

Ocean Club Villas Regimes I and II

Rules and Guidelines for Interior Construction and Renovation

1. **PLANNING:** All owners planning renovation work must notify the Regime I and II property manager at IMC Resort Services, Inc. (843-785-4775) **before** any work is to begin. The following procedures must be followed by all owners, their contractors and/or subcontractors. The final responsibility to follow the rules falls on the owners of the unit. If these rules are not being followed, IMC may inform the owner and/or contractor to stop all work until the conditions are corrected and there is an agreement that the rules will be followed.

2. **PERMITS:** It is the individual owner's responsibility to determine if their project will require a permit from the Town of Hilton Head Island before they begin work. It is the owner's responsibility to obtain the proper permits from the Town. Neither the regime nor IMC shall serve as an inspection department or as an arbiter between neighbors. Permission to proceed granted by IMC for the Regime does not eliminate the legal responsibilities of the owners and their contractors nor does it supersede the need for a demolition/building permit. All complaints and legal issues will be forwarded directly to the Town or to the attorneys and all costs associated therewith shall be charged back to the respective owners.

3. **PROVISIONS:** All owners are required to follow the provisions of the Master Deed and By-laws of the Regime concerning the ownership of your property and to the rules related to any alterations to the unit. No Co-Owner may make any alteration in the general common elements or structural alteration of his apartment and/or the limited common elements appurtenant thereto without first having the plans and specifications therefore approved by the Board and depositing with said Board an amount of money sufficient to defray the costs of modifying the Master Deed. Notwithstanding any of the above provisions, no alteration or improvement of any of the common elements shall hinder or encroach upon the lawful rights of any Co-owners or violate any provision of the South Carolina Horizontal Property Act. A Co-Owner shall not make structural modifications or alterations in his apartment or installations located therein without previously notifying the Regime in writing, through the management agent if any, or through the President if no management agent is employed.

4. **BUILDING EXTERIOR:** The Master Deed (Article V) prohibits changes to the exterior of the buildings. Other provisions of the Master Deed may apply and it is your responsibility to ensure that you and your contractor comply. If changes are made to bathroom ceilings, the change must not restrict access to drains and traps of the unit above.

5. **TYPES OF RENOVATIONS:** Renovations will be divided into Major and Minor categories.

Examples of minor renovations: painting, carpet, wall paper, counter tops and plumbing fixtures.

Examples of major renovations: kitchen cabinets, changes to interior walls, wood or tile floors, connection to common elements (walls, floors, ceiling, or plumbing), work that causes noise that can disturb other building occupants over more than one or two hours.

6. **MINOR RENOVATIONS:** Once approved, minor renovations do not require a deposit prior to the commencement of work. Work is still subject to Article V of the Master Deed (see Article 8, “Renovation Timing” below).

7. **MAJOR RENOVATIONS:** Owners planning major renovations must review their plans with IMC. IMC will decide if the plans need to be reviewed with the Board of Directors.

a. BEGINNING CONSTRUCTION PRIOR TO APPROVAL WILL RESULT IN A \$1000.00 FINE.

b. Major renovations will require **A DEPOSIT OF \$1000.00** to be posted with the regime to ensure damage is not done to the common property. A meeting with the Property Manager is required prior to the commencement of work to discuss ways to avoid damages, disposal of construction debris, dumpster placement and procedures, cleanup of site, work areas, construction paths, port-a-john placement, etc. Any damage found or any cleanup required due to the renovations will be charged back to the owner. When the project is complete and IMC has been notified, the property manager will do a final inspection of the site and will report findings to the Regime. If there is no damage and all work assessments have been paid / deducted, then the balance will be refunded to the owner or its contractor.

c. Dumpsters: if required, are permitted for a reasonable period. They must be located in an approved area and must use asphalt protection devices. Damages to the asphalt or to the common grounds will be charged back to the owners.

d. Port-a-johns: if required, must be located in approved areas and cleaned frequently. The port-a-john must be removed as soon as practical.

e. Cleanup of debris and materials outside the unit must be done at the end of **each** work day. Debris and materials may be removed by IMC if the owner or his contractor fails to do so and such expense will be charged to the owners.

As a courtesy to other owners and guests, ask property manager to notify the owners or rental agents of the units surrounding you that will be affected by the construction noise and/or debris.

8. **FLOORING:** **ALL new hard service flooring must have a Noise and Crack Suppression Membrane placed under the floor before installation of flooring.** We want to be sure our owners and guest are not disturbed by the noise from the units above or beside them. For those who have hard service floors, we ask that you **place pads on all furniture legs and place rugs where possible to help absorb the sound.**

9. **RENOVATION TIMING:** According to the Master Deed (Article V, Easements, Covenants and Restrictions) there shall be “No use or practice which shall be a nuisance to Owners or their guests or which interferes with the peaceful possession and proper use of the

Property by Owners or their guest". In an attempt to respect this, all work is to be done between the hours of 8:00AM and 5:00PM. No work is to be done on Sundays and no major renovation work is to be done between Memorial Day and Labor Day. Owners should avoid subjecting other owners/occupants of the building to excessive noise or dust. Very noisy work (such as drilling holes in the concrete, removing tile, etc.) should be done in a short period of time. Noisy and/or dusty work should be done offsite, if possible. When cutting tile, make sure other units are not subjected to excessive dust by using a wet saw. If dust and/or debris falls on other balconies or walkways, clean these areas. In addition, care must be given to installation of flooring (hard services) so that it does not create a noise problem for the unit below.

10. **VIOLATIONS:** All violations to this policy will incur a \$1000 fine for each occurrence. Major renovation work beginning before Labor Day will be subject to a fine of \$1000 per day. Major renovation work not completed by Memorial Day must be suspended until after Labor Day or will be subject to a fine of \$1000 per day.

This list is not conclusive and may be amended and modified at any time. IMC will have a current policy and procedures on file. Call IMC Resort Services if you have any questions or wish to begin any work on your unit.