

STATE OF SOUTH CAROLINA )  
 ) REMODELING AND RENOVATION  
 ) RULES AND PROCEDURES OF THE  
 ) SEACREST CONDOMINIUM  
COUNTY OF BEAUFORT )  
 ) HORIZONTAL PROPERTY REGIME  
 ) (AS AMENDED)

WHEREAS, on May 24, 2022, the Seacrest Property Owners Association, Inc. (“Association”) held a meeting of its Board of Directors (“Board”) during which, among other items, the Board voted to revise and amend the Remodeling and Renovation Rules and Procedures for the Seacrest Condominium Horizontal Property Regime (“Regime”) as set forth below.

NOW THEREFORE, the Association hereby makes of public record the amended Remodeling and Renovation Rules and Procedures attached hereto.

IN WITNESS WHEREOF, the undersigned attorney for the Association acknowledges the amended Remodeling and Renovation Rules and Procedures for the Regime which supersede and replace all prior versions of the Association’s and Regime’s Remodeling and Renovation Rules and Procedures (including those revised as of and recorded on January 9, 2019) effective as of May 24, 2024.

WITNESSES:

SEACREST PROPERTY OWNERS  
ASSOCIATION, INC.

  
\_\_\_\_\_

  
\_\_\_\_\_

  
\_\_\_\_\_  
By: Edward M. Kubec  
Its: Attorney

STATE OF SOUTH CAROLINA

)

COUNTY OF BEAUFORT

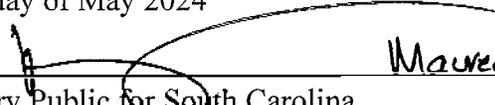
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ACKNOWLEDGMENT

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I, the undersigned Notary, do hereby certify that Edward M. Kubec, attorney for the Seacrest Property Owners Association, Inc., personally appeared before me this day and acknowledged the due execution of the foregoing instrument.

Witness my hand and official seal this 25 day of May 2024

  
\_\_\_\_\_  
Notary Public for South Carolina

My Commission Expires: 2-20-30

# SEACREST CONDOMINIUM HORIZONTAL PROPERTY REGIME REMODELING AND RENOVATION RULES AND PROCEDURES

Revised: May 24, 2022

## 1. INTRODUCTION

The unit owners of SeaCrest Condominium Horizontal Property Regime (“**SeaCrest**” or “**Regime**”) have made a substantial investment in their condo units. While the Board of Directors (“**Board**”) for the SeaCrest Property Owners Association (“**Association**”) recognizes the desire of an owner to make their unit conform to their own personal requirements, the Board and the Association must balance that desire with the rights of all owners and those of the Association. The following Remodeling and Renovation Rules and Procedures (“**Rules**”) are intended to protect the safety of all residents and guests, to preserve and protect the buildings and common elements of the regime and to provide for the continued quiet enjoyment of the individually owned properties and common elements of the regime.

Given that the SeaCrest is a condominium complex, and not a single-family residential community or an apartment complex, it is necessary to have certain rules and procedures concerning the remodeling, repair and renovation of the interior and the exterior of unit owner’s individual units, including a process for the Board’s approval before certain work begins. It is imperative that the unit owners and their guests, agents and contractors respect the regime property and abide by these rules.

## 2. TYPES OF WORK AND REQUIRED AUTHORIZATION

The three classification types for remodeling, renovation and repair work within the SeaCrest and their required approvals are as follows.

### a. Exterior Work or Renovation

This classification consists of any work to the exterior of an owner unit, structural changes in the owner’s unit and certain work to unit balconies or decks and includes, but is not limited to:

- Painting the building or changes to any common elements.
- Structural work within a unit.
- Changes or addition of fixtures.
- Changes to the entryway leading to the villa door (ex. flooring, lighting, decorations, floor mats, etc.) as this is a common element area.
- Decorations applied to or hung on balcony walls, the addition of ceiling fans to balcony ceilings, and the addition or changes to the balcony flooring.
- Any penetration of an exterior wall from the exterior.

In general, the Master Deed prohibits the owner from making these types of changes. Limited and narrow exceptions may apply to interior structural changes and some balcony-related renovations, but they will require written pre-approval by the Board or the Members of the Regime consistent with the process set forth in these Rules and the SeaCrest Master Deed.

No owner may make a structural alteration to the owner’s unit and/or the Limited Common Elements appurtenant to their unit without following the Major Renovation approval process set forth in these

Rules, which include but are not limited to having the renovation plans and specifications reviewed and approved in writing by the Board and depositing with the SeaCrest’s retained property management company (“**SeaCrest Manager**”) an amount of money sufficient to help defray the potential risk and costs of such alteration.

Notwithstanding any of the above provisions, no alterations or improvements of any of the Common Elements shall hinder or encroach upon the lawful rights of any owner or violate any provisions of any South Carolina law, including the South Carolina Horizontal Property Act.

All owners should also be reminded the entryway into the villa (ex. flooring, lighting, etc.) is a common element area and cannot be altered or used for storage or furniture without explicit prior review and written approval of the Board.

**b. Major Renovations**

Major Renovations include:

- Any change to the flooring or ceiling of the unit.
- The altering of interior walls or doors.
- Remodeling of kitchens and bathrooms.
- Any work which involves in any way the alteration of the electrical, plumbing and/or structural elements of the unit. This work must be done by a licensed contractor and the unit owner must submit a copy of the licensed contractor’s bill as one of requirements for the return of the renovation deposit.
- All work in individual units requiring a Town of Hilton Head building permit.
- Ceiling texture removal.

SeaCrest Renovation Approval (defined below) is required BEFORE any Major Renovation is commenced and is additional to any permits required by local laws or ordinance. Unit owners must submit a Seacrest Remodeling and Renovation Application and Approval Form (“**Application**”), a copy of which is attached, for these projects to the Board and/or SeaCrest Manager and must receive approval in writing from the Board via the SeaCrest Manager prior to the start of any work.

**c. Minor Renovations**

Minor renovations do not require submission of an Application. However, an owner must not make Minor Renovations, modifications or alterations in his unit or installations located therein without previously notifying the SeaCrest Manager in writing as noted below.

Minor Renovations consist of:

- Minor repair work to improperly functioning or damaged items.
- Interior painting other than touch-up painting, wallpapering and wall to wall carpeting replacement (carpeting must include underpadding for sound suppression purposes). Notify SeaCrest Manager
- Replacement of plumbing fixtures and countertops. Notify SeaCrest Manager

If the owner has questions about the proper classification of a renovation or repair work, the proper practice for the owner to ensure compliance with the Rules is to submit a completed Application to the Board seeking clarification of the classification before starting work on the project.

### 3. WHAT AN OWNER MUST DO BEFORE STARTING WORK

#### a. Application

- i. Read and understand these Rules in their entirety.
- ii. Complete the Application for any planned Major Renovation (and permissible Exterior Work or Renovation).
- iii. Pay the required renovation deposit. A deposit is required for all Major projects. The required deposit is a minimum of \$2,500.00 or 10% of the projected cost of the renovation project whichever is higher. A higher amount may be required as determined by the Board for extensive or complicated projects. The deposit will be returned to you less any fines, administrative fees or damage costs incurred at the conclusion of the project
- iv. Submit the Application, any required deposit and all supporting documents (including a waste disposal plan to the regime management company) listed on the bottom of the Approval Form (collectively referred to as the **“Complete Application”**.)
- v. The Complete Application must be submitted at least three weeks before a unit owner desires to commence a Major Renovation and the owner must receive an approval in writing before any Major Renovation work can begin.

By submitting the Application, the unit owner acknowledges that the Board or its representative has the right to inspect the work site before, during and after the completion of the project to ensure compliance with these Rules.

#### b. Permits

All unit owners must contact the Town of Hilton Head and/or any other applicable governmental agency (**“Governmental Agency”**) before beginning work to determine if their project requires a permit. It is the owner’s responsibility to obtain proper permit(s) from the Governmental Agency. Neither the Regime nor the SeaCrest Manager shall serve as an inspection department or as an arbiter between neighbors. Permission to proceed by the Board or the SeaCrest Manager for the Regime does not lessen or eliminate the legal responsibilities of the owners and their contractors, nor does it supersede the need for a demolition and/or building permit, other permits or any approvals any governmental jurisdiction. All complaints and legal issues will be forwarded to the Governmental Agency or all attorneys involved in the matter and all costs incurred by the Regime in association therewith shall be charged to the respective unit owners.

Contractors must file a Notice of Commencement with the proper Government Agency, if required, prior to performing any work.

**c. Insurance**

Provide proof of contractor’s insurance that is satisfactory to the Board. This would include the following coverages and minimum limits:

- General Liability of at least \$1,000,000
- Workers Compensation of at least \$100k/\$500k/\$100k
- Automobile Liability of at least \$250k/\$500k/\$100k.

**d. Approval Process**

Once the unit owner’s Application is received, a Board representative will review the Application and attempt to respond in a timely fashion. After the initial review, the Board or the SeaCrest Manager will advise the unit owner if any other fees, requirements or additional documentation are needed to assess the particular authorization request.

The unit owner will be informed in writing of the amount of the required deposit. For a complicated request, a meeting of the Board or additional requirements may be called for, which could delay the process.

Once the renovation deposit funds are received and all pre-work conditions are met, the unit owner will be notified in writing by the Board or its representative that the owner is approved to start their project and if any special requirements are imposed on the project as a conditions to such approval (“**SeaCrest Renovation Approval**”).

**NO WORK IS TO PROCEED UNTIL THE SEACREST RENOVATION APPROVAL IS PROVIDED IN WRITING AND THE DEPOSIT IS PAID.**

**4. WHAT AN OWNER MUST DO WHILE WORK IS IN PROGRESS**

**a. Changes/Additional Work**

Board approval is required for any change orders, additions or modifications to the original scope of work. This request is accomplished by submitting an Approval Form to the Board or the SeaCrest Manager and the approval process will occur as above.

**b. Interim And Final Inspections**

During the course of the construction, the Board or its representative has the right to inspect the unit to determine construction progress, verify compliance with the Rules and to ensure that the Board’s requirements are met.

**c. Completion**

When the applicant has completed the project in accordance with the SeaCrest Renovation Approval, the applicant will notify the Board or its representatives certifying all completed work has been completed in accordance with the plans and specifications and any amendments thereto as approved by the Board. A

copy of the Town of Hilton Head Island final inspection report, if applicable, must also be submitted to the Board.

If the Board or the SeaCrest Manager finds that the authorized work was not in compliance with these Rules, or if the project caused damages to the Common Elements or Limited Common Elements of the buildings or property, the Board or its representative will issue a letter to the applicant stating the items of non-compliance and/or corrective actions which must be taken by the owner. The applicant will be charged for the repair of the deficiencies. After the Board or the SeaCrest Manager concurs that all authorized work has been completed in accord with approved plans and specifications and any damages caused by the project to common property areas has been repaired and restored to its original condition, the deposit, less any fines, administrative fees, assessed collection costs, and less any costs required by the Regime to repair damages caused by the project to Common Elements or Limited Common Elements, shall be returned to the applicant.

#### 5. **UNIT OWNER'S RESPONSIBILITIES**

The unit owner's responsibilities in connection with a renovation or repair project include the following:

- Follow the application and approval process.
- Give a copy of these Rules and any other restrictions and any other approvals and restrictions that apply to your project to your contractor and vendors. Make sure they are aware of the FINES AND POTENTIAL WORK SUSPENSION that YOU are responsible for should violations occur.
- Obtain all required building permits and/or approvals from the Governmental Agencies.
- Use licensed and qualified contractors for all Major Renovation projects and all contractors must provide proof of insurance that is satisfactory to the Board or the SeaCrest Property Management Company.
- Ensure any project changes are approved in advance in writing by the Board or the SeaCrest Manager.
- Manage your project as a good neighbor and steward of the property.
- Ensure all work reviews are scheduled and occur in a timely manner.
- Notify the Board or the SeaCrest Manager when the project is complete.
- Follow the provisions of the Master Deed and By-laws of the Regime concerning the ownership of your unit and the rules related to any alterations to the unit.

#### 6. **SPECIFIC CONSTRUCTION RULES AND REGULATIONS**

All work performed, regardless of the scope and classification, shall comply with the following rules:

a. **Applicability Of These Rules.** These Rules apply to owners, contractors and anyone else performing a repair, renovation or remodeling.

b. **Compliance with Procedure and Process.** No work can be started unless the owner complies with the application, licensing, permitting, insurance and approval process set forth these Rules.

c. **Timing.**

- i. Major Renovations may only be done during the period from October 1st through March 31st.
- ii. Major and Minor construction/remodeling/ renovation work may only be done from 8:00 AM to 5:00 PM Monday to Saturday and work is not permitted on Sundays or South Carolina holidays.
- iii. In an emergency only, and only upon Board approval, the Board has the discretion to allow work to be performed outside of the above stated days and times as deemed necessary.

d. **Concrete Penetrations.** The SeaCrest buildings are constructed with unique features to maintain their structural integrity. One feature is a series of many post tension cables that run throughout the concrete of the buildings. These cables cannot be damaged and, as result, these Rules place restrictions on concrete penetrations to help protect these cables. In addition, the exterior concrete is covered in a waterproof membrane to prevent its degradation. Protecting and ensuring the integrity of this membrane is important for the structural integrity of the concrete and encased cables. An errant screw or nail that pierces a cable could result in major damage to the building infrastructure or create a safety issue and could expose the owner to serious liability claims.

- i. TO PROTECT THE POST TENSION CABLES THAT RUN THROUGHOUT THE BUILDING, CONCRETE PENETRATIONS, INCLUDING BUT NOT LIMITED TO CONCRETE DRILLING or CHISELING AND THE LIKE, **IS PROHIBITED.**
- ii. MODIFICATION TO OR CREATION OF DRAINS **IS PROHIBITED.**
- iii. WHEN FASTENERS MUST BE USED AND HAVE BEEN APPROVED BY THE BOARD, NO CONCRETE PENETRATION MAY BE MORE THAN 1.25 INCHES DEEP IN ANY FLOOR OR CEILING OR ANY OTHER AREA, WITH THE EXCEPTION OF BALCONIES. WHICH REQUIRE AN EVEN SMALLER PENETRATION. BALCONIES FLOOR, CEILING OR OTHER AREAS MAY BE PENETRATED, WITH PRIOR BOARD APPROVAL, NO MORE THAN ¾ OF AN INCH.

e. **Ceilings.** Any approved changes are made to bathroom or kitchen drop ceilings must not restrict access to drains and traps of the unit above.

f. **Flooring.**

- i. Exterior. It is prohibited to place any type of flooring or tiling on any balcony, hallway, deck or patio associated with your unit. The current gray coating on the floors of the complex is a waterproof membrane that provides a critical feature required to maintain the building's structural integrity.
- ii. Interior.
  1. Inspection of underlayment under hard flooring must occur before the laying of the hard flooring. Such inspection to be done by the On-Site Superintendent at no charge to the unit owner.
  2. All hard flooring (wood, tile, vinyl plank, etc.) must have a minimum IIC rating of 62 when tested in a certified lab using the flooring of choice and a sound suppressing underlayment on a six or eight-inch concrete slab without any suspended ceiling or additional ceiling insulation.

3. Associated testing lab report(s) must be submitted with the Application that uses the forementioned testing criteria.
4. Tile flooring is only allowed on bathroom floors.

**g. Balcony Ceiling Fans.** The Board will consider a request from an owner seeking to install a ceiling fan in their unit's balcony if it meets the following characteristics:

- i. any penetration into the balcony ceiling is no more than  $\frac{3}{4}$  of an inch
- ii. the fan must be rated for outdoor installation
- iii. white in color
- iv. without any associated lighting fixtures
- v. installed in an electrically safe and appropriate fashion for outdoor use without damage to the balcony walls, ceiling or flooring
- vi. Larger balconies may be approved to contain two ceiling fans depending on the size(s) and locations
- vii. Balcony fans installed prior to April 1, 2020 are grandfathered, but when they need to be replaced for any reason, they must be replaced with fans that meet the above-listed requirements or be safely removed entirely.

**h. Interior Window Treatments.** If renovation includes new interior window treatment, the side of the window treatment facing the outside of the building must be white (per the Master Deed).

**i. Exterior Doors.** If the exterior door to enter the unit must be replaced, the door shall conform with the statutes, laws, and regulations that pertain to the design, safety and security features of commercial rental property or hotel doors, must retain the same appearance as the door being replaced and be coated with the same exterior painting material and color as the door being replaced which will ensure uniformity with other SeaCrest units.

**j. Refuse And Debris.**

- i. All dirt, trash, litter or debris must be removed from decks, corridors, elevators, stairwells and the parking area, leaving them clean at the end of each workday.
- ii. The use of dumpsters and port-a-johns must be approved by the Board or its representative prior to the placement on site.
- iii. Plywood must be placed under the dumpster to prevent any damage to the parking lot asphalt and dumpsters must be covered at the end of each day.
- iv. Dumpsters and port-a-johns must be removed immediately from the property at the end of the work job.
- v. Regime dumpsters or any plumbing on-site are not to be used for cleanup or waste disposal.

**k. Work Location.**

- i. Work is not permitted in/on any Regime Common Elements or Limited Common Elements (corridors, decks, balconies, patios, garage, lawn and pool area).
- ii. All work must be done within the confines of the unit with the front door and balcony door shut.

I. **Common Elements Property.** The unit Owner and contractor are fully responsible for any damage to Common Elements property or other Association property. The owner and/or contractor must be extremely diligent in protecting all interior and exterior building finishes. Any damage to the building or any aesthetic damages will be charged to the unit owner.

m. **General.**

- i. Sprinkler heads and smoke detectors must be covered during dusty work to help prevent false alarms. The covers must be removed at the end of the work day so they are functional when workers are not present.
- ii. Creating fires on site is prohibited.
- iii. Improper or destructive behavior by construction workers (loud music or profane language) will not be tolerated.
- iv. Elevators must not be abused or damaged and must not be held on a floor to unload while moving materials or tools into a unit- take small loads each trip and release the elevator immediately.
- v. Stairwell doors must not be left propped open.
- vi. No construction vehicles may be parked in the garage.
- vii. The Board or SeaCrest Manager must be notified at least 24 hours in advance of any work that could cause offensive odors, dust, fumes, or volatile nuisances; for example, surface refinishing, chemicals or solutions, paint removers, varnishes or lacquers. Anyone using these types of compounds in or around the building without the approval of the Board or SeaCrest Manager will be required to immediately cease work and permanently remove all those materials. The unit owner should ensure that materials used do not emit noxious, dangerous, or volatile fumes.
- viii. The Board and SeaCrest Manager reserves the right to prohibit any equipment, tool or device that may cause structural damage, intolerable noise or nuisance, either prior to or during the actual work.
- ix. A meeting with the On-site Superintendent is required before the project begins to discuss proper use of elevators, luggage carts, on-site parking, placement and use of dumpsters, placement, use and cleaning of port-a-johns and any construction related issues. Dumpsters and port-a-johns must be removed immediately from the property at the end of the work job.
- x. Any project requiring water shut off to the building requires advance notice and scheduling with the On-site Superintendent.

**7. FINES, ADMINISTRATIVE FEES AND ACTIONS**

The Board or any of its members and/or the SeaCrest Manager can verbally or in writing require a work stoppage for violation of any of the terms of these Rules. Fines of up to \$500 per day will be assessed for failure to comply with a stop work directive and said fines are in addition to the fines assessed for the owner's failure to receive prior Board approval for the project.

The unit owner must remedy all violations or reimburse the Association for any cost the Association incurs to remedy violations.

Fines and /or work suspension can apply to any violation.

On Major Renovations, Unit owners may be assessed a fee of \$250.00 per inspection for the SeaCrest Manager to: (a) inspect the site prior to the start of work; (b) review the work as it is being done; (c) confirm that the renovation was completed and is in accordance with the approved Application. Projects of a smaller scope may only require one inspection. Unit owners will be advised of the applicable inspection fee as part of the SeaCrest Renovation Approval.

On Major Renovations, a fine of up to \$5,000 will be assessed, in the Board's sole discretion, to any unit owner starting a project without the required SeaCrest Renovation Approval.

On Major Renovations, a fine of up to \$2,500 for each incident will be assessed, in the Board's sole discretion, for any plan changes from the original SeaCrest Renovation Approval that were done prior to additional written approval from the Board or the SeaCrest Manager.

All other violations of these Rules will receive a fine up to \$500 per day per incident, in the Board's sole discretion. Serious, repeated or multiple infractions will also result in an immediate work suspension order.

The unit owner will be liable for all fines, administrative costs, costs of collection and damages to any Regime common property, caused by their project, whether or not the contractor indemnifies the owner.

Fines in excess of any deposit will be charged to the unit's account for immediate payment by the owner.

The Board and/or the SeaCrest Manager reserves the right to prohibit access to the building of any contractor, subcontractor, vendor, or other building trade that the Board and/or SeaCrest Manager determines has established a history of substantial work rule violations, as stated herein, or for any other reason with or without good cause.

## **8. EMERGENCIES**

Occasionally emergencies occur which require immediate mitigation. The unit owner should take action to resolve the emergency as appropriate. The unit owner should contact the SeaCrest Manager immediately and advise of the nature of the emergency and the actions taken to date. Once the emergency mitigation is in place, the unit owner must then complete an application for any work requiring a SeaCrest Renovation Approval.

## **9. OTHER**

While the Board's representative and/or the SeaCrest Manager may inspect the work in progress from time to time, the Board, Association and the SeaCrest Manager are not general contractors and have no responsibility or liability for the unit renovation or projects. It is the owner's responsibility to ascertain that all alterations or renovations are conducted and completed to the owner's satisfaction and in accordance with the state and local laws, and in accordance with Board and/or SeaCrest Manager approved plans and specifications.

Other provisions of the Master Deed may apply and it is the responsibility of the owner to ensure that the owner and their contractor comply with its terms.

# SeaCrest Remodeling and Renovation Application and Approval Form

Form Must be completed accurately and completely.

Page 1 of 2

Application Date: \_\_\_\_\_

Owner Name: \_\_\_\_\_ Unit #: \_\_\_\_\_

Owner Phone Number(s): \_\_\_\_\_ Email Address: \_\_\_\_\_

If Rental Unit: RMC Contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Contractor Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Hilton Head License # of Contractor: \_\_\_\_\_

S.C. License # of Contractor: \_\_\_\_\_

Project Description: (Be specific to speed review time) Add separate page(s) of project description, plans, drawings, specifications, sound suppression rating, as needed.

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Permit Required? (Y/N)

Demolition Required? (Y/N, if yes, describe): \_\_\_\_\_

Flooring Projects: Describe floor material and underlay sound suppression material to be used for all flooring, except wall-to-wall carpeting, which must have sound suppression padding. Provide IIC rating and associated test lab report(s). \_\_\_\_\_

Floor or ceiling penetration necessary (Y/N, if yes, describe in detail): \_\_\_\_\_

Water shut off required? (Y/N, if yes, describe—note must be coordinated with SeaCrest On-site Superintendent): \_\_\_\_\_

Modifying or removing existing, or adding, walls (Y/N, if yes, describe): \_\_\_\_\_

**OWNER/CONTRACTOR/RMC AFFIRMATION:** I have reviewed and agree to abide by the SeaCrest rules, regulations, policies, and direction of building management, including but not limited to the SeaCrest Remodeling and Renovation Rules and Regulations. I understand and agree that any IMC/Board approval is conditioned on the following: **Any proposed floor or ceiling penetration or changes to current penetrations must be disclosed on this form and there may be no penetration without pre-approval in writing. If approval is granted, no penetration may be more than 1.25 inches with the exception of balconies, in which no penetration of concrete of more than 0.75 inches is allowed.** Care must be taken to prevent damage to building floors, walls, railings, hallways, elevators, and any other Common Elements. Sprinkler heads and smoke detectors must be carefully covered during dusty work. Work is only allowed from 8:00AM-5:00PM, Monday-Saturday. Major projects are only allowed October 1<sup>st</sup> through March 31. No work may begin until receipt of written approval of the IMC SeaCrest Association Manager, the Chairman of the Facilities Committee or the Board President. Owner is responsible for the cost of repair of damage to Common Elements and may also be fined. Strict adherence to work described herein and the SeaCrest Remodeling and Renovation Rules and Regulations is required. You agree to abide by any additional approval contingencies noted in the approval sign off on page 2.

Owner Signature: \_\_\_\_\_

Contractor Signature: \_\_\_\_\_

RMC Signature (if authorized by Owner to Manage Project): \_\_\_\_\_

Application Date:

Owner Name: \_\_\_\_\_ Unit #: \_\_\_\_\_

**IMC and/or Board Application Approval**

Classification: Major or Minor

Deposit Required: \_\_\_\_\_

IMC SeaCrest Association Manager Approval: \_\_\_\_\_

Date: \_\_\_\_\_

BOD/Renovation Committee Approval: \_\_\_\_\_

Date: \_\_\_\_\_

Additional Approval Conditions or Changes to Request including what IMC inspections are required and when:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**On-site Superintendent**

**Pre-Construction Meeting Date:** \_\_\_\_\_

Pre-Construction Review Notes: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Flooring Sound Suppression Inspection Date: \_\_\_\_\_ Permitted to proceed (Y/N):

**Post-Construction Meeting Date:** \_\_\_\_\_

Post-Construction Review Notes: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

On-Site Superintendent Signature: \_\_\_\_\_

**\*\*For Office Use Only\*\***

Approval to Refund Deposits (Y/N): \_\_\_\_\_

Detail any fines due to noncompliance below.

Note: Fine(s) will be charged to Unit owner. The Fine schedule is as described in the SEACREST Remodeling and Renovation Rules and Regulations or existing scheduled used for Complex Rules and Regulations.

Fine Date(s): \_\_\_\_\_ Fine Amount(s): \$ \_\_\_\_\_

Reason(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_