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# Somerset Rules for Interior Construction Work

*March 31, 2018*

All owners planning renovation work are directed to notify IMC Resort Services, Inc. (843-785-4775) before any work can begin. The following procedures must be followed by all owners, their contractors and/or subcontractors. The final responsibility to follow the rules falls on the owner of the unit. If these rules are not being followed, IMC may inform the owner and/or contractor to stop all work until the conditions are corrected and there is agreement that the rules will be followed.

**The underlying rationale for these rules is the concern for quality of life issues.**

Renovations that cause dirt, debris, dust and noise as well as utilization of elevators and building facilities should be reported to IMC in written form using the Renovation Application. IMC should be informed about the details of the project and expected completion date.

IMC might then inform building residents regarding those project elements that might impact them.

- It is the owner's responsibility to contact the Town for proper permits. Neither the Regime nor IMC shall serve as an inspection department or as an arbiter between neighbors. Permission to proceed by IMC for the Regime does not eliminate the legal responsibilities of the owners and their contractors nor does it supersede the need for a demolition/building permit. All complaints and legal issues will be forwarded directly to the Town or to the attorneys and all costs associated therewith shall be charged back to the respective owners.
- All owners must remember to follow the Bylaws of the Regime and the provisions of the Master Deed concerning the ownership of your property and to the rules related to any alterations to the unit. No Owner may make any alteration in the general common elements or structural alteration of his apartment and/or the limited common elements. Notwithstanding any of the above provisions, no alteration or improvement shall hinder or encroach upon the lawful rights of any Owners or violate any provision of the South Carolina Horizontal Property Act.
- The Master Deed prohibits changes to the exterior of the buildings. Other provisions of the Master Deed may apply, and it is your responsibility to ensure that you and your contractor comply. If changes are made to bathroom ceilings, the change must not restrict access to drains and traps of the above unit.
- Owners planning minor renovations such as painting, and decorating must notify IMC of the start and completion dates and show how the waste products are to be handled. Use of the on-site trash cans is prohibited and violators will be charged accordingly. Once the project is completed, the Association Manager will check for exterior damage and cleanliness. If dirt, damage or debris is/are found, then the owner will be charged for cleanup and/or repairs.
- Owners planning construction renovations must review their plans with IMC. IMC will decide if the plans need to be reviewed with the Board of Directors. **BEGINNING CONSTRUCTION PRIOR TO APPROVAL WILL RESULT IN A \$500 FINE.** Major renovations will require a **refundable deposit of \$1,000** to be posted with the Regime to ensure damage is not done to the common property. Also, a non-refundable minimum fee of \$350 will be due at the beginning of the project to defray costs incurred by the Association. If additional fees are due, you will be notified prior to these fees being charged. Additional fees could be used, but not limited to, to offset time associated to the project by management and/or if the association needs to hire a professional (i.e. Engineer) for an opinion on the project. A meeting with the Association Manager is required prior to commencement of work to discuss ways to avoid damages, disposal of construction debris, dumpster placement and procedures, cleanup of site, work areas,

construction paths, port-a-john placement, etc. any damage found, or any cleanup required due to the renovation will be charged back to the owner. When the project is complete, and IMC has been notified, the Association Manager will do a final inspection of the site and will report findings to the Regime. If there is no damage and all work assessments have been paid/deducted, then the balance will be refunded to the owner or its contractor.

- All work is to be done between the hours of 8:00 a.m. and 5:00 p.m. Monday through Friday.
- Owners should avoid subjecting other owners/occupants of the building to excessive noise or dust. Very noisy work (such as drilling holes in the concrete, removing tile, etc.) should be done

in a short period of time. Noisy and/or dusty work should be done off-site, if possible. When cutting tile, make sure other units are not subjected to excessive dust by using a wet saw. If dust and/or debris falls on other balconies or walkways, clean these areas.

- Dumpsters, if required, are permitted for a reasonable period. They must be in an approved area and must use asphalt protection devices. Damages to the asphalt or to the common grounds will be charged back to the owners. Dumpsters must also be covered always except when in use.
- Port-a-johns, if required, must be in approved areas and cleaned frequently. The port-a-johns must be removed as soon as practical.
- Cleanup of debris and materials outside the unit must be done at the end of each work day. Debris and materials may be removed by IMC if the owner or his contractor fails to do so, and such expense will be charged to the owner.
- Elevator pads must be installed every day that the elevator is used by contractor or delivery people. At the end of each day the pads must be removed, and elevator cleaned by contractor.
- Contractors vehicles must be parked in designated area.

This list is not conclusive and may be amended and modified at any time. IMC will have the current policy and procedures on file. Call IMC if you have any questions or wish to begin any work on your unit.