

Prepared By/Return To:
Mutterer Law Firm, LLC
PO Box 29
Bluffton, SC 29910

STATE OF SOUTH CAROLINA)
)
COUNTY OF BEAUFORT)
)

AFFIDAVIT TO RECORD

IN RE: South Beach Village Bluff Apartments Horizontal Property Regime No. 53B a/k/a
 South Beach Village Bluff Apartments Horizontal Property Regime No. 54

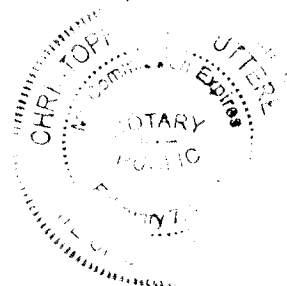
I, Jannine M. Mutterer, Esquire, do hereby state that:

1. I serve as general counsel for South Beach Village Bluff Apartments Horizontal Property Regime No. 53B a/k/a South Beach Village Bluff Apartments Horizontal Property Regime No. 54.
2. This Affidavit is made to record the following documents in order to meet the requirements of the South Carolina Code §27-30-110, et seq. known as The South Carolina Homeowners Association Act which amended Title 27 of the 1976 Code of Laws of South Carolina.
 - a. *Rules and Regulations for Owners and Guests, Bluff Villas Regime 54;*
 - b. *Owner Obligations Bluff Villas Regime 54;*
 - c. *Bluff Villas Regime 54 Renovation Agreement;*
 - d. *Bluff Villas Regime 54 Renovation Application; and*
 - e. *Bluff Villas Regime 54 Renovation Checklist.*

FURTHER AFFIANT SAYETH NOT.

Jannine M. Mutterer
Jannine M. Mutterer, Esquire

SWORN TO BEFORE ME THIS
4th day of April, 2026
[Signature]
Notary Public for South Carolina
My Commission expires 2/7/2033



BLUFF VILLAS REGIME 54 RENOVATION CHECKLIST

Unit Information

Unit #:

Unit Owner(s):

Address:

Home Phone:

Cell Phone:

Email:

Estimated Start Date:

Estimated Completion Date:

Scope of Renovation

Check all items included in your renovation plan:

- Replacing / moving HVAC unit
 - Replacing / moving water heater
 - Replacing / moving appliances (dishwasher, refrigerator, stove, washer, dryer, etc.)
 - Removing interior wall(s)
 - Adding or deleting electrical outlets, switches, or ceiling fans
 - Replacing or removing shower, tub, toilet, sinks or drain lines
 - Replacing windows
 - Removing / replacing flooring
 - Painting
-

Description of Proposed Work

Provide a detailed description of the scope of work and attach as-is photos, plans, drawings and specifications.

Required Documentation

Include copies of the following (as applicable):

<input type="checkbox"/>	Contractor's Agreement with Owner (signed by both parties)
<input type="checkbox"/>	Contractor's Insurance Certificate (\$100,000 minimum general liability)
<input type="checkbox"/>	Contractor's Business License
<input type="checkbox"/>	Building Permit Application as submitted to the Town of Hilton Head (if applicable)
<input type="checkbox"/>	Approved Building Permit issued by the Town of Hilton Head (if applicable)
<input type="checkbox"/>	Engineering or Architectural Drawings of proposed improvements (if applicable)

Compliance Deposit

A compliance deposit in the amount of 10% of the project cost as stated on the Town of Hilton Head Building Permit, or \$1,500 (whichever is greater) is required to be delivered with this checklist and all accompanying documents.

Complete renovation applications will be reviewed within 15 days of receipt. No work can start until the Owner receives board approval.

The original compliance deposit, less any sums expended to pay the cost of damages or clean up not otherwise paid by or on behalf of the Owner, will be returned to Owner promptly following Owner's delivery to the Board, copies of all final approvals issued by the Town of Hilton Head, Community Services Associates and all applicable entities.

Please enclose all documents and a check made payable to Bluff Villas Regime 54 and send to:

Bluff Villas Regime 54
c/o IMC Resort Services, Inc.
Attn: Bill Gephart
2 Corpus Christi Ste 302
Hilton Head, SC 29928
Email: Bill@IMCHHI.com

Owner Acknowledgment – Read and Sign Below

I acknowledge that all proposed work must comply with the Bluff Villas Regime 54 *Renovation Rules* and that no work may begin until written approval is received from the Regime.

I understand and agree that violation of any Renovation Rule, including the failure to maintain the worksite or obtain proper permits, constitutes a breach of the *Renovation Agreement* and may result in forfeiture of the compliance deposit, suspension or revocation of work approval, recovery of costs, or other remedies to the fullest extent permitted by the Governing Documents and applicable law.

I authorize representatives of the Regime and management company to enter the Unit (with reasonable notice, or immediately in an emergency) to inspect progress or investigate violations.

I understand that I am responsible for the conduct of my contractors, vendors, and guests during the renovation period.

Owner Signature: _____ Date: _____

For Regime Use Only:

- Application Received: _____
- Compliance Deposit Received: \$ _____
- Preliminary Approval Granted: Yes No
- Final Approval Date: _____ (Supporting permit copies attached)
- Inspection Completed: _____ Pass Reinspection Required
- Compliance Deposit Returned: \$ _____ Yes No Date: _____

Notes _____

