

BEACHSIDE TENNIS VILLAS RULES AND REGULATIONS FOR THE RENOVATION OF INDIVIDUAL UNITS

August 6, 2026

The Beachside Tennis Villas (hereinafter "BTV") Master Deed stipulates that all structural modifications or any alterations to a BTV unit including decks and balconies require prior written approval from the BTV Board of Directors (the "Board"). The Board has the authority to promulgate rules and regulations regarding the use, repair, renovation, structural modification, alterations, and maintenance of the BTV owner units and all common areas.

This requirement does not apply to routine maintenance or repairs such as interior painting or wallpapering or replacement of kitchen or laundry appliances. It does, however, apply to any modifications or alterations which affect any utility, floor, wall, or ceiling. In general, all unit modification work must:

- comply with the provisions set forth in the Beachside Tennis Villas Master Deed, Bylaws, and RULES AND REGULATIONS FOR THE RENOVATION OF INDIVIDUAL UNITS; the Covenants and Rules of Sea Pines; and local building codes.
- be limited to the confines of the unit involved and cannot extend to common property or limited common property.
- be undertaken in a manner that is safe, does not compromise the integrity of the building, or adversely affect the enjoyment of other owners.
- acknowledge the Association Master Deed and Association Bylaws prohibit any modifications or changes that alter the original design of any exterior door, window, vent, flue, deck or balcony. New penetrations of any exterior wall are prohibited.

A. SCOPE

Plans for any project which involve any renovation, demolition, and/or construction within individual units must be submitted to, and approved by, the Board.

Owners must submit plans and obtain a BEACHSIDE TENNIS RENOVATION PERMIT for projects which involve:

- Any installation of flooring in the unit
- Alteration of interior walls or doors
- Remodeling of kitchens or bathrooms
- Any relocation of heating/AC units or water heaters, and
- Any work which involves in any way the electrical, plumbing and/or structural elements of the unit

Unit owners must obtain a BEACHSIDE TENNIS RENOVATIONS PERMIT from the Board **prior to** undertaking such projects. Projects which require a Town of Hilton Head Building Permit, or which involve electrical or plumbing work shall be performed only by a licensed South Carolina general building contractor or a licensed South Carolina specialty contractor with commercial classification.

Nothing in these Rules and Regulations shall cause Beachside Tennis Villas HPR to be liable for any damages caused by any project permitted by the Board.

Why we need these rules and regulations:

- To provide oversight for work being done on units
- To protect the common interests of all owners
 - ✓ To ensure the proper installation of sound proofing material installed onto the concrete floors to reduce the transmission of noise to neighboring units
 - ✓ To control work done in a unit which may impact the common property
- To provide for fair and adequate compensation for damages to the common property resulting from the impact of construction or renovation activities, examples of which could include:
 - ✓ Paint, plaster, grout, or other construction materials being washed onto the sidewalks, pavements, plantings, or turf
 - ✓ Dirt and damage to the hallways, elevators, decks, balconies, and stairwells
 - ✓ Damage to landscaping, parking areas, or access venues
- To control the working hours and conduct of workers to minimize disturbing residents and guests
- To control the disposal of construction waste

What you must do before beginning such a project:

1. Read the enclosed rules and regulations in their entirety.
2. For all projects which require a Town Permit and all projects whose estimated cost exceeds \$1,000, an escrow deposit equal to 10% of the estimated cost and not less than \$2,500 must be submitted with your application. The deposit will be returned less any administrative fees incurred at the conclusion of the project.
3. Complete the APPLICATION FOR UNIT RENOVATIONS PERMIT (Exhibit 1, attached) and submit it to the Association Manager (name and address is on the bottom of the form) along with a \$750 check to cover the cost of inspections of the work plus the escrow deposit. The application must be signed by both the unit owner(s) and the building contractor(s).
4. When your project is approved by the Board, you will receive a UNIT RENOVATIONS PERMIT AGREEMENT (Exhibit 2) which the unit owner(s) and the building contractor(s) must sign and return to the Association Manager.
5. The unit owner(s) will then be given the BTV UNIT RENOVATIONS PERMIT (Exhibit 3) which must be posted OUTSIDE your unit at all times during the project.
6. The unit owner(s) shall give the building contractor(s) a copy of the Rules and Regulations and call his/her attention to Section G (CONSTRUCTION SITE REGULATIONS) and the Summary of Construction site rules, below. Be sure the building contractor(s) is aware of the administrative fees for violations of these rules set forth in Section E below. Also, be sure the building contractor(s) is aware of the time periods during which construction work is permitted, which will be strictly enforced.
7. Should it become necessary to make any changes in the plans during the project, a PROJECT CHANGE REQUEST FORM (Exhibit 4) must be completed and submitted to the Association Manager for approval.
8. Be prepared to notify the Association Manager when the project is complete.

Summary of general construction site rules and regulations:

- The unit owner (s) and/or building contractor (s) acknowledge and agree that the Board is empowered to charge a variety of administrative fees to the unit owner for violations of these rules caused by the unit owner(s) or the building contractor(s). Such violations include but are not limited to the start of any project without a valid permit, working outside the allowed times, unapproved plan changes, and a variety of work violations such as the failure to properly follow the approved waste disposal plan, using regime dumpsters, and improper behavior by construction workers. These administrative fees are set forth in Section E below.
- Contractor work is limited to 8:00AM to 5:00PM Monday through Saturday. Work may not be performed from the Friday before Memorial Day through Labor Day, Christmas Eve through New Year's Day, the Monday through Sunday of the Heritage Golf Week, or on South Carolina Holidays, without special approval by the Board.
- Workers must pay special attention to the rules concerning the use of the elevators and stairwells and vehicle parking locations.
- Any construction procedure that will generate excessive or extended noise or may cause inconvenience to neighboring units requires approval by the Board. The application must include a definition of the procedure, why it is required, as well as the specific times and durations expected for the procedure. The Board may elect to restrict the procedure or to limit the times that such procedures are allowed. The unit owner will be required to give the Association Manager notice of the planned procedure at least three (3) business days prior to said procedure so that neighbors can be notified.
- Renovation projects that require modifications to the telephone riser conduit (which provides telephone service to other units and is considered common property) must provide for a continuous conduit and un-spliced cables supplying units above. "Guidelines for Modifications to Telephone Risers" must be obtained from the Association Manager.
- Any replacement exterior door or window must be of the same size, design, and color as the original door or window.
- No construction material or other items can be lifted or otherwise transported up the outside of the buildings.
- A Dumpster or Dump Trailer Permit must be obtained from the Association Manager when dumpsters or dump trailers are used and must be displayed on the dumpsters or dump trailers. The Association Manager will approve the size, type, and location of dumpsters and dump trailers and the length of time they can be on site, or in the case of dump trailers, when and where they can be located for loading or unloading. Dumpsters may not be moved from their designated location without the express permission of the Association Manager.
- When the work entailed requires a Town of Hilton Head Building Permit, the Permit must be obtained by the unit owner or the unit owner's representative and displayed at the work site.
- Owners are responsible for posting a copy of these Rules and Regulations within the Unit for the contractor's reference. In addition, owners are expected to post the summary list of Rules and Regulations outside the entrance to the unit during construction. These are available from the Association Manager in English and Spanish.
- Unit owners are responsible for employing building contractor(s) who have the appropriate licenses and insurance coverages (including but not limited to workman's liability insurance) for the work involved.

B. APPLICATION FOR BTV UNIT RENOVATIONS PERMIT

The BTV APPLICATION FOR UNIT RENOVATIONS PERMIT (Exhibit 1) must be completed and submitted, together with complete plans and/or description of the project, including a waste disposal plan to the Association Manager. If flooring is to be installed, it must include acoustic underlayment. The owner must submit the manufacturer's specification sheets documenting that the underlayment meets or exceeds minimum sound-transmission standards of 61 IIC/STC. With the application, include \$750 to cover the cost of inspections of the work plus the escrow deposit. Depending upon the scope of the proposed project, the Board may require additional detailed plans and/or information.

All work must be performed by persons with a current relevant building contractor's license and have valid liability insurance. A copy of the insurance certificate and building contractor's license must be provided to the Association Manager as part of the application.

If the application is not approved, a letter/email citing the reasons for disapproval shall be sent to the owner from the Association Manager. The owner may re-submit revised plans which are in compliance with the Association Manager's letter.

C. PERMIT

Upon satisfactory review of the APPLICATION FOR UNIT RENOVATIONS PERMIT, together with the complete project plans, a waste disposal plan, and/or other required forms and related correspondence submitted by the owner, the Association Manager will prepare a UNIT RENOVATIONS PERMIT AGREEMENT (Exhibit 2) containing the conditions of approval. Upon execution of this Agreement by the unit owner(s), the building contractor(s), and the Association Manager, the Association Manager will issue a BTV UNIT RENOVATIONS PERMIT (Exhibit 3). The BTV Unit Renovations Permit is the authority to proceed with the project. It must be prominently posted outside the unit owner(s) unit, on or next to the entrance door, along with the Town of Hilton Head Island Building Permit, if required for the project, and the summary list of Rules and Regulations during the entire period of the project.

The Board will use best efforts to respond to an Application for Unit Renovation Permit within 30 days from receipt of such application by the Board.

A complete set of the plans and/or project description, the APPLICATION FOR UNIT RENOVATIONS PERMIT, any other required forms and related correspondence, including but not limited to a copy of the building contractor(s) liability insurance certificate and building contractor's license, as approved by the Board, will be retained in the Association Manager's files. These documents are the basis for subsequent on-site, work-in-progress, and final inspections by the Board's representative.

It is the policy of the Board to regularly undertake inspections of each renovation to determine construction progress and compliance with these BTV Rules and Regulations for the Renovation of Individual Units. A copy of each Town of Hilton Head inspection report, if appropriate, must be submitted promptly to the Association Manager.

If any changes to the approved plans and specifications are desired during construction, documentation of such changes must be submitted to the Board for approval using the CHANGE REQUEST FORM (Exhibit 4). No work on a change is allowed until the Board approves the request in writing, amends the BTV UNIT RENOVATIONS PERMIT, and the amended permit is posted on the construction site.

D. ESCROW DEPOSIT

For all projects which require a Town Permit and all projects whose estimated cost exceeds \$1,000, an escrow deposit equal to 10% of the estimated cost and not less than \$2,500 must be submitted with the unit owner application.

During the project, the Board, for valid reasons, may require a deposit of an additional amount in escrow and the failure to pay such additional deposit as demanded within five (5) days shall result in all work being stopped until the additional deposit is made.

The Escrow Deposit will be held by the Association Manager. The escrow deposit is to assure that the project is completed in accordance with the approved plans and specifications; that the job site is maintained in accordance with these Rules and Regulations; and that any damage to common or limited common property by the owner or contractor is repaired or replaced by the Board and charged to the owner. The deposit will be returned to the unit owner upon satisfactory completion of all work, less any Administrative Fees.

E. ADMINISTRATIVE FEES

The Board of Directors may deduct administrative fees from the Escrow Deposit and may require additional administrative fees for violations of the RULES AND REGULATIONS FOR RENOVATION OF INDIVIDUAL UNITS.

The unit owner(s) and/or building contractor(s) specifically agree to the administrative fee schedule.

The following violations carry an administrative fee of up to \$1,000 per incident per day and/or suspension of construction until the appropriate corrective action is taken. The amount of the administrative fee(s) shall be determined in the sole discretion of the Board:

1. Starting or continuing any construction without a valid BTV UNIT RENOVATIONS PERMIT and/or without a required Town of Hilton Head Building Permit.
2. Plan change not requested and approved but discovered during construction.
3. Failure to comply with the waste disposal plan.
4. Putting construction material, including carpeting, in BTV dumpsters.
5. Paint, plaster, grout or other construction materials being washed onto sidewalks, pavements, the turf, or plantings.
6. Performing work or storing materials on decks, balconies, hallways, and/or common areas.
7. Failure to stop work for violations of work rules after receiving notice to do so from the Association Manager.
8. Lifting or transporting materials or equipment up the outside of the buildings.
9. Failure to provide three-day notice and secure approval for activities causing excessively loud noise.
10. Failure to comply with permitted workdays and work hours.
11. Damage to common property or limited common property.
12. Failure to maintain a legible BTV UNIT RENOVATIONS PERMIT, valid Town of Hilton Head Building Permit, and summary list of Rules and Regulations on or next to the entrance door of the unit.
13. Improper behavior by construction workers.
14. Animals or pets brought on-site by construction workers.

15. Creating a nuisance such as loud radios or loud profane language.
16. Failure to remove all dirt, trash, litter or debris from the decks, balconies, halls, elevators, stairwells, lobbies of the building, and in the parking areas, leaving them clean at the end of each day.
17. Creating a fire.
18. Material violations of any other rules or regulations contained in this document.

Retention by the Board of such administrative fees from the Escrow Deposit and/or in addition to the Escrow Deposit shall not in any way relieve the unit owner(s) of further liability for damages resulting from non-compliance.

Appeal: The unit owner(s) may appeal the amount of an administrative fee(s) to the Board of Directors by setting forth, in writing, specific reasons why the administrative fee(s), or the amount of administrative fee(s) should be eliminated or reduced. The determination of the appeal by the Board shall be deemed final.

F. CONSTRUCTION SITE REGULATIONS

Access to Common Elements:

The building contractor(s) may use the Common Elements for access, including elevators, with the following restrictions:

- Elevators must not be held on a floor to unload material while moving it into a unit. Take small loads each trip and release elevators immediately.
- Stairwell doors must not be left propped open. Do not spring hinges.
- The outdoor water taps are not to be used to clean paint cans, brushes, or other tools or containers used in painting, plastering, or similar work.
- BTV dumpsters may not be used for disposal of construction debris.
- Other restrictions which may be required by the BTV Association Manager.
- Location of dumpsters, coordinating the use of dump trailers, and contractor parking on site will be determined by the Association Manager.

Housekeeping:

- Building contractor(s) must clean daily all common areas, including elevators, corridors, parking lot, grounds, etc. which they use.
- Building contractor(s) must provide their own refuse disposal equipment, and may not dispose of refuse in trash chutes, trash rooms, or Beachside Tennis trash containers. Nothing is to be thrown off the corridors or balconies.
- Building contractor(s) must obtain a permit for placing approved dumpsters and using dump trailers on the property from the Association Manager and attach the permit to the dumpster or dump trailer.
- No port-a-johns are permitted.

Work Rules:

- Building contractor(s) may not use decks, balconies, hallways, or other common property as work or storage areas.
- Building contractor(s) may not interrupt services to other units or otherwise inhibit the use of other units without prior written approval by the Association Manager.
- Building contractor(s) must promptly notify the Association Manager of any damage to common property.

- Building contractor(s) may not cut into the floors, exterior walls, or load bearing elements of the building.
- Building contractor(s) may not cut into fire rated ceilings or make changes to elements installed in fire rated ceilings without prior written approval by the Association Manager.
- Building contractor(s) may not disconnect or otherwise modify any utility element that is common property without prior written approval by the Association Manager. This includes electrical, plumbing, water service, cable, or telephone feeds installed inside the walls that provide service to other units.
- Renovation projects that require modifications to the telephone riser conduit (which provides telephone service to other units and is considered common property) must provide for a continuous conduit and un-spliced cables supplying units above. "Guidelines for Modifications to Telephone Risers" must be obtained from the Association Manager.
- Contractors must park vehicles and trailers at the rear of the parking lot as defined by the Association Manager and remove them at the end of each day.

Any damage to Common Property caused by the owner, building contractor(s) or building subcontractor(s) personnel or equipment will be repaired and restored to its original condition by the Board and charged to the unit owner.

G. 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 BTV rules and regulations for the renovation of individual units and to ensure that construction site requirements are met.

When the unit owner has completed the project in accordance with the UNIT RENOVATIONS PERMIT, the unit owner shall submit a letter to the Association Manager signed by the owner and the building contractor, certifying that all permitted work has been completed in accordance with the plans and specification, 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 Association Manager.

If the Board finds that the permitted work was not in compliance with these BTV RULES AND REGULATIONS FOR THE RENOVATION OF INDIVIDUAL UNITS, the Association Manager will issue a letter to the unit owner stating the reasons for non-compliance and/or corrective actions which must be taken. The unit owner must correct the deficiencies and resubmit a letter certifying completion within the time specified by the Board.

After the Board concurs that all permitted work has been completed in accord with approved plans and specifications, and any damage caused by the project to the common areas has been repaired and restored to its original condition by the Board, the Escrow Deposit, less any administrative fees assessed and less any costs required by the Board to repair damages caused by the project to the common areas, shall be returned to the unit owner. The unit owner is responsible for any additional costs to repair common areas and assessed administrative fees in accordance with the provisions of the RULES AND REGULATIONS FOR THE RENOVATION OF INDIVIDUAL UNITS.

EXHIBIT 1

**BEACHSIDE TENNIS VILLAS
APPLICATION FOR UNIT RENOVATIONS PERMIT**

DATE: _____ PROPERTY IDENTIFICATION – UNIT # _____

OWNER INFO:

Name: _____ Phone: _____

Address: _____

Email: _____

ARCHITECT/DESIGNER INFO:

Name: _____ Phone: _____

Address: _____

BUILDER/CONTRACTOR INFO:

Name: _____ Phone: _____

Address: _____

SCOPE OF WORK:

A complete description of the work to be undertaken must be attached, including drawings or blueprints of the planned renovations. A waste disposal plan must also be attached.

Work will begin on or about _____ and completed on or about _____.

Town Permit _____ (If appropriate) Town Permit Fee \$ _____

Estimated cost of project \$ _____ Escrow Deposit enclosed \$ _____

The escrow deposit is to be 10% of the Estimated Cost of Project but no less than \$2,500.

In submitting this request, the undersigned acknowledge that they

- have read the Rules and Regulations for Renovations of Individual Units of BTV,
- understand that work is limited to 8:00AM to 5:00PM Monday through Saturday,
- understand that work may not be performed during the following without Board approval:
 - from the Friday before Memorial Day through Labor Day,
 - from Christmas Eve through New Year's Day
 - from Monday through Sunday of the Heritage Golf week
 - on South Carolina Holidays

The undersigned specifically agree that the proposed work be performed according to the terms and conditions in the BEACHSIDE TENNIS VILLAS RULES AND REGULATIONS FOR THE RENOVATION OF INDIVIDUAL UNITS including the Administrative Fee Schedule set forth therein.

Owner's Signature

Date

Builder

Date

SUBMIT THIS APPLICATION WITH ALL REQUIRED ATTACHMENTS TO:

Beachside Tennis Villas Association Manager
2 Corpus Christi, Ste. 302
Hilton Head Island, SC 29928

EXHIBIT 2

**BEACHSIDE TENNIS VILLAS
UNIT RENOVATIONS PERMIT AGREEMENT**

DATE: _____ UNIT #: _____

OWNER: _____

BUILDER: _____

- i. Permission is granted for construction in accordance with your plans and specifications, as approved by the Board of Directors of Beachside Tennis Villas on _____.
- ii. The owner and owner's builder certify that they have received and read the current Beachside Tennis Villas Rules and Procedures for the Renovation of Individual Units and accept and shall abide by all its procedures, requirements, and regulations.
- iii. The Board of Directors of Beachside Tennis Villas hereby acknowledges receipt of an escrow deposit in the amount of \$ _____.
- iv. The Board of Directors of Beachside Tennis Villas hereby acknowledges receipt of inspection fees in the amount of \$ _____.
- v. The following special conditions are granted/imposed:

_____.

- vi. Work will begin on or about _____ and be completed on or about _____.

NOTE:

- **Contractor work is limited to 8:00AM to 5:00PM Monday through Saturday.**
- **Work may not be performed without Board approval from:**
 - **Friday before Memorial Day through Labor Day**
 - **Christmas Eve through New Year's Day**
 - **Monday through Sunday of the Heritage Golf Week**
 - **or on South Carolina Holidays**

Owner's Signature

Date

Builder/Contractor

Date

Association Manager Signature

Date

EXHIBIT 3

**BEACHSIDE TENNIS VILLAS
UNIT RENOVATIONS PERMIT**

Owner: _____

Beachside Tennis Villas Unit #: _____

Builder/General Contractor: _____

• DEMOLITION/REMOVAL PERMIT #: _____

Association Manager

Date

• CONSTRUCTION PERMIT #: _____

APPROVED PLAN CHANGES

No. ____ Approved _____
Association Manager

Date

No. ____ Approved _____
Association Manager

Date

No. ____ Approved _____
Association Manager

Date

No. ____ Approved _____
Association Manager

Date

No. ____ Approved _____
Association Manager

Date

No. ____ Approved _____
Association Manager

Date

**THIS PERMIT MUST BE POSTED ON OR NEXT TO THE FRONT ENTRANCE OF THE
UNIT AT ALL TIMES DURING THE RENOVATION PERIOD**

BEACHSIDE TENNIS VILLAS PROJECT CHANGE REQUEST FORM

DESCRIPTION OF REQUESTED CHANGE (attach revised or marked up plans as appropriate):

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

[] Builder