



Contractor Vehicles Registration 2026 Policy Terms, Rules, & Regulations

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. landscape company, tree service, plumber, electrician, HVAC contractor, general contractor, architect, engineer, Realtor, painting, pavers, pool service or installer, pressure washing, housekeeping, babysitting, health care or caregiving, personal trainer, educational tutor or instructor, etc.)

Required Documentation:

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

- Unexpired Driver's License and/or Passport/Green card;
- 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);

Online Registration:

- Go to <https://www.kellyplantation.com/contractors/>
- Go to Vehicle Registration Form; fill out the form
- Scan required documents to office@kellyplantation.com
 - Registration form (unless you did it online, after selecting submit, it sends it to the office@kellyplantation.com automatically)
 - Unexpired Driver's License and/or Passport/Green card;
 - Unexpired State Vehicle Registration;
 - Unexpired Vehicle Insurance

Payment:

By check/ credit card/ cash

Fee Structure:

Contractor registration fees for 2026 RFID passes shall be \$45 (Regular Rate) per vehicle during the open enrollment period. Annual Renewals shall be \$45 per vehicle.

Fleet registrations shall be \$200 (Fleet Rate) for five (5) or more vehicles; Annual renewals are \$200. Fleet vehicles without company logos on the vehicle can place an RFID Decal on the windshield. Fleet companies may opt to have the RFID decals or decline them. Guards at gates will admit vehicles listed as Fleet. There are no refunds at any time.

Fleet Applications:

Larger companies with five (5) or more 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;
- A color photograph of the design of the vehicles as painted/ designed for easier recognition;
- Business Office Manager/Administrator contact information.

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 Saturday, March through October. No contractors are permitted on the grounds on Sundays, except in emergency circumstances or with prior written approval from 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 it is common or private property, is prohibited;
- 4) Contractors servicing a particular home shall park in the driveway of the property. If the Driveway is unavailable, Contractors must park on the street in front of the home being serviced. If parking on the street blocks or impedes passing traffic, Contractors must park in a designated overflow parking area. These designated areas vary from 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 contractor responsible for 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 advertisement 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, are 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 arrive 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.

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 invoice date, and continued violations may result in revocation of the decal pass and barring from the property.

Exceptions:

This program is directed at contractors performing routine and frequent services for one or more 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 owners' convenience and their ability to secure 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)

Additional Information:

Guests or one-time visitors will be asked to provide a photo ID to the guard. This information is exclusive to the security company. Guests may be asked to provide the name and address of the owner at the discretion of the guard. Any discrepancies or questions regarding the policy and program shall be handled at the Association Manager's discretion.

Contact Information:

(850) 654-5478

office@kellyplantation.com