

Yacht Club Villas Remodeling Application

1/16/2025

Please ensure all sections of the application are fully completed to facilitate timely processing. This includes, but is not limited to, providing the following documents: sketches, drawings, proof of insurance, and any applicable certifications or licenses. All relevant documents must be submitted with the application to prevent any delays in processing. The board has 30 days to review and respond to the application. Please send application & all other documents to AJ Bucko: ajb@imchhi.com.

Owner Information

Yacht Club Villa #

Date of Application:

First Name:

Last Name:

Email Address:

Phone Number:

Scope

- Detail the specific changes, e.g., "the project includes adding a new closet, renovating all bathrooms, new flooring throughout the unit and updating the kitchen." Changes in electrical sockets, ceiling fixtures, and electrical appliances must be specified. Removal and/or replacement of plumbing fixtures including changes in pipes must also be specified. Attach sketches or drawings.

- This application addresses the following (check all that apply):
 - ☐ Change of flooring material
 - ☐ Changes to interior walls, doors, or windows
 - ☐ Remodeling of kitchen
 - ☐ Remodeling of bathroom(s)
 - ☐ Remodeling of bedroom(s)
 - ☐ Electrical
 - ☐ Plumbing
 - ☐ Other (please specify): _____
- Dumpster on site:
 - ☐ Yes
 - ☐ No

Project Timeline:

Proposed Start Date: _____

Estimated Completion Date: _____

Contractor Information:

- **Company Name:**
- **Contractor's Name:**
- **Copy of General Contractor's License (Commercial License Required)**
- **Contact Information: Contractor's cell phone number and email:**
 - Cell Phone number:
 - Email:

Contractor Insurance Information:

- **Insurance Coverage:** General Liability and Worker Comp
- **Endorsement Details: YCV Board and IMC Resort Services Management Company** must be listed as Additional Insureds on the general liability insurance policy.

Indemnification Clause:

The contractor agrees to indemnify, defend, and hold harmless the YCV Board and the management company from and against any and all claims, damages, losses, and expenses, including attorney's fees arising out of or resulting from the performance of the work, provided that any such claim, damage, loss or expense is attributable to bodily injury, sickness, disease, or death or to injury to or destruction of tangible property (other than the work itself) including the loss of use resulting therefrom, to the extent caused by the negligent acts or omission of the contractor, a subcontractor, anyone directly or indirectly employed by them, or anyone for whose acts they may be liable.

Proof of Insurance

- The Certificate of Insurance must list the **YCV Board** and **IMC Resort Services Management Company** as additional insureds.
- Please attach the **Certificate of Liability Insurance** and the **Additional Insured Endorsement** with the application

Acknowledgement:

By signing below the contractor and owner agrees to the indemnification clause and confirm that the **YCV Board** and **IMC Resort Services Management Company** are listed as Additional Insureds on the contractor's general liability insurance policy.

Contractor's Signature:

Date:

Town of Hilton Head

License and Permits:

1. Does the contractor have a Town of Hilton Head Business License?

☐ Yes

☐ No

2. Please provide copies of both the business license and, if applicable, the building permit with this application.

Compliance and Community Impact:

YCV Rules Regulations Guidelines: Affirmation of compliance with YCV Guidelines:

Neighboring Villas: Assessment of any potential impact on other YCV units

Noise and Safety: The contractor must provide a plan for managing noise and ensuring safety during construction. This includes understanding when and where work may occur. For example, work involving noise-making equipment such as jackhammers, electric saws, and power hammers can only be scheduled between 8 AM and 5 PM, Monday through Friday. No work involving such equipment is allowed on weekends. ***ALL CUTTING MUST BE DONE INSIDE THE UNIT.***

Responsibility for Damages:

The villa owner is responsible for any damages caused to neighboring villas or exterior building elements such as stairwells, elevators, roofs, and common areas during the course of the project.

Affirmation of Compliance:

I affirm that this project complies with all YCV guidelines, including the management of noise and safety, as well as the potential impact on neighboring villas.

Posting Approvals: All state, town, and YCV approvals must be clearly displayed outside of the unit in a visible location, before work begins. These documents should be securely placed in a protective, non-damaging display, such as a plastic sleeve or laminated holder, and attached using non-permanent, damage-free methods (e.g., removable adhesive strips or suction hooks). Under no circumstances should tape or any other materials that could cause damage to surfaces be used.

Contractor Information Review:

All relevant project information, including guidelines, responsibilities, and requirements, must be communicated to and reviewed with the primary contractor prior to the start of the project.

Contractor Guidelines:

1. Contractors must park in spaces away from buildings.
2. Contractors must use elevator blankets when transporting items to and from units. These blankets can be obtained by contacting AJ Bucko at IMC Resort Services Management.
3. Contractors must not prop open elevator doors for more than 30 seconds. Contractors must contact AJ Bucko when using elevators to transport materials so he can give a key for independent service feature. AJ will meet contractor on site to show how to use this feature. AJ: 843.301.3857

Contractor Guidelines continued:

4. Contractors must clean up daily, ensuring all hallways, stairs, elevators, and other common areas are free of debris.
5. Contractors may request permission to place dumpsters in the YCV parking lot, but only in areas designated by IMC Resort Services Management. Dumpsters must be covered and emptied at least once a week.
6. Contractors who damage any common elements will be held responsible for repair costs. If the contractor refuses to comply; the unit owner will be held responsible for the damage.

Compliance and Community Impact Acknowledgment:

I understand the above statements and agree to comply with these rules/regulations' guidelines.

Owner Initials: _____

Contractor Initials: _____

Acknowledgement and Submission:

I have attached all relevant documents, including drawings/plans, contractors, and insurance information, Town of Hilton Head Contractor Business License and Building Permit. I am committed to ensuring that the remodeling project adheres to all YCV and Town of Hilton Head guidelines and enhances the aesthetic and functional value of this community. The link to rules and schedules of fines is here.

Rules & Regs: https://www.imchhi.com/files/ugd/a7227c_27cf4f318bba4a14a103a5da3ad97e6e.pdf

Schedule of Fines: https://www.imchhi.com/files/ugd/a7227c_2cff14b6285144bd9ef2c4b023f80e00.pdf

Signature of Owner:

Date:

Applications and supporting documents (such as a copy of the contractor's license, proof of insurance, and or/any needed permits) may be submitted by:

- **Email** - to AJB@IMCHHI.com - *If submitting electronically, please save all documents as PDFs*
- **U.S. Mail** - 2 Corpus Christi, Ste. 302, Hilton Head Island, SC 29928 – ATTN: AJ Bucko
- **Drop-off** - IMC office - see above address.

NEED help?

If you have any trouble, signing, uploading, or submitting your application, or if you have questions about the process, please contact AJB@IMCHHI.com. IMC is happy to assist and help ensure your application is complete and ready for Board review and approval.