

Board of Directors
Twin Oaks Villas HPR
Hilton Head Island, South Carolina

**CO-OWNER / CONTRACTOR GUIDELINES
FOR APPROVED INTERIOR / EXTERIOR ALTERATIONS OR
MODIFICATIONS**

1. A \$100.00 Twin Oaks Architectural Review Committee (ARC) application fee is required. Please make your check payable to Twin Oaks Villas HPR.
2. Co-owners who are submitting plans must be current with their financial obligations to the regime before ARC approval will be considered.
3. Three (3) sets of detailed architectural drawings done by a draftsman must be submitted to the Twin Oaks ARC.
4. A detailed plan in three sets describing changes in landscaping and or irrigation lines must be submitted with the above drawings to the Twin Oaks ARC.
5. Contractors are required to be licensed by the Town of Hilton Head Island and are required to carry Comprehensive Liability Insurance and Workmen's Compensation. (Certificates to be provided to High Tide Associates).
6. Contractors are to meet all applicable requirements of the Town of Hilton Head, Sea Pines ARB or anyone else having jurisdiction over the work site.
7. Landscaping that needs to be moved, re-located or added during or after construction will be at the co-owner's expense.
8. Irrigation that needs to be capped off, re-located or added during or after construction will be at the co-owner's expense.
9. Landscape and irrigation services to be performed by the Regime's contractors.
10. Construction Hours: 7am to 5pm, Monday thru Saturday. No work is permitted on Sundays or major Holidays, i.e. Thanksgiving and Christmas.
11. No loud music is to be played on the construction site.
12. No alcoholic beverages or any illegal substances are allowed to be consumed on the construction site.
13. Contractors must clean the exterior grounds before leaving the site each day.
14. Contractors must insure site safety for owners and guests. Caution should be observed when running power cords over side walks etc..
15. Contractors must supply their own dumpster and have it marked "Construction Debris Only". Dumpster to be located directly in front of unit being serviced.
16. Construction Schedule: ____/____/____ to ____/____/____

Please allow 30 -60 days for the ARC to review plans and respond accordingly. Plans may be submitted to High Tide Associates, P.O. Box 7665, Hilton Head Island, SC 29938
Any inquiries or complaints regarding contractors, construction debris, noise or schedules please contact Jordan Berliner, Property Manager, at High Tide Associates. He can be reached at 843-681-6154, Monday – Friday, 9am to 5pm or e-mail at: Jim`@hightideassociates.com

Applicant(s) signature (required)

I have read and will comply with the Co-owners / Contractors Guidelines.

Date: _____	Date: _____
Please sign name	Please sign name
Unit # _____	
Please print name	Please print name