

THE SPA ON PORT ROYAL SOUND
ALTERATION PERMIT POLICY/PROCEDURE
(Adopted February 2021, Revised July 22nd 2022)

- I. A Spa unit owner(s) must submit a detailed description of work attached to the "Spa Alteration/Improvement Permit Form" for any alteration(s)/modification(s) proposed to a unit or directly to the Spa Property Manager prior to the anticipated start date of any alteration(s), which would:
 - A. Affect the exterior appearance (porches, windows, doors, hurricane shutters, etc.).
 - B. Alter the existing configuration of the interior rooms and/or porches (walls/partitions/sliding doors).
 - C. Require fastening to any common or limited common element of the building i.e., addition of screen on porch.
 - D. Require any alteration of or addition to plumbing or electrical wiring.
Emergency Work Excluded---please follow up with the Spa Manager
- II. **A copy of the Town permit (if required) must be displayed in the window of the villa while the work is being performed. All work must conform to *applicable* Town of Hilton Head & State of South Carolina Fire, Sound & Building codes then in effect.**
- III. **Contractors should be directed to place material and tools in a space in the parking lot and not in the hallway or on the lawn.**
- IV. The formal plan attached to the "Spa Alteration/Improvement Permit Form" shall include:
 - A. Drawings, detailed sketches, or detailed written description of the changes proposed.
 - B. Size of windows, screens, or doors
 - C. Type of materials to be used
 - D. A copy of the Town building permit, if required for the work to be done.
 - E. **No Spray Foam.**
 - F. No construction debris allowed in the Spa's dumpsters or enclosures. Debris must be removed from property by contractor daily.
- V. The Board of Directors may deem that the plans may adversely affect the building structure or violate building codes. In this case the owner will be required by the Board to have a licensed architect or engineer approve the plans.
- VI. Failure by the BOD/Manager to signify in writing its approval or denial of the request for modification no later than sixty (60) days after it was received shall constitute approval of the request as submitted. Should the Board deny the approval of a plan, the owner may modify and resubmit the proposal for subsequent review by the Board/Manager.
- VII. Construction work is limited only to: Monday -Friday during the months of April thru September and Monday -Saturday October thru March. No work is to be performed on Sundays. Work is limited to performed between 8am-6pm.

**THE SPA ON PORT ROYAL SOUND HPR
ALTERATION PERMIT POLICY/IMPROVEMENT FORM**

NOTE:

1. Securing a Town of Hilton Head Building Permit, if required, is the responsibility of the unit owner(s).
2. All required permits must be obtained before work begins.
3. The Spa on Port Royal's buildings are rated as "commercial" by the Town, are subject to commercial regulations and codes, and require the appropriate licensing of contractors.
4. The Spa requires and application fee of \$25 made payable to "The Spa on Port Royal Sound, HPR" (check or money order only)

UNIT NUMBER _____

PROPERTY OWNER(S) _____

PROPERTY OWNER(S) PHONE NUMBER _____

ESTIMATED START DATE _____

ESTIMATED COST _____

NAME OF CONTRACTOR/COMPANY _____
CONTRACTOR/COMPANY ADDRESS _____ _____
CONTRACTOR/COMPANY PHONE # _____
CONTRACTOR'S SC/GA LICENSE # _____
CONTRACTOR/SUB-CONTRACTOR WORKERS COMP INSURANCE _____

TYPE OF WORK *(CHECK ALL THAT APPLY)*

- | | |
|---|---|
| <input type="checkbox"/> Plumbing | <input type="checkbox"/> Porch Enclosures/Windows |
| <input type="checkbox"/> Electrical | <input type="checkbox"/> Porch Flooring |
| <input type="checkbox"/> Flooring | <input type="checkbox"/> Changes to Original Floor Plan |
| <input type="checkbox"/> Carpentry | <input type="checkbox"/> Adding/Moving Walls |
| <input type="checkbox"/> Other (Describe Below) | <input type="checkbox"/> Adding Openings to Current Walls |

BRIEF DESCRIPTION OF PROJECT *(ATTACH DETAIL)*

Submitted by [Property Owner's Signature(s)] _____ Date _____
_____ Date _____

APPROVAL SIGNATURES

Property Manager _____ Date _____
Board Chairperson (if necessary) _____ Date _____

STATE OF SOUTH CAROLINA)
)
COUNTY OF BEAUFORT)

AFFIDAVIT TO RECORD

IN RE: The Spa on Port Royal Sound Horizontal Property Regime

The attached documents are being recorded to comply with the South Carolina Homeowners Association Act, Title 27, Chapter 30, Section 110, et. seq., South Carolina Code of Laws (1976), as amended.

- Alteration Permit Policy/Procedure (Revised July 22, 2022)

Spa on Port Royal Sound Horizontal Property Regime

By: William B. Mullis

William B. Mullis
(Printed Name)

Its: President The Spa on Port Royal Sound

SWORN TO BEFORE ME

On this 19th day of August, 2022.

Jacklyn Phillips
Notary Public for South Carolina
My Commission Expires:

My Commission Expires
February 4, 2024