



Rules for Contractors and Vendors

Welcome to our Sun City Shadow Hills (SCSH) Community. These Rules and Regulations have been developed by SCSH to help Contractors and Vendors understand their responsibility while on our property. It is the intent of our community to work cooperatively with all Contractors and Vendors to keep SCSH up to date and looking its best. The work done by our Contractors and Vendors is greatly appreciated and therefore these Rules and Regulations have been implemented to help maintain a safe and clean work environment, and a harmonious working relationship between the SCSH residents, Contractors and Vendors.

If there are any questions about the information contained here, please feel free to contact the Facilities Coordinator at: (760) 345-4349 ex 2401.

ACCESS:

All Contractors/Vendors who enter SCSH more than five (5) times per month **MUST** purchase a commercial use SCSH transponder. These transponders are programmed to provide quick and easy access during approved hours of work and will provide access to all 6 gates within the SCSH community. Transponder accounts must be kept current or the transponder(s) will be deactivated.

Commercial transponders are assigned to a specific vehicle and are non-transferable. Should they be removed for any reason they will be automatically deactivated and must be replaced. Additionally, they are to be used in strict accordance with the Rules and Regulations outlined in this document.

Transponder registration forms are available only at the Facilities Building located at 38-390 Madison Street, Indio, CA 92203. That office is open Monday through Friday between the hours of 7:00am and 11:00am.

Transponder Purchase Amount:	\$30.00 (Includes \$10.00 activation fee)
Quarterly Maintenance Fee:	\$20.00

Transponder registration requires the following:

1. Completed registration form, along with all appropriate fees.
2. A copy of current vehicle insurance for each vehicle.
3. A copy of current vehicle registration.
4. Valid Drivers' License.

There must be a sign, magnetic or professionally painted, attached to the right and left side of the vehicle depicting the company name and current contact phone number. Failure to maintain the above required documents/signs may result in denial of access to SCSH property.

Approved Hours of Work:

Monday thru Friday	7:00 a.m. to 6:00 p.m.
Saturday	8:00 a.m. to 6:00 p.m.
Sunday and/or Holidays:	No work permitted without prior written approval.

Holidays Observed:

New Year's Day
Martin Luther King Day
Memorial Day
Juneteenth
Independence Day
Labor Day
Thanksgiving Day
Christmas Day

VENDOR RULES:

1. Every Contractor and Vendor, including their respective employees, shall conduct himself/herself in a respectful and courteous manner with due consideration for others within the SCSH Community.
2. The use of obscenities, verbal or physical threats or attacks directed toward anyone in the community, the Association, including the staff of Association hired vendors, will not be tolerated. Any conduct of this nature or any other noxious, offensive, or illegal conduct or activity by a Contractor or Vendor may subject the homeowner who has contracted the Contractor or Vendor to Association discipline. The Contractor or Vendor may also be subject to Association discipline, which may include, but is not limited to, the suspension of access rights to the SCSH Community.
3. Contractors and Vendors are prohibited from disposing of, depositing, or blowing trash, debris or other waste, including landscape waste onto the Common Area, including, but not limited to the Common Area streets, or other residential lots. All trash, debris and waste must be promptly and properly disposed of.

VEHICLE RULES:

1. The speed limit on Sun City Blvd. is 35mph and 25mph throughout rest of community. These speed limits are strictly enforced and carry a fine of \$200 if violated.
2. Parking at the gatehouse is prohibited except for short, business related purposes.
3. No parking within 15 feet of fire hydrant, within 10 feet of any mailbox, or at red curbs. Do not park in such a way to obstruct the view of stop signs and/or intersections.
4. All Contractors/Vendors driving on SCSH property MUST HAVE, in their possession, a valid drivers' license, registration and proof of vehicle insurance.
5. No overnight street parking is permitted without special, written permission from the Director of Community Safety or HOA General Manager.
6. On narrow side streets all Contractors/Vendors must park on same side of street in order to minimize traffic congestion.
7. No double parking is permitted
8. Any damage caused to SCSH property by any Contractor/Vendor must be repaired/replaced, whichever is appropriate, at the Contractor/Vendor's expense. Failure to do so in a timely fashion will result in the transponder(s) of the responsible party being deactivated and the privilege to enter SCSH property for any reason suspended until such time as the repairs are paid for.

NOTE: Any and all fines/penalties incurred by the Contractor/Vendor while on SCSH property will be the sole responsibility of that Contractor/Vendor to pay as requested on the document. Failure to do so will result in all privileges to enter SCSH property for any reason to be suspended until such fines/penalties are cleared.

COMPLIANCE:

I affirm that I have read and understand the above Rules and Regulations and am authorized to sign this agreement to abide by such Rules and Regulations on behalf of the company listed below:

Company Name: _____

Print Name: _____ Signature: _____

Date: _____

Sun City Shadow Hills[®]

Registration Form and Transponder process

1. Fill out the attached **Transponder Registration Form**, including all vehicle information.

The form must be signed at the bottom of page one (1) to acknowledge that you have received a copy of the Sun City Shadow Hills (SCSH) Rules and Regulations for Vendors.

2. Provide SCSH Community Association a copy of the following documents to accompany the registration form:
 - a. Valid California Driver's License
 - b. Copy of the **current** vehicle registration issued by the CA DMV for each vehicle that is to receive a transponder
 - c. Copy of the **current** vehicle insurance for each vehicle listed on registration form

Complete and sign the transponder registration form and make appropriate payment with a credit card or check or money order made out to SCSH.

3. All transponders must be paid for at the time the first one is installed. Any additional vehicles can then be brought in as available and have any prepaid transponders installed, unless otherwise arranged with the Vendor Administrator.
4. All documents must be brought into the Facilities Building located at 38-390 Madison Street, Indio, CA 92203.

Transponder activation fee and quarterly fee for each transponder is due upon submission of the registration form.

5. Please refer any questions to the Facilities Coordinator at 760-345-4349 ext. 2401.

Vendor Admin. hours are Monday through Friday, 7:00am - 11:00am.

WARNING!!! Speed and stop sign violations are strictly enforced within the SCSH Community. Any such violation carries a \$200 fine. If one is received, failure to pay it could result in the revocation of all privileges to enter the community until such fines are paid.

SUN CITY BLVD = **35 MPH** – ALL OTHER STREETS ARE **25 MPH**



Transponder Registration Form

Company Name: _____ Date: _____

Address: _____ City: _____ Zip: _____

Work Phone: _____ Cell: _____ Email: _____

Type of Business: Landscape Domestic Pool Service Gen. Cont. Other _____

VEHICLE INFORMATION
 Note: ALL vehicles must be registered. Attach separate sheet as needed.

Transponder #	Make/Model	Year	Color	License Plate #	Driver's Name

Serviced Property Information
 Indicate all properties services in Community, below:

SCSH Property Address	Service Days	Project Start Date	Estimated Completion Date
	M T W Th F S		
	M T W Th F S		
	M T W Th F S		
	M T W Th F S		
	M T W Th F S		
	M T W Th F S		
	M T W Th F S		
	M T W Th F S		
	M T W Th F S		
	M T W Th F S		

SCSH Property Address	Service Days	Project Start Date	Estimated Completion Date
	M T W Th F S		
	M T W Th F S		
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NOTE: If you are found working on a property not listed on this document you will be asked to go to the North Gate and the Homeowner will be contacted to verify your access to the Community. In the event they cannot be contacted you will be asked to leave until we receive such verification from the Homeowner.

I have received a copy of the Sun City Shadow Hills Community Association Rules & Regulations for Vendors and Contractors and agree that myself and my employees will comply with said rules while on SCSH property.

Signature: _____ Printed Name: _____ Date: _____

AUTHORIZED VENDOR ADDRESSES

List all current SCSH resident addresses that are serviced by your company. If found working on a property not listed below, you will be asked to go to the North Gate where we will contact the homeowner to verify that you are, indeed, authorized to service that property.

Vendor Co. Name:	
Vendor Name:	

Owner Name	Address

Vendor Signature: _____

Access Fees Rules & Other Important Information

- Vendors and Contractors who come on property *more than* 5 times/month are required to obtain a transponder by paying a non-refundable fee of \$30.00 for each transponder along with a quarterly maintenance fee of \$20.00. Lost or destroyed transponders will be replaced at the expense of the vendor/contractor at \$20.00 each.
- Transponder accounts must be kept up to date. An email notification will be sent 30 days prior to the expiration date. If the quarterly maintenance fee lapses beyond the renewal day, the transponder will be deactivated. There could be a \$5.00 charge to the account for reactivation.

NOTE: Any account that goes 1 year or more beyond the renewal date will be considered inactive and could be deleted from the system. The full fees for a new account will be required in order to re-establish the delinquent account to active status.

- Contractors and Vendors who wish to receive transponders for company vehicles will be required to provide the Association with a copy of the following documents:
 - A. Valid California Driver’s License
 - B. Current Vehicle Registration as issued by the Calif. DMV for each Vehicle
 - C. Current Insurance coverage for each Vehicle listed on the transponder form
- Contractors and Vendors who have multiple vehicles can check with the Facilities Coordinator for any potential discounts.
- National delivery services such as FedEx, UPS, OnTrac Delivery, DHL, Etc., do not require a transponder for entry
- All check and/or Money Orders are to be made payable to Sun City Shadow Hills. For convenience purposes we also offer payment by credit card.
- There are no returns or refunds, and all transponders must be installed by a staff member.

Transponder: (includes activation fee)	\$30.00 X _____	Amount \$ _____
Quarterly Access Fee	\$20.00 X _____	Amount \$ _____
Re Programing Fee	\$5.00 X _____	Amount \$ _____

Check# _____

Fee Processed by: _____ (_____) Date: _____
Employee Name (Print) Initials

Installation Processed by: _____ (_____) Total \$ _____
Employee Name (Print) Initials