

# COURTSIDE VILLAS, HPR

## RENOVATION REQUEST FORM

NAME: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

HOME PHONE #: \_\_\_\_\_ CELL PHONE #: \_\_\_\_\_

EMAIL: \_\_\_\_\_

Where damage results from the failure of an owner to perform routine maintenance the Bylaws, Article VII, Section 6(a), 6(b), 6(c) and 6 (d) clearly allocate responsibility to the owner who allowed (or caused) the damage. Such designation of liability does not require a finding the owner has been negligent. This is not a premises liability issue, but rather is a contractual allocation of liability based on assigning liability to the only person in a position to prevent damage.

**All submittals must include:** 1. Location of the alterations. 2. Detailed picture of the alterations. 3. Pictures and/or listing of the materials that will be used. 4. Name and contact information for the contractor who will be performing the changes. 5. Dates that the project will commence and completion date. **\* Up to 8 changes can be submitted per request form. \*\* Please refer to the Governing Documents for guidance on changes to your villa. (No load bearing walls may be altered)**

Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Mail all requests to:** IMC Resort Services, Inc. \* 2 Corpus Christi, Suite 302 \* Hilton Head Island, SC 29928 or  
**Email requests to:** [AdamH@IMCHHI.com](mailto:AdamH@IMCHHI.com) or [FrontDesk@IMCHHI.com](mailto:FrontDesk@IMCHHI.com)

**Note:** The Board has up to fifteen (15) days from the date of submittal to review. Requests will not be reviewed without all the proper information.

### HPR USE ONLY:

Request Received and Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Completed Request Form

\_\_\_\_\_ Architectural Drawing of Additions

\_\_\_\_\_ Name & Contact Info for Contractor

\_\_\_\_\_ Picture/Description of Changes

\_\_\_\_\_ Basic Request Meets Guidelines

\_\_\_\_\_ Dumpster Required

(must be placed on plywood)

Approval/Denied (Date & Sign): \_\_\_\_\_