

HOMEOWNER/CONTRACTOR REMODELING GUIDELINES

BLUFF VILLAS REGIME 53

- 1) Any changes, enhancements, modifications or updates other than painting and wall papering must be approved by the Regime Board before it is undertaken. Written requests, submitted through the management company, must describe the work to be done, including sketches and plans, identify the contractor(s) doing the work, provide an estimate of beginning and completion date, and verify that permits and approvals from the CSA and Town of Hilton Head have been secured or are being sought. For any work involving the exterior of the building, a consulting engineer approved by the management company must be retained to approve the design and inspect the finished work, to assure no adverse effects on the building or neighbors, with the costs of this engineer paid by the owner. When an exterior modification is requested by an owner and approved according to Regime policy, all future repairs and servicing of the addition will be the responsibility of the owner. If infrastructure repairs of the building are required and result in damage of the owner's addition, the owner will be responsible for all repairs to the addition after any infrastructure work is completed. The Board will make every effort to provide a prompt response; if no response is received within 30 days, the application will be considered approved.

- 2) Contractors may not work before 8 AM or after 5 PM, or on Saturdays, Sundays or Holidays without management company approval. All construction must be completed between Labor Day and Memorial Day. Emergency work is exempted from these restrictions.

- 3) Contractors must clean all common areas, including corridors, parking lots, lawns, etc. on a daily basis. Contractors must provide their own refuse disposal equipment and use padding below dumpsters to protect the parking lot surface. Nothing may be thrown from the balconies or corridors. The placement of dumpsters and portable toilet facilities must be approved by the management company.

- 4) All common areas, balconies and patios must be kept clear of work tools, construction materials, debris, cables, wires or other items, except as allowed by the management company. Any rigging around or attached to the exterior of the building must be approved by the management company. Contractors may not interrupt services to the building or other units without management company approval. Contractors may not cut into the floor or any load bearing elements of the building. Contractors must promptly notify the management company of any damage to common areas and repair the damage. This includes paint spills. Contractors may not cut into fire rated ceilings or make changes to elements installed in fire rated ceilings without management company approval. Contractors must park their vehicles at the rear of the lot and remove all vehicles at the end of each day.

- 5) All contractors and subcontractors must be registered, licensed and insured.
- 6) Any violation of the above rules and guidelines may result in a fine of up to \$500 per day and a suspension of work until corrective action is taken. Any fines and the cost of repairing any damage to the common area or other units will be the responsibility of the owner. The town uses the 2012 International Code Councils Building Code. Chapter 1 Section 105 describes required permits (cyberregs.com). Basically, any repair or alteration requires a permit from the town with the exceptions listed below. The cost of a permit for any job under \$1,000 is \$35. In a multi-family dwelling like ours, owners are not permitted to do their own contracting unless the total cost of the job is under \$5,000.

The exceptions where permits are not required:

1. Painting, papering, tiling, carpeting (including wood floor per phoncon 11/18/15), cabinets, countertops, and similar finish work.
2. Minor electrical repairs, including replacing lamps (including light fixtures, fans, wall switches but not receptacles).
3. Minor plumbing such as replacing faucet washers or stopping minor leaks (major leak stoppage requiring installation of new pipes or connections requires after-the-repair permits.)
4. The replacement of water heaters, toilets, and clothes washing machines does not require a permit.

***Staff at Hilton Head Island permit office were very helpful and can be reached at
843.341.4675 ***

CONTACTS

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