

**SOUTH BEACH CLUB  
CONSTRUCTION & RENOVATION RULES & REGULATIONS  
FOR INDIVIDUAL HOMEOWNER’S UNITS**

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**SUMMARY**

Residents of South Beach Club have made a substantial investment in their units and should strive to be good neighbors. To maintain our property and provide quiet enjoyment, it is imperative that the residents and their agents/representatives/contractors respect the property and rules

SBC is a condominium facility, not a single-family facility nor an apartment complex, and therefore there are different concerns & responsibilities. It is therefor necessary for certain rules and regulation concerning the construction & renovation of homeowner’s individual units, including **regime approval before certain work can begin.**

***PRIMARY HOMEOWNERS RESPONSIBILITIES:***

- Follow the Permitting Application and Approval Process
- Give a copy of the rules & regulations and any other restrictions that apply to your project to your contractor and vendors. Make sure they are aware of the **finer & potential work suspension** that **you** are responsible for should violations occur.
- Make sure a legible copy of the South Beach Club work permit is posted outside you main entrance door during the duration of the project.
- Insure any project changes are approved in advance by the Board, see page #3.
- Notify the Board when the project is complete.
- Manage your project as a good neighbor and steward of the property.

## **PERMITS**

***South Beach Club construction & renovation permit is required for any of the following and is additional to any permits required by local ordinance:***

- All work in individual units requiring a Town of Hilton Head building permit.
- Changes to hard flooring: wood, tile, stone etc. (sound insulation must be included under all flooring with a minimum rating of 60DB or 60 IIC),
- Any structural changes
- Hot water tank replacement
- Plumbing and / or electrical modifications
- Air conditioning / furnace replacement (roof unit replacement must include a safety plan)
- All exterior modifications, painting, etc.
- Window / door replacement (*a copy of the manufactures installation specs for the brand & model and a detailed description of any deviations from the manufacturer's instructions that your contractors is going to incorporate during the installation must be included*). The regime's structural engineer will review this information to insure that the interest of the common property is properly taken into consideration. The engineer will also conduct progress inspections. The homeowner will incur a charge for the structural engineer's services; contact the Board in advance for an estimate of these costs.
- Any other work that could impact common property or other owners.

***Renovations not requiring a SBC Construction & Renovation work permit:***

- Minor repair work to improperly functioning or damaged items.
- Interior painting, wallpapering & carpet replacement do not require a SBC permit. Note: carpet replacement must also include padding for sound insulation purposes.

**The homeowner is to notify the regime management company both before starting & after completing any of these repairs.** Notifications can be sent by e-mail to:

**[Bryan@IMCResortServices.com](mailto:Bryan@IMCResortServices.com)**

The homeowner / contractor is still responsible to comply with for all other regime regulation including construction/renovation rules & regulations. Fines & work suspension still apply for non-compliance.

## **CONSTRUCTION RULES AND REGULATIONS**

**The homeowner must remedy all violations. Fines (as noted below) and / or work suspension apply for all violations.**

### **RULES**

- Construction work is limited from 8:00AM to 4:30PM on weekdays during the period between Labor Day and Memorial Day.
- Work is not permitted on weekends, SC holidays, or during the Heritage Golf Week without prior written SBC Board permission.
- Regime dumpsters or any plumbing on site are not to be used for clean up or waste disposal.
- Outside water taps are not to be used for clean up of tools or containers used for painting, plastering, etc.

- Work is not permitted in / on any regime common property (corridors, decks, garages, lawn, pool area)
- Creating fires on site are prohibited
- Workers are forbidden to bring animals or pets on the property.
- Improper behavior by construction workers (including loud radios or loud profane language will not be tolerated.
- All dirt, trash, litter or debris must be removed from decks; corridors, elevators, stairwells and elevators, and the parking areas, leaving them clean at the end of each workday.
- Elevators may be used, but must be fitted with regime provided pads (in the maintenance room by the pool) anytime tools or materials are transported.
- Elevators must not be held on a floor to unload material while moving it into a unit – take small loads each trip and release elevator immediately.
- Stairwell doors must not be left propped open – take care not to spring hinges.
- No construction vehicles may be parked in the garage

***FINES, ADMINISTRATIVE FEES AND ACTION***

- A fine of up to \$1,000 will be assessed to any homeowner starting a project without the required South Beach Club permit.
- A fine of up to \$500 for each incident will be assessed for any plan changes not approved.
- All other violations of Construction & Renovation Rules & Regulations will receive a fine of up to \$50 per day per incident. All infractions can also result in the immediate work suspension.
- The homeowners will be liable for all fines, administrative costs, cost of collection, and damages to any regime common property, caused by their project, whether or not the contractor indemnifies the owner.

***WHAT YOU MUST DO BEFORE YOU BEGIN A PROJECT.***

***Application:***

1. Read & understand this document in its entirety.
2. An escrow deposit for all projects costing over \$1,000 is required. The required deposit is 10% of the cost of the project or \$2,500 whichever is less. Make checks payable to South Beach Club. The deposit will be returned to you less any administrative fees incurred, at the conclusion of the project.
3. Complete the Application for Unit Renovation Permit (Exhibit 1) Submit the application, along with all supporting documents including a waste disposal plan, and safety plan as required along with the escrow deposit to the regime management company listed on the bottom of the application.
4. By submitting this application, the homeowner acknowledges the Board of Directors or its representative has the right to inspect the work site both during and after the completion of the project to insure compliance with Board requirements.

### ***Approval:***

Once the owner's application, escrow deposit & supporting documents are received a Board representative will review the homeowner's request and will attempt to respond within a week of final receipt of all required documents & funds. The Board will notify the owner if a complicated request will require a meeting of the Directors, which could delay the process.

1. After review the Board will advise the homeowner if there are any other fees or requirements for the particular permit request.
2. When approval is granted, Exhibit #2 will be signed by the regime Board of Directors representative and returned to the homeowner. This document will also list any special conditions that are granted / imposed. This document will also serve as the SBC work permit and must be signed by the homeowner and displayed on or near the exterior of the main entrance to the homeowner's unit. Once the Board approved permit is signed by the homeowner and properly displayed, the approved work may begin.

### ***Changes / Additional Work***

Board approval is required for any change orders or additions to the original scope of work. This request is accomplish using the same Exhibit #1 form listed above, and approval will be via Exhibit #2 referenced above.

### ***INTERIM AND FINAL INSPECTIONS:***

During the course of construction, the board (or its representatives) will inspect the site to determine construction progress and compliance with SBC rules & regulations for the renovation of individual units and to insure construction site requirements are met.

When the applicant has completed the project in accordance with the Unit Renovation Permit, the applicant shall submit a letter to the Board signed by the owner and the general contractor, certifying all completed work has been completed in accordance with the plans and specifications, and any amendments thereto, as approved by the Board. A copy of the Town of Hilton Head Island final inspection report, if appropriate, must also be submitted to the Board.

If the Board finds that the permitted work was not in compliance with these SBC Rules and Regulations for the renovation of Individual Units, or if the project caused damages to the common areas of the buildings or property the Board will issue a letter to the applicant stating the reasons of non-compliance and / or corrective actions which must be repaired. The applicant must correct the deficiencies and resubmit a letter certifying completion. After the Board concurs that all permitted work has been completed in accord with approved plans and specifications, and any damages caused by the project to the common property areas has been repaired and restored to its original condition, the Escrow Deposit, less any administrative fees, fines, assessed collection costs, and less any costs required by the regime to repair damages caused by the project to the common areas which are not corrected by the owner or contractor, shall be returned to the applicant.

### ***EMERGENCIES:***

Occasionally emergencies occur which requires immediate action. The homeowner should take action to resolve the emergency as needed. The homeowner should contact the regime management company as soon as possible and advise of the nature of the emergency and type of repair being performed. Once the emergency portion of the repair is resolved the homeowner must then complete an application for any work requiring a SBC work permit.

***OTHER:***

**Nothing in these Rules & regulations shall cause South Beach Club HPR to be liable for any damage caused by any project permitted by the Board of Directors or its representative**

***WHY WE NEED RULES AND REGULATIONS:***

*These rules are to preserve our property and the enjoyment of our property. Unfortunately we have had incidences of damage and poor behavior.*

1. Work is limited to weekdays from 8-4:30. This is for the reasonable peaceful enjoyment of your fellow SBC neighbors. SBC is a concrete and steel building & noise will resonate both horizontally & vertically across all five floors of the building
2. All flooring changes require sound insulation: To limit noise traveling (see #1 above) throughout the building.
3. Prior approval & safety plans for HVAC replacement: Previous instances of roof damages and also safety concerns as contractors have dangled A/C compressor units 5 stories in the air from a crane while allowing residents and guest to walk underneath.
4. All work must be contained inside the unit and not allowed to take place on common property, such as corridors, decks & garages: This is for the safety of other residents / guests and to limit the amount of noise disturbing others.
5. Window/door installation & structural changes: To protect against water & corrosion damage to regime common property and other homeowner's property due to improper repairs or installation.
6. Construction debris put in the regime dumpster will cause the trash not to be removed by the garbage haulers.
7. Individual unit plumbing is connected to regime plumbing. When the plumbing is used to dispose of materials or clean equipment, the result is damage to the regime plumbing.
8. When outside faucets are used to clean or dispose of materials on common property, the result is damage to the lawn & planting as well as the creation of illegal environmental hazards
9. In general these rules are for the safety and reasonable peaceful enjoyment by other residents and guests. Likewise the purpose is to protect & preserve regime common property resulting from improper repairs or actions and hold the responsible party liable for costs incurred.

**EXHIBIT # 1**  
**SOUTH BEACH CLUB**  
**APPLICATION FOR UNIT RENOVATION PERMIT**

DATE: \_\_\_\_\_ UNIT # \_\_\_\_\_

OWNER:NAME: \_\_\_\_\_

PRIMARY ADDRESS: \_\_\_\_\_

EMAIL: \_\_\_\_\_ PHONE: \_\_\_\_\_

GENERAL CONTRACTOR: COMPANY: \_\_\_\_\_

CONTACT: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

APPLICATION IS FOR: (Check all that apply and describe briefly)

- CHANGES TO FLOORING (Must include sound insulation 60DB or 60IIC) \_\_\_\_\_
- WINDOW/DOOR REPLACEMENT OR STRUCTURAL CHANGES: \_\_\_\_\_
- INTERIOR PAINTING / WALLPAPERING: \_\_\_\_\_
- HOT WATER TANK REPLACEMENT: \_\_\_\_\_
- PLUMBING and/or ELECTRICAL WORK: \_\_\_\_\_
- HEATING & AIR CONDITIONING REPLACEMENT (Roof units must include a safety plan) \_\_\_\_\_
- ANY WORK REQUIRING A TOWN PERMIT: \_\_\_\_\_
- OTHER \_\_\_\_\_

\*A complete description of the work to be undertaken must be attached, including any drawings or blueprints of the planned renovations and a waste disposal plan by the contractor (regime dumpsters and / or plumbing are not to be used for disposal)

DATE CONSTRUCTION TO BEGIN: \_\_\_\_\_ EST. COMPLETION DATE: \_\_\_\_\_

ESTIMATED COST OF PROJECT: \_\_\_\_\_

ESCROW DEPOSIT (10% OF PROJECT COST OR \$2,500. MAX) AMOUNT ENCLOSED: \_\_\_\_\_

**IN SUBMITTING THIS REQUEST, THE UNDERSIGNED ACKNOWLEDGE THAT THEY HAVE READ THE SOUTH BEACH CLUB RULES AND REGULATIONS FOR RENOVATIONS TO INDIVIDUAL UNITS, INCLUDING BUT NOT LIMITED TO THE FOLLOWING:**

- Construction work is limited to 8:00AM to 4:30PM on week days, during the period of Labor Day through Memorial Day. Work is NOT permitted on weekends without prior written Board approval.
- Work is NOT permitted on SC legal holidays nor during the Heritage Golf Week.
- Regime dumpsters or any plumbing on site are not to be used for waste disposal or cleaning
- Work is not permitted in / on regime common property (corridors, decks, garages, etc.)

***FINES and / or WORK SUSPENSION APPLY TO ALL VIOLATIONS OF ANY RULE!***

THE HOMEOWNER MAKING THIS APPLICATION ACKNOWLEDGES THEY HAVE READ AND ARE AWARE OF ALL RULES AND REGULATIONS RELATING TO THIS CONSTRUCTION REQUEST AND ARE RESPONSIBLE FOR WORKSITE SAFETY AS WELL AS ANY DAMAGES TO COMMON PROPERTY. THE HOMEOWNER IS RESPONSIBLE FOR ANY VIOLATIONS COMMITTED BY CONTRACTORS / VENDORS.

\_\_\_\_\_  
HOMEOWNER'S SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
CONTRACTOR'S SIGNATURE

\_\_\_\_\_  
DATE

SUBMIT APPLICATION WITH ALL REQUIRED ATTACHMENTS & ESCROW CHECK TO:

IMC RESORT SERVICES, ATTN.: BRYAN DORSHIMER  
2 CORPUS CHRISTI #302, HILTON HEAD, SC 29928

**EXHIBIT 2**  
**South Beach Club**  
**Work Permit-Page 1**  
(Post on or near the exterior of the main entrance door after project approval)

**Construction & Renovation Work Permit**

**DATE:** \_\_\_\_\_ **UNIT #** \_\_\_\_\_

**OWNER:** \_\_\_\_\_

**CONTRACTOR:** \_\_\_\_\_

1. Permission is granted for construction in accordance with your plans and specifications, as approved: by the Board of Directors of South Beach Club \_\_\_\_\_ (date approved)
2. The owner & owner's contractor agree they have received and read the current SBC Rules and Regulations for Construction and Renovation of individual units and accept and will abide by all procedures, requirements and regulations.
3. The following special conditions are granted/imposed:  
\_\_\_\_\_  
\_\_\_\_\_
4. Work will begin on or about: \_\_\_\_\_ and completed on or about: \_\_\_\_\_
5. The Board of Directors of South Beach Club hereby acknowledges receipt of the following fund:  
ESCROW: \$ \_\_\_\_\_  
OTHER: \$ \_\_\_\_\_ PURPOSE: \_\_\_\_\_
6. Any changes to scopes of work requires additional Board of Directors approval

**THIS IS A TWO-PAGE PERMIT, BOTH THIS PAGE & THE ATTACHED CONSTRUCTION/RENOVATION RULES & REGULATION RECAP MUST BE POSTED ON OR NEAR THE MAIN UNIT ENTRANCE DOOR & SIGNATURES ARE REQUIRED BEFORE WORK CAN BEGIN.**

\_\_\_\_\_  
**Owner's Signature** \_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Contractor** \_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Regime Representative** \_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Board of Directors** \_\_\_\_\_  
**Date**

**EXHIBIT 2 -  
Work Permit-Page 2  
South Beach Club**

**(Post on or near the exterior of the main entrance door after project approval)**

**Construction/Renovation Rules & Regulations - Recap**

*Construction site rules and regulations – All violations must be remedied immediately by the homeowner. Fines and / or work suspension apply for all violations:*

- Construction work is limited from 8:00AM to 4:30PM on weekdays during the period between Labor Day and Memorial Day.
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- Elevators must not be held on a floor to unload material while moving it into a unit – take small loads each trip and release elevator immediately.
- Stairwell doors must not be left propped open – take care not to spring hinges.
- No construction vehicles may be parked in the garages.

***Fines & Administrative Fees and Actions:***

- A fine of up to \$1,000 will be assessed to any homeowner starting a project without the required South Beach Club permit.
- A fine of up to \$500 for each incident will be assessed for any plan changes found but not approved.
- All other violations of Construction & Renovation Rules & Regulations will received a fine of up to \$50 per day per incident.
- All infractions can also result in the immediate work suspension.
- The homeowners will be liable for all fines, administrative costs, cost of collection, and damages to any regime common property, caused by their project, whether or not the contractor indemnifies the owner.

\_\_\_\_\_  
(Owner's Signature)

\_\_\_\_\_  
(Date)