

Hualalai Resort

CONTRACTOR / VENDOR WORK RULES

All of us here at Hualalai Resort take special pride in the appearance of our Resort and are sensitive to the experiences and perceptions of our residents and guests. We ask the same of you as you enter the property to work on various projects.

1. Work Hours:

Monday through Friday, 7:00am to 5:00pm.

No power tools or machinery to be used before 8:00am.

2. Special Work Request:

Saturday - Contractor Work is not permitted.

A Special Work Request may be granted, subject to review and with prior written approval.

Work Hours: 8:00 am to 5:00 pm.

3. Rules of Conduct:

Your job site will always be within hearing range of golfers, residents and other guests, therefore behavior at Hualalai Resort by all Contractors, their employees, Subcontractors and their Agents is to be professional and courteous at all times. Any behavior or other interaction with residents or Resort guests that is deemed inappropriate and results in a negative resident or guest experience will not be tolerated. The Hualalai Resort Security or HCA Community Assistant Manager will take immediate action upon notification of any such behavior. This action may include removal of the offending worker(s) either temporarily or permanently.

a) Proper dress attire (shirts, shoes, etc.) should be worn at all times while on Resort property.

b) Loud or abusive language and loud noise will not be tolerated.

c) Avoid “revving” your engine and refrain from sounding (“honking”) vehicle horn.

d) Radios at job site must be kept at a reasonable volume so they do not impact the golf course, residents or guests. Keep the volume of your radio low, so that it can only be heard inside your vehicle.

e) No alcoholic beverages are permitted and no drinking or “pau hana” parties are permitted on property. Illegal drugs, narcotics or weapons are prohibited on Resort property.

f) Random vehicle inspections will be conducted.

g) Contractors and their employees will abide by any direction from Resort Security.

4. Resort Access:

All construction traffic, including General Contractors, their staff/employees, subcontractors, and material vendors, enter and exit through the designated resort entrance gates.

- a)** Construction access on the resort are from 7:00am – 5:30pm, Monday to Friday. Special Work Request access, 8:00 am to 5:00 pm
- b)** For safety reasons, please refrain from parking along the resort entrance and surface streets.
- c)** Waiting vehicles parked along Kona Village Road MUST be parked off the roadway with all four wheels on the shoulder.
- d)** Other special needs to access the construction entrance must be approved with advanced arrangements.

5. Contractor Permits:

Each vehicle must have a current Contractor Permit to enter the Resort property. The Contractor permit must be displayed on the rearview mirror at all times while on Property.

All requests must provide proof of insurance, vehicle registration and State issued drivers license (United States) for permit issuance.

- a)** Permits are non-transferable. Permits must not under any circumstances be duplicated, copied or used in any manner than the intended use. Permits are the Property of Hualalai Resort, HCA Community Assistant Manager.
- b) *There will be no cost for company vehicles or the first personal vehicle if used for transportation to jobsite. The fee for a second personal vehicle is \$30.***
- c) *There will be a \$30 replacement fee for a lost permit.***
- d) *Revocation of a contractor permit for violation(s) to the rules herein is subject to review for reinstatement and a fee of \$100.***
- e)** Contact the HCA Community Assistant Manager 808-642-2473 and Resort Security at 808-325-8325 to report a lost, stolen or revoked contractor permit.
- f)** Contractors must surrender all expired, terminated, invalidated permits to the HCA Community Assistant Manager or Resort Security immediately.
- g)** Permits that will be issued to the contractors are responsible for the following: review & discuss the Hualalai Resort Contractor Rules with employees and subcontractors.
- h)** All-Terrain Vehicles (ATV) or Utility Task Vehicles (UTV) are permitted for use within the resort. Contractors must provide proof of insurance and operator driver license. The operator must abide by the resort road safety rules and comply with the state and federal safety requirements.

6. Parking:

Parking is limited at the Resort. Vehicles are not allowed to park on roadways, obstruct hydrants or driveways. Parking on grass is strictly prohibited. If damage occurs to the landscaping or irrigation system, the individual or company responsible will be charged for the cost of repairs. Hualalai Resort Security enforces our parking policies and violators are subject to citation or being towed at their expense. Any vehicle that receives 3 citations during the calendar year will lose access to the Resort. A \$100 fine will be assessed along with temporary suspension of the pass. Overnight parking is not allowed, unless approved by Hualalai Community Association.

7. Road Safety:

Road safety in the Resort is vital. Contractors, their employees, subcontractors and their agents will abide by the following:

- a)** Observe all posted speed limit and traffic control signs.
- b)** Yield to pedestrians and golf carts at crossings.
- c)** Keep hydrants and fire routes clear of obstruction.
- d)** Do not obstruct driveways.
- e)** Do not use private driveways or landscaped areas as a turnaround.
- f)** Transporting Equipment: We expect that heavy equipment use of resort roadways be kept to an absolute minimum. The only heavy equipment allowed is forklift or backhoe that can travel at roadway speed, however a front escort is required for safety and forks need to be properly stowed during travel. At a minimum, you can expect that there will be times during periods of high occupancy when heavy equipment travel on resort roadways will not be allowed.

8. Resort Facilities:

Resort facilities are not to be used by construction personnel which includes the use of or the taking of food from the Golf Course Comfort Stations, swimming at pools, ponds and hotel/resort beach front. Resort Security will remove violators from the property.

9. Use of Hualalai Trading Company and Hualalai Coffee Company:

Seating areas are reserved for Resort guests and residents only. Please inform your employees that they are welcome to patronize the Trading and Coffee Company, however all food and beverages are to be consumed back on their job site. Failure to abide by this rule is sufficient cause to be removed from the facility by Resort Security.

10. Safety:

Contractors will perform their work safely by following the requirements of all Legislated State and Federal Standards, and the Contractor's own Health & Safety Program. Any and all unsafe conditions or hazards encountered while performing your work should be reported to HCA Community Assistant Manager or Resort Security as soon as possible.

11. Trash:

Manage your jobsite trash and construction debris. At the end of each workday, the Contractor should check for debris that has blown into areas adjacent to the job site, such as natural lava buffers or adjacent lots.

12. Dust Control:

Each Contractor is responsible for dust control on their projects. Roadways must also be kept clean of mud, dirt, and gravel.

13. Spillage:

Each Contractor is responsible for any type of spillage on Resort Property. Please notify Resort Security at 325-8325 and request roadway traffic control if needed. All spills must be cleaned up immediately.

14. Restroom:

Each Contractor must provide toilet facilities for their employees.

15. Water:

Usage of water drawn from Fire Hydrants is prohibited unless authorized with a written consent from Hualalai Construction Department. A water source for dust control will be designated by Hualalai Construction Department.

16. Landscaping:

Natural open space, established landscape and hardscape must be protected from damage prior to the startup of any project. Contractors are responsible for repair or replacement of any damaged landscaping, irrigation or hardscapes.

Any plant material being brought on to the resort must complete a Hualalai Community Association Coqui Frog Treatment form and submit it to security personnel upon arrival.

17. Animals:

All animals are prohibited on the jobsite.

18. Insurance:

Contractors working at Hualalai Resort are required to provide, prior to commencement of any project, a Certificate of Insurance.

19. Emergency:

In the event of an emergency, the Contractor should call Resort Security immediately at (808) 325-8325.

If you have questions or special needs that have not been addressed, please contact:

HCA Community Manager

jamie@hualalaihoa.org

808-313-0595