

UNIT MAINTENANCE AND RENOVATION GUIDELINES

The following document provides guidelines to be followed by vendors and contractors at Club Course Villas. These guidelines are designed to protect the aesthetics of the community, the safety and soundness of the units, and the comfort of the homeowners. Owners should provide all vendors and contractors these guidelines prior to the commencement of any maintenance or renovation work.

- 1, All vendors or contractors must verify properly licensed and insured.
2. Parking. Except for brief unloading, all vendors must not park in the circle in front of our steps.
3. The property manager should be informed in advance of any major maintenance or renovation. He should also be notified who will be supervising the daily work. If owner not on property, the property manager should be provided name and number of person in charge of the work. No movement of any load bearing wall is allowed. Any enclosure or significant change to outside (common area) patios must have board approval. The property manager does not need to be informed of any minor or routine work including A/C service, interior. plumbing, electrical repairs, or appliances.
4. Except in an emergency, at least 24 hours advanced notice should be given to the property manager for any plumbing repairs that require the building water to be shut off. Only the property manager or their workers may shut off the building water supply and water should be shut off between 11am and 4pm to minimize resident impact.

5. The hose by the front steps is for residents use only. No workers allowed to clean buckets, brushes , other tools and definitely no pouring waste into the shrubs or mulch anywhere on our property, Any damage to our shrubs, flowers , mulch will be replaced by our property manager and costs billed to that owners IMC account.

6. Any staging or preparation of materials must be handled in the parking lot and away from front steps or in hall ways. Any residue or dirtying of common areas, including the parking lot ,must be cleaned up at the end of each work day.

7. Enforcement. Important that all vendors are aware and follow our guidelines. Any vendors ignoring these common sense guidelines will be asked to leave the grounds.

Board of Directors
Club Course Villas
40 Governors Rd
Hilton Head Island, SC. 29928