

## **Rules for Ocean One Interior Work**

- 1) All contract work conducted at Ocean One that requires a Town of Hilton Head permit, would also require a submittal fee.
- 2) A submittal fee of \$1,000 is required prior to the start of work. Please submit one check payable to Ocean One for \$925.00 and one check payable to IMC Resort Services, Inc. for \$75.00. Upon final inspection, if all is satisfactory, \$925 of the fee will be returned. \$75.00 will be used to cover administrative and inspection costs. *Please note it is the responsibility of the owner to notify IMC that the work has been completed.*  
  
*Please note that if no Work Authorization is obtained the owner will be fined \$250.00 in addition to the submittal fee.*
- 3) All plans must be submitted to IMC Resort Services, Inc. prior to work commencing. These plans must be approved by the building consultant.
- 4) A list of all sub-contractors must be supplied to the regime prior to work commencing.
- 5) The contractor must remove all debris from the premises.
- 6) Nothing is to go down the garbage chute. The waste company will not pick-up construction debris and the owner will be fined \$300 if the waste company discovers that there is construction debris in the Ocean One dumpsters or cans.
- 7) If a job requires a dumpster, it must be ordered through IMC Resort Services, Inc. The dumpster must be placed adjacent to the landscape debris area at the far end of the parking lot.
- 8) Contractors are not permitted to use Ocean One luggage carts under any circumstances.
- 9) Anything that falls is to be cleaned up.
- 10) When using the elevators they must not be overloaded and they must be cleaned by the contractor before leaving each day.

11) No trailers are allowed to be on the Ocean One property, other than for quick loading and unloading.

12) The owner will be charged for any needed repairs or clean-up of the common property necessitated by their contractor. These charges will be taken out of the Work Authorization deposit, or will be billed to the owner's account if they are in excess of the deposit.

13) No work is to be done between the hours of 5:00pm and 8:00am. No work is to be done on Saturday, Sunday or Holidays. This does not apply to emergency repair work.

14) No major renovation work is to be done from April 1st through April 20<sup>th</sup> or from May 20<sup>th</sup> through September 15<sup>th</sup>. This does not apply to emergency repair work.

15) If the rules are not followed, fines will be issued to the owner and the privilege to work at Ocean One will be revoked until the fine is paid.

## **Rules for Ocean One Vendors and Contractors**

- 1.** All contractors are to submit to IMC Resort Services, Inc. a drawing showing the work to be done before the job is started. A letter will be sent after the request is reviewed by the consultant and approved by the Board.
- 2.** All contractors are required to obtain a permit for work from the Town of Hilton Head.
- 3.** Contractors must have proper decal issued by security at Ocean One.
- 4.** The contractor must remove all debris from the premises.
- 5.** Nothing is to go down the garbage chute. If the contractor is found putting debris down the chute he will be exited from the property and NOT be allowed back.
- 6.** If a job requires a dumpster you must obtain approval from IMC Resort Services, Inc. The dumpster must be placed adjacent to the landscape debris area at the far end of the parking lot.
- 7.** If you are working inside a villa put down paper from the doorway to the point at which you are working.
- 8.** Anything that falls is to be cleaned up and any damage to the parking lot will be cleaned by an outside contractor with the bill forwarded to the owner.
- 9.** No trailers are allowed to be on the Ocean One property other than for quick loading and unloading.
- 10.** No work is to be done between the hours of 5:00pm and 8:00am.
- 11.** No work is to be done on Saturday and Sunday.
- 12.** Bicycles are to be delivered to bike racks only. Anyone violating this rule will have your decal revoked.
- 13.** If the rules are not followed fines will be issued to the contractor and your privilege to work at Ocean One will be revoked until the fine is paid.

# Ocean One

## Remodeling Work Notification

Unit Number: \_\_\_\_\_

Unit Owners: \_\_\_\_\_

Rental Agent (if applicable): \_\_\_\_\_

Estimated start date: \_\_\_\_\_

Estimated completion date: \_\_\_\_\_

Contractors who will be working in unit: \_\_\_\_\_

Person to contact in the event of a problem: \_\_\_\_\_

Phone number of contact: \_\_\_\_\_

Dumpster Company being used (if applicable): \_\_\_\_\_

Please submit a description of the work to be done in the unit, along with the corresponding plans if applicable. You must contact IMC when the work has been completed.

**Please submit two checks with your application, one for \$925.00 made out to Ocean One, and one for \$75.00 made out to IMC Resort Services, Inc. Upon completion of the work, if no damage to common areas has occurred, your check for \$925.00 will be returned to you.**

Please return form to:  
IMC RESORT SERVICES, INC.  
c/o Ocean One, HPR  
2 Corpus Christi, Suite 302  
Hilton Head Island, SC 29928  
(843) 785-4775 (o)  
(843) 785-3901 (f)  
[www.IMCHHI.com](http://www.IMCHHI.com)  
[Mark@IMCHHI.com](mailto:Mark@IMCHHI.com)