

RULES FOR BREAKERS CONTRACTORS AND INTERIOR WORK

THESE RULES PERTAIN TO MAJOR REMODELING AND INTERIOR WORK

1. All Contractors are required to apply for a permit from the Town of Hilton Head. All contract and interior work that requires a Town of Hilton Head permit, would also require a submittal fee.
2. A submittal fee of \$1,000.00 is required prior to the start of work. Please submit one check payable to The Breakers, HPR for \$1,000.00. Upon final inspection, if all is satisfactory, \$925.00 of the fee will be returned. \$75.00 will be used to cover administration and inspection cost. *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. A letter will be sent after the request is reviewed by the consultant and approved by the board.
4. A list of all subcontractors must be supplied to the regime prior to work commencing.
5. All contractors and subcontractors must have a proper decal issued by The Breakers Safety & Protection Office.
6. No trailers are allowed to be on Breaker's property, other than quick loading and unloading.
7. If a POD is needed for furniture storage it must first be approved by IMC Resort Services, Inc. and the location must be approved by The Breakers Safety & Protection Office. It can be on property no more than three business days to load, and three business days to unload. It must be removed and stored off property between the loading and unloading.
8. If the job requires a dumpster, it must be ordered through IMC Resort Services, Inc. The location of the dumpster must be approved by The Breakers Safety & Protection Office.

*Adopted by the Board on December 20, 2022
Effective beginning January 1, 2023*

9. When using the elevators, they must not be overloaded, and they must be cleaned by the contractor before leaving each day. Elevator doors must not be held open, or they will shut down.
10. The contractor or subcontractor must remove all debris from the premises.
11. No construction debris is to be discarded in the dumpsters. The waste company will not pick up construction debris and the owner will be fined \$300.00 if the waste company discovers that there is construction debris in the Breaker's dumpsters or cans.
12. 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.
13. The owner will be charged for any needed repairs or cleanup of the common property necessitated by their contractor. These charges will be taken out of the work authorization deposit, or we will be billed to the owner's account if they are more than the deposit.
14. Work which causes noise, (example: tile cutting, hammering, sawing, drilling etc.) can only be done between the hours of 8:00 AM and 5:00 PM Monday through Friday. This type of work cannot be done on Saturday, Sunday, or Holidays. This does not apply to emergency repair work. The exception to this rule is cleaning companies, carpet cleaners, and bicycle deliveries which can work between the hours of 8:00 AM and 5:00 PM any day.
15. Work which does not make noise, (example: painting or installing appliances, etc.) can be done between the hours of 8:00 AM and 10:00 PM any day.
16. No major renovation work is to be done from the Thursday before Memorial Day through the Tuesday after Labor Day. This does not apply to emergency repair work.
17. If the rules are not followed, fines will be issued to the owner and the privilege to work at The Breakers will be revoked until the fine is paid.
18. Both the Owners and Contractor/Vendor are responsible for any and all damage caused to the property of the Regime or any Unit Owner by any employee or agent working for the Owner or Contractor/Vendor.

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The Breakers, HPR

Remodeling Work Application

Unit Number: _____ Unit Owners: _____

Owner's Home Address: _____

Owner's Phone: (H) _____ (C) _____

Owner's Email Address(es): _____

Rental Agent (if applicable): _____ Phone: _____

Estimated Start Date: _____ Estimated Completion Date: _____

Name, address, phone number and manager of each contractor(s) and subcontractor(s) who will be working in unit:

I(we) agree to comply with the Rules of Contractors and Vendors for The Breakers.

Signature Date

Name of Contact Person: _____ Phone: _____

Dumpster company being used (if applicable) and dates dumpster will be in place:

____ Please submit a detailed description of the work to be done in the unit, along with the corresponding plans, if applicable.

____ Proof of insurance

____ Copy of business license

____ Copy of building permit

____ Exterior water shut off valve in place and functioning

____ Check for \$1,000 made payable to The Breakers, HPR

The Applicant has read and agrees to comply with the Rules of Contractors and Vendors for The Breakers

Signature Date

[illegible]

By: _____ Date: _____

Signature _____ Date _____