

YACHT CLUB VILLAS, HPR

Board of Directors

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Remodeling Certification Adopted March 3, 2016

PURPOSE From time to time Owners of condos in Yacht Club Villas (YCV) decide to do a major remodeling of their Units. This is very much appreciated by all since modernization of the Villas stabilizes and tends to increase the value not only of the improved Units but of the entire facility. The following Rules and Regulations, therefore, are applied not as a deterrent to remodeling but to encourage all owners to maintain their facility in an up to date fashion.

Most important is for the remodeling to be conducted by design that does not disrupt the mechanical facilities of the building in which the condo is located.

Major remodeling is defined as a project requiring removal of walls, cabinets, and/or plumbing fixtures. Simple redecorating involving painting of walls or replacement of carpet does not require certification. Note that replacement of floors such as removing tile and replacing it with wood flooring requires YCV review.

EMERGENCY REPAIRS do not require certification. However Owners experiencing an emergency should immediately contact YCV management for assistance in coordinating the repair process.

RULE 1. Changes to the exterior of the building cannot be made. The addition of deck lights, ceiling fans, exterior speakers, deck canopy, or screens are prohibited. No drilling into exterior walls is allowed. Painting of exterior walls, doors, or trim is done by YCV management from time to time. Owners may request permission to paint the exterior trim and doors from YCV Management. Only a standard color may be used. This color will be authorized by YCV management.

The intent of this rule is to preserve the exterior of the YCV buildings in a uniform way. If repairs to the exterior are required please contact YCV Facility Management for assistance. Drilling into the exterior of the building seriously damages the water tight covering and allows for moisture to penetrate the interior walls.

RULE 2. Replacement of Heating/Air conditioning units must be reviewed by YCV Management. Interior condensate drains must be cleared. Roof units must be properly secured with all electrical connections correctly installed. The use of cranes to replace roof units must be scheduled with YCV Management. Replacement of broken or non-functioning units does not require certification but YCV Management must be informed and involved with the replacement of roof top equipment.

RULE 3. It is required that all remodeling project plans that involve removal of cabinets, sinks, showers, tubs, toilets and other plumbing fixtures be reviewed and approved by the YCV Board before the work begins. The purpose of this rule is to assure that none of the intended changes cause expensive damage to adjacent units for which the remodeling unit owner would be held liable. Plumbing changes may require Town of Hilton Head approval.

RULE 4. All Electrical modifications must be State and Town of Hilton Head code compliant. Again, approval by the Town and YCV Board are required. The purpose of this rule is the same as in 2 above.

COMMON COURTESY is important to all who live in a condominium. We need to respect privacy and comfort of those living around us. Loud noise, disruption of elevators, trash in common areas, and improper conduct are things that we all dislike.

Frequently, absentee owners forget the impact of noise on occupied units adjacent to theirs. It is not uncommon for new owners living off Island to purchase a unit at YCV and then hire a designer to remodel the unit and hire the contractor. This almost always causes a problem as absentee owners and absentee designers conduct the remodeling project without consideration for the tranquility of the Villas. YCV Regime will enforce these regulations in the absence of the owner but will constantly communicate with the owner for cooperation and consideration. Fines for non-compliance will be made to the owner.

RULE 5. The entire scope of work must be reviewed by the owner with the YCV Board before work begins to determine the amount of noise expected. Activity that is anticipated to create noise in adjacent units and/or throughout the entire building must be scheduled in advance so YCV Facility Management can advise unit renters or guests of the disruption. Work requiring jack hammers, electric saws, power hammers, etc. can only be scheduled from 9 AM and must cease by 5 PM, Monday thru Friday. No work involving noise making equipment is allowed on week ends

TIMELINE YCV Board will review remodeling applications when received. Every attempt will be made to approve the project in an expedient manner. No project should be delayed more than thirty days from date of submission assuming all issues can be resolved. While it is the intent of the YCV Board to expedite approvals it must be noted that projects requiring Review by the Harbor Company Architect Review Board, Town of Hilton Head, or State of South Carolina may be delayed beyond the thirty day limit.

APPLICATION FOR CERTIFICATION Must contain a written description or scope of work to be done. The Description should include specifications for removal and replacement of walls and or flooring. 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. A time line for the project must include estimated dates when noise events will occur.

N.B. ALL STATE, TOWN, HARBOR COMPANY, AND YCV APPROVALS MUST BE POSTED OUTSIDE OF THE UNIT BEFORE WORK BEGINS

CONTRACTOR BEHAVIOR Remodeling Contractors are of two kinds – good and bad. The good kind plan the scope of work with the owner, schedule the work, remain on schedule, and keep the owner informed of progress as well as difficulties encountered while keeping within the contract price. Sub- contractors are identified at the beginning of the contract and become party to the schedule. A local hazard is that moonlighters are often retained by contractors to do work on weekends at substandard prices but at less than acceptable quality. Their conduct frequently requires corrective action by Security.

An outcome of this regulatory process is for Yacht Club Vilas to maintain a list of reliable contractors to recommend to owners contemplating remodeling or repair projects. The list will be based on reports from owners at the completion of their projects.

RULE 6. The Unit owner must register all contractors and sub-contractors with YCV Facility management before being allowed to begin a project.

RULE 7. All contractors and sub- contractors must have identification on their vehicles parked in YCV parking areas.

RULE 8. Contractors MUST use elevator blankets when transporting items from and to Units.

RULE 9. Contractors must clean up daily, including but not limited to hallways, stairs, elevators, etc.

RULE 10. Contractors may obtain permission to place Dumpsters in the YCV parking lot but only in places designated by YCV Facility management. Dumpsters must be covered and emptied no less than once a week.

RULE 11. Contractors who damage any of the common elements will be held responsible for the cost of repairs. If the Contractor refuses to comply, the responsibility will fall to the Owner of the Unit.

CERTIFICATION As Owner of Unit _____ in the _____ Building of Yacht Club Villas, I certify that I have read and agree to abide by these rules in the conduct of remodeling my Unit. I further certify that I have reviewed these rules along with the accompanying fine schedule with my designer and primary contractor and have their agreement to comply.

Owner: _____ Date _____

Designer _____ Date _____

Contractor _____ Date _____

Approved:

Yacht Club Villas Representative _____ Date _____

Questions may be directed to:

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