

STATE OF SOUTH CAROLINA )  
 )  
COUNTY OF BEAUFORT )

AFFIDAVIT TO RECORD

IN RE: Treetops 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.

1. Treetops / Ocean Breeze, HPR – Remodeling Work Application
2. Treetops / Ocean Breeze, HPR – Construction Rules (Revised February 1, 2020)

Treetops Horizontal Property Regime

By: Peggy Edwards

Peggy Edwards  
(Printed name)

Its: President

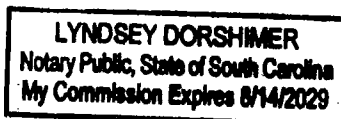
SWORN TO BEFORE ME

On this 12 Day of MAY, 2019.

Lyndsey Dorshimer

Notary Public for South Carolina

My Commission Expires:



# TREETOPS / OCEAN BREEZE, HPR

## Construction Rules

*Revised – February 1, 2020*

All owners planning renovation work must notify Savannah Hartzog at IMC 843-785-4775 ext. 137 or [Savannah@IMCHHI.com](mailto:Savannah@IMCHHI.com) before work can 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 owner 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 agreement that the rules will be followed.

- All owners must determine whether their project will require a permit from the Town of Hilton Head Island. It is the owner's responsibility to contact the Town for permits. Alerting IMC or the Regime does not eliminate the legal responsibilities of the owners and their contractors nor does it supersede the need for a building permit. All complaints and legal issues will be forwarded directly to the Town or to the attorneys and all costs associated will be charged to the respective owner(s).
- All owners must follow the Bylaws and the provisions of the Master Deed 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 their apartment, limited common elements. Notwithstanding any of the above provisions, no alteration or improvement of any of the common or limited common areas. Owners cannot make structural modifications or alterations to their apartment without submitting detailed plans for review and approval by the Board.
- The Master Deed 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 above unit.
- Use of on-site dumpsters for construction debris is strictly prohibited. If damage or debris is found, the owner will be charged for cleanup and/or repairs.
- According to the Bylaws and the Master Deed, Section 12 Rules of Conduct, No Co-Owner, resident or lessee of the Property shall: (5) "act so as to interfere unreasonably with the peace and enjoyment of the residents of the other Apartments in the Property." Therefore, all work is to be done between the hours of 8 a.m. and 5 p.m. No work is to be done on Sundays and no major renovation work is to be done between April 1<sup>st</sup> and September 30<sup>th</sup>. 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 off-site, if possible. When cutting tile, make sure other units are not subjected to excessive dust. If dust and/or debris falls on other balconies or walkways, clean these areas.
- Construction dumpsters must be approved by the Board before being placed on the property. The location and number of days on the property must be pre-approved by the Board. Dumpsters must use asphalt protection devices. Fines will be incurred for non-compliance. Damages to the asphalt or to the common grounds will be charged back to the owners.
- 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 contractor fails to do so and any expense will be charged to the owner.
- Elevators are prohibited from being used to transport construction materials or debris to or from the unit. Construction paths must be established with the Association Manager and used during the renovation process.

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

# Treetops / Ocean Breeze, HPR

## Remodeling Work Application

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

Unit Number: \_\_\_\_\_

Unit Owners: \_\_\_\_\_

Rental Agent (if applicable): \_\_\_\_\_

Estimated start date: \_\_\_\_\_

Estimated completion date: \_\_\_\_\_

Contractors who will be working in the unit:

**Name**

**SC Contractor License # or Specialty License #**

_____	_____
_____	_____
_____	_____
_____	_____

Emergency contact in the event of an issue: \_\_\_\_\_

Phone number of emergency contact: \_\_\_\_\_

Dumpster Company being used (if applicable): \_\_\_\_\_

**\*\* Please submit a description of the work to be done in the unit, along with the corresponding plans and documentation if applicable. \*\***

Please return this form via certified mail to:

*ATTN: Savannah Hartzog*

IMC Resort Services, Inc.

c/o Treetops / Ocean Breeze, HPR

2 Corpus Christi, Ste. 302

Hilton Head Island, SC 29928

or via email:

Savannah@IMCHHI.com

or via fax:

(843) 785-3901

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

***You must contact IMC Resort Services, Inc. when the work has been completed.***