines must be paid within two working days to avoid revocation of RFID tag(s).**

PLEASE PRINT

COMPANY NAME: _____

CONTACT NAME: _____

ADDRESS: _____

PHONE: _____ EMAIL: _____

SIGNATURE: _____ DATE: _____

For Office Use Only - GP ID: _____

Revised January 1, 2020