

## **SHELTER COVE HARBOUR COMPANY**

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### **MEMORANDUM**

**TO:** Regime Presidents/Regime Management Companies

**FROM:** Hank Johnson, Community Manager

**DATE:** March 13, 2008

**RE:** Refurbishment/Renovations/Construction Projects in Shelter Cove - Revised

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Any external changes to any structure in Shelter Cove is subject to review by the Shelter Cove Harbour Company Architectural Review Board (SCHC ARB) in accordance with the covenants, prior to changes being made.

Any internal change/renovation is the responsibility of the regime affected and must be approved accordingly. In that regard, any activity in the vicinity of a regime that would affect the occupants or SCHC Community occupants must be first approved by the SCHC ARB.

Examples as follows: The delivery, storage, or removal of materials/debris may affect the quality of life of regimes and adjacent community occupants. A well thought out plan to control the delivery and consumption of materials and waste removal for each contractor/subcontractor would prevent the disruption of the community by having to observe unsightly dumpsters for long periods. Regime level remodeling of multiple units must provide a detailed plan to prevent an unsightly appearance to neighboring units and the community. Many contractors would be eager to convince owners of units or regimes that the only solution is the continuing presence of large dumpsters for long periods. Proper planning of work schedules for demolition and removal of materials by individual contractors is paramount. Contractors/subcontractors are required to remove their demolition or waste byproducts in small containers in order to fit the stairwells and elevators without disruption of the building inside and the outside of the regime. All contractor demolition should be removed daily from the premises in manageable containers, therefore not requiring unit level dumpsters. Large regime renovation with properly planned collection and removal of materials will limit large containers long term use with scheduled removal.

Obviously, planning and supervision is the key to unsightly and unnecessary disruption to the quiet enjoyment of the neighborhood. No material or equipment storage containers are allowed to remain on the premises due to the unsightly conditions without specific permission as an exception for a limited time.

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Approved regime major repair/renovation work debris containers must be screened and placed where they least impact both the regime and the community.

The regime manager/president/point of contact and the general contractor are responsible for the entire project and it's day to day operation and the eventual successful completion.

Should the project become unsightly or in obvious disarray, the work may be stopped and the area cleared until an understanding is achieved on what is to be done with SCHC ARB approval.

Recently, both commercial and residential work has taken place causing disruption of the community over an extended period. As a result, it has become necessary to ensure that basic, common sense rules are followed so as to not disrupt the residents and guests alike in Shelter Cove.

### **WHAT IS REQUIRED**

- A narrative describing the work to be done is required by SCHC ARB and may duplicate what may be required by the Town of Hilton Head Island before any work can be done.
- Plans, materials, paint color and samples must be submitted.
- Name of Regime point of contact - i.e.: Regime President or property manager and name of general contractors, email, telephone, cell and fax numbers.
- Before work begins, name of subcontractor(s), business license, contact numbers, make of vehicles, to include tag numbers. (to be furnished to security)
- Establish a time line of the entire project from start to finish.
- During the planning phase, outline material removal and delivery of materials for the project.
- Establish a time line for contractor/subcontractors and tradesmen involvement in the project.
- Staging, movement and use of materials to be consumed is paramount and essential to the plan and avoids overwhelming the site.
- A well constructed plan ensures the regime, principle contractor and subcontractors all are fully apprized of the rules.
- In accordance with the Covenants, work is from 7:00 a.m. to 7:00 p.m. excluding weekends and holidays.
- No music/radios to work by permitted outside of regime nor inside if it becomes a nuisance. No loud talking or equipment noises before 8:00 a.m. or after 6:00 p.m.
- Site clean up must be done daily. Work debris must be removed as soon as possible before the end of each day. The general contractor is responsible for end of day checks to ensure a clean site.
- The purpose for the basic rules is to ensure that the residents and guests in and adjacent to the regime that is undergoing the change is not exposed to noxious and offensive activity.

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- A compliance deposit will be established by the SCHC ARB to ensure both the regime and contractor share the responsibility of any damage or failure to follow the established guidelines or agreements at the time of approval of the project.
- In some cases, a construction fee is established for new construction, demolition of existing structures, or major changes warranting the establishment of such a fee by the ARB. The principle contractor is responsible for this fee and it is not refundable. This fee helps pay for the impact on our roads, curbs, etc. used by heavy, multiple loads of materials and debris.
- Major projects or projects lasting more than 20 days may require a SCHC ARB oversight fee to the Community Manager to ensure all elements of the approved plan is followed by the responsible party designated in the approval of the plans.