

# HIGH TIDE

## ASSOCIATES

Real Estate Services • Brokerage • Regime & Association Property Management

### **Our Commitment:**

*High Tide Associates provides best in class service for our communities that is rooted in the philosophy of honesty, integrity and respect. We enable the Communities and their Board of Directors to achieve its goals through this approach. This earned trust leads to long lasting relationships. In addition, our philosophy provides our employees with a challenging and rewarding environment in which to grow and succeed.*

Dear Queens Grant I HPR Owners,

High Tide Associates (HTA) is your property management company. We look forward to serving Queens Grant I community with 25+ years of experience in regime property management. We are very excited and confident that our service will meet your expectations as we have assembled a great team to manage the property.

Ronda Durham will be your new property manager. You can email [ronda@hightideassociates.com](mailto:ronda@hightideassociates.com) or call cell at 843-295-8763

Please visit our website at [www.hightideassociates.com](http://www.hightideassociates.com) to review Master Deed, By Laws, Rules and Regulations for Queens Grant I.

If you have any questions, please call the office at 843-686-2241 or e-mail the receptionist at [reception@hightideassociates.com](mailto:reception@hightideassociates.com) .

You can reach Cindy Horne in our accounting department at [cindy@hightideassociates.com](mailto:cindy@hightideassociates.com).

Laloni Wikel, Assistant Manager at [laloni@hightideassociates.com](mailto:laloni@hightideassociates.com)

Mark Megliore, President and Director of Accounting at [mark@hightideassociates.com](mailto:mark@hightideassociates.com)

Office Hours -- Monday – Friday 9 am – 4 pm

P.O. Box 7665 – Hilton Head Island, SC 29938

Fountain Center

55 New Orleans Road, Suite 211

Hilton Head Island, SC 29928

# HIGH TIDE ASSOCIATES

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## Queens Grant 1 HPR

### **AUTHORIZATION AGREEMENT FOR DIRECT PAYMENTS (ACH DEBITS) ALL DIRECT DRAFT TRANSFERS WILL BE DRAWN ON OR AROUND THE 10TH OF THE MONTH OF WHICH IT IS DUE.**

I (we) hereby authorize High Tide Associates (HTA), hereinafter called COMPANY, to initiate debit entries to my (our) checking or savings account indicated below at the depository financial institution named below, hereafter called DEPOSITORY, and to debit the same to such account. I (we) acknowledge that the origination of ACH transactions to my (our) account must comply with the provisions of U.S. law.

#### **Your Banking Information:**

Depository Name: \_\_\_\_\_ Branch: \_\_\_\_\_ (Bank Name)  
(Location) City: \_\_\_\_\_ State: \_\_\_\_\_ Routing Number: \_\_\_\_\_  
Account Number: \_\_\_\_\_ Checking Account \_\_\_\_\_ Savings Account \_\_\_\_\_

This authorization is to remain in full force and effect until COMPANY has received written notification from me (or either of us) of its termination in such time and in such manner as to afford COMPANY and DEPOSITORY a reasonable opportunity to act on it.

If you wish to stop direct draft you must notify High Tide Associates in writing, including the date you would like the services to be discontinued. Your Personal Information: (Please Print) Account Number (Example: ABC1234): \_\_\_\_\_

Name(s): \_\_\_\_\_ Phone Number: \_\_\_\_\_ day  
\_\_\_\_\_ evening

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

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

**PLEASE ATTACH A VOIDED CHECK TO THE BOTTOM OF THIS  
AUTHORIZATION FORM**

# HIGH TIDE

## ASSOCIATES

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## Queens Grant 1 HPR

### Contact Information Sheet

If you have already done so, thank you. If you need to update, or if you have not sent your information to our office, please take a few moments and fill out the information requested below. This information is for regime business only should we need to reach you in the event of an emergency. You may return by mail, fax or email.

Villa #: \_\_\_\_\_

Name: \_\_\_\_\_

E-mail 1 \_\_\_\_\_ E-mail 2 \_\_\_\_\_

Mail address: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Emergency contact name: \_\_\_\_\_

Emergency contact number: \_\_\_\_\_

Who will be living in your unit if not the owner? \_\_\_\_\_

\_\_\_\_\_

Is your unit a rental? \_\_\_\_\_ Yes \_\_\_\_\_ No

Rental Company: \_\_\_\_\_

Phone number: \_\_\_\_\_ Email: \_\_\_\_\_

Other Comments: \_\_\_\_\_

**\*\*For your privacy, protection & security, we do not provide any owner contact information to any other party unless the individual owner provides written consent.**

Jack Hurst: Reception & Administrative Assistant  
843-686-2241  
reception@hightideassociates.com

P.O. Box 7665 • Hilton Head Island, SC 29938 • Phone 843-686-2241 • Fax  
843-686-2204 • www.htausa.com

I HAVE READ AND ACCEPTED THE QUEENS GRANT I, HPR

- MASTER DEED
- BY-LAWS
- RULES AND REGULATIONS
- ARCHITECTURAL STANDARDS

I UNDERSTAND THAT THE BOARD WILL ACT ON THIS REQUEST IN A TIMELY MANER AND PROVIDE A WRITTEN RESPONSE OF THEIR DECISION. I FURTHER UNDERSTAND AND AGREE TO THE FOLLOWING PROVISIONS:

1. NO WORK OR COMMITMENT OF WORK WILL TAKE PLACE UNTIL I HAVE RECEIVED WRITTEN APPROVAL FROM THE BOARD.
2. ALL WORK WILL BE DONE AT MY EXPENSE. ALL FUTURE UPKEEP TO BE AT MY EXPENSE.
3. ALL WORK TO BE DONE EXPEDITIOUSLY ONCE COMMENCED AND WILL BE DONE IN A GOOD WORKMAN-LIKE MANNER.
4. ALL WORK WILL BE PERFORMED AT A TIME AND A MANNER TO MNIMIZE INTERFERENCE AND INCONVENIENCE TO OTHER OWNERS NO WORK SHALL TAKE PLACE BETWEEN 5:00PM AND 8:00AM. NO WORK SHALL TAKE PLACE ON SATURDAYS, SUNDAYS OR HOLIDAYS.
5. I ASSUME ALL LIABILITY AND WILL BE RESPONSIBLE FOR ALL DAMAGES AND/OR INJURY WHICH MAY RESULT FROM PERFORMANCE OF THIS WORK.
6. I WILL BE RESPONSIBLE FOR THE CONDUCT OF PERSONS, AGENTS, CONTRACTORS AND EMPLOYEES WHO ARE CONNECTED WITH THIS WORK.
7. I WILL BE RESPONSIBLE FOR COMPLYING WITH, AND WILL COMPLY WITH ALL APPLICABLE FEDERAL STATE AND LOCAL LAWS, CODES, REGULATIONS AND REQUIREMENTS IN CONNECTION WITH THIS WORK. I WILL OBTAIN NECESSARY PERMITS AND APPROVALS OF THIS WORK, INCLUDING THE TOWN OF HILTON HEAD AND PALMETTO DUNES RESORT. I UNDERSTAND THAT QUEENS GRANT I, HPR, ITS BOARD OF DIRECTORS OR ITS AGENTS HAVE NO RESPONSIBILITY WITH RESPECT TO SUCH COMPLIANCE AND THAT THE BOARD'S APPROVAL OF THIS REQUEST SHALL NOT BE UNDERSTOOD AS THE MAKING OF ANY REPRESENTATION OR WARRANTY THAT THE PLANS, SPECIFICATIONS OR WORK COMPLY WITH ANY LAW, CODE, REGULATIONS OR GOVERNMENTAL REQUIREMENTS.

OWNERS SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

PRINTED NAME \_\_\_\_\_

CO-OWNERS SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

PRINTED NAME \_\_\_\_\_

RETURN THIS APPLICATION FOR ALTERATION TO:

High Tide Associates  
Fountain Center  
55 New Orleans Rd. Suite 211  
Hilton Head Island, SC 29928

# HIGH TIDE ASSOCIATES

Ronda Durham  
Property Manager

Office: 843-686-2241  
 Fax: 843-686-2204  
 Cell: 843-295-8763  
 Email: ronda@hightideassociates.com

P.O. Box 7665  
 Hilton Head Is., SC 29938  
 55 New Orleans Rd., Ste. 211  
 Hilton Head Is., SC 29928  
 www.htausa.com

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# QUEENS GRANT I, HPR

## APPLICATION FOR ALTERATION

Approved February 12, 2020

OWNER \_\_\_\_\_ UNIT # \_\_\_\_\_

CO-OWNER \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

PHONE # \_\_\_\_\_ ALT. PHONE # \_\_\_\_\_

ALTERATION TYPE \_\_\_\_\_ INTERIOR \_\_\_\_\_ EXTERIOR \_\_\_\_\_ LANDSCAPE

DESCRIBE PROJECT DETAILS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### DECKS:

DECKING: \_\_\_\_\_ TREATED LUMBER \_\_\_\_\_ STAIN COLOR

\_\_\_\_\_ COMPOSITE BRAND \_\_\_\_\_ COLOR

LANDSCAPE TO BE REMOVED: \_\_\_\_\_ YES \_\_\_\_\_ NO

IF YES, SPECIFY: \_\_\_\_\_

\_\_\_\_\_

LICENSED CONTRACTOR \_\_\_\_\_

PHONE # \_\_\_\_\_

DESIRED START DATE: \_\_\_\_\_ EST. COMPLETION DATE: \_\_\_\_\_

DUMPSTER REQUIRED: \_\_\_\_\_ YES \_\_\_\_\_ NO

PROJECT COORDINATOR \_\_\_\_\_

PHONE # \_\_\_\_\_

INITIALS \_\_\_\_\_

# QUEENS GRANT I, HPR

## ARCHITECTURAL STANDARDS

Approved February 12, 2020

THE AESTHETIC AND ECOLOGICAL STANDARDS OF QUEENS GRANT I, HPR REQUIRES THAT ALL STRUCTURES AND LANDSCAPING BE COMPATIBLE WITH ONE ANOTHER AND BE IN HARMONY WITH THE NATURAL SURROUNDINGS. THESE ARCHITECTURAL STANDARDS ARE ADOPTED TO PROMOTE AND MAINTAIN A HIGH LEVEL OF DESIGN, HARMONY AND CONFORMITY THROUGHOUT THE QUEENS GRANT I COMMUNITY. FROM TIME TO TIME THESE STANDARDS MAY BE AMENDED BY THE QUEENS GRANT I, HPR BOARD OF DIRECTORS.

ALL MODIFICATIONS OR ALTERATIONS TO LANDSCAPING OR STRUCTURE MUST BE SUBMITTED FOR APPROVAL BY THE QUEENS GRANT I, HPR BOARD OF DIRECTORS. ALTERATIONS OR MODIFICATION APPLICATIONS REQUIRING A 2/3 APPROVAL FROM THE CO-OWNERS WILL BE FORWARDED FOR VOTE BY THE MANAGEMENT COMPANY AFTER BOARD REVIEW AND APPROVAL.

### GENERAL RULES OF ANY PROJECT:

- A. NO WORK BETWEEN APRIL 1ST AND SEPTEMBER 15TH
- B. NO WORK CAN BE DONE BETWEEN 5PM AND 8AM
- C. NO WORK CAN BE DONE ON SATURDAY, SUNDAY OR HOLIDAYS
- D. MATERIALS CANNOT BE STORED IN COMMON AREAS
- E. DEBRIS MUST BE REMOVED ON A DAILY BASIS (DUMPSTERS ARE BY PERMIT ON A CASE BY CASE BASIS)
- F. NO TRAILERS OR WORK VEHICLES MAY BE PARKED OVERNIGHT

THE FOLLOWING ARCHITECTURAL STANDARDS HAVE BEEN COMPILED IN ORDER TO ASSIST IN CLARIFICATION AND OF THE QUEENS GRANT I MASTER DEED AND BY-LAWS.

### **I. LANDSCAPING**

PLANT AND SHRUB SELECTION IS CRITICAL TO THE COHESION AND FUTURE MAINTENANCE OF OUR PROPERTY. NEW LANDSCAPE ADDITIONS MUST NOT REQUIRE EXTENSIVE PRUNING OR OUTGROW THEIR PROPOSED LOCATION. DWARF SHRUBS AND GROUND COVERS ARE PREFERRED.

DROUGHT TOLERANT PLANTS AND SHRUBS ARE DESIRABLE TO KEEP IRRIGATION REQUIREMENTS TO A MINIMUM.

**PREFERRED GROUND COVERS:**

- |                  |              |
|------------------|--------------|
| -ASIATIC JASMINE | -MONDO GRASS |
| -LIROPE          | -JUNIPERS    |

**PREFERRED SHRUBS:**

- |                   |                          |
|-------------------|--------------------------|
| -DWARF PODOCARPUS | -DWARF LOROPETALUM       |
| -DWARF HOLLY      | -DWARF INDIAN HAWTHORNE  |
| -DWARF AZALEAS    | -DWARF JAPANESE PLUM YEW |
| -PODOCARPUS       | -INDICA AZALEAS          |
| -LOROPETALUM      | -LIGUSTRUMS              |

NO INVASIVE PLANTS OR SHRUBS ARE ALLOWED INCLUDING BUT NOT LIMITED TO: JAPANESE BARBERRY, BUTTERFLY BUSH OR BAMBOO.

**LANDSCAPE UNDER \$200.**

LANDSCAPE IMPROVEMENTS LESS THAN \$200. ARE CONSIDERED A "MINOR" MODIFICATION" AND WILL NOT REQUIRE A FORMAL BOARD APPROVAL. HOWEVER, THE OWNER IS REQUIRED TO COMPLETE AN APPLICATION FOR ALTERATION DETAILING THE PLAN FOR PROPER DOCUMENTATION. PREFERRED PLANTS AND SHRUBS ARE LISTED ABOVE. THE OWNER IS RESPONSIBLE SHOULD IRRIGATION, OR OTHER UTILITY LINES BE CUT OR DAMAGED DURING THE INSTALLATION OF PLANTS OR SHRUBS.

**LANDSCAPE OVER \$200.**

LANDSCAPE IMPROVEMENTS OVER \$200. ARE CONSIDERED "A MAJOR MODIFICATION" AND ARE SUBJECT TO BOARD APPROVAL. THE OWNER IS REQUIRED TO COMPLETE AN APPLICATION FOR ALTERATION DETAILING THE PROPOSED IMPROVEMENT, INCLUDING DETAILS OF ANY LANDSCAPE REMOVAL THAT MAY BE REQUIRED. THE BOARD WILL REVIEW THE APPLICATION TO DETERMINE ITS IMPACT ON THE QUEENS GRANT I PROPERTY. AN APPROVAL MUST BE RECEIVED PRIOR TO REMOVAL OF ANY EXISTING VEGETATION OR INSTALLATION OF NEW PLANTS. PREFERRED PLANTS AND SHRUBS ARE LISTED ABOVE. ADDITIONAL UPGRADES TO THE IRRIGATION SYSTEM ARE THE BURDEN OF THE APPLICANT. THE OWNER IS RESPONSIBLE SHOULD IRRIGATION OR OTHER UTILITY LINES BE CUT OR DAMAGED DURING THE INSTALLATION OF PLANTS OR SHRUBS. IT IS STRONGLY SUGGESTED BY THE BOARD THAT ALL MAJOR LANDSCAPE

PROJECTS BE DESIGNED AND INSTALLED BY THE REGIME'S CURRENT LANDSCAPE VENDOR.

## **II. DECKS**

ALL NEW CONSTRUCTION AND MODIFICATIONS OR IMPROVEMENTS TO EXISTING DECKS REQUIRES THE OWNER TO COMPLETE AN APPLICATION FOR ALTERATION. NEW BUILDS AND EXPANSION OF EXISTING DECKS REQUIRE APPROVAL FROM THE BOARD AS WELL AS 2/3 OF THE OWNERS. ALL DECKS SHALL BE CONSTRUCTED OF PRESSURE TREATED LUMBER; INCLUDING RAILINGS, GATES AND STAIRS. ALL SURFACES MUST BE STAINED WITHIN 45 - 60 DAYS OF COMPLETION TO MATCH THE VILLAS WITH:

**GLIDDEN SOLID STAIN SMOKED PEARL # 30YY36/094**

DECKING MAY BE STAINED A DIFFERENT COLOR. COLOR MUST BE APPROVED PRIOR TO APPLICATION.

DECKING AND STAIR TREADS MAY BE A COMPOSITE MATERIAL, COLOR SUBJECT TO APPROVAL. A LIGHT COLOR IS SUGGESTED AS COMPOSITE MATERIAL HOLDS HEAT AND CAN BECOME UNCOMFORTABLE TO WALK ON IN SUMMER MONTHS.

RAILINGS MUST BE BETWEEN 36" TO 42" IN HEIGHT. POST CANNOT EXCEED 48" IN HEIGHT.

## **III. COURTYARDS AND SERVICE YARDS**

MODIFICATION OR ALTERATION OF COURTYARDS AND SERVICE YARDS REQUIRE AN APPLICATION FOR ALTERATION BE COMPLETED AND SUBMITTED FOR APPROVAL. THIS INCLUDES THE ADDITION OF SHRUBS, TREES, DECKING, PAVERS OR CONCRETE.

## **IV. DOORS AND WINDOWS**

DOORS AND WINDOWS ARE THE OWNERS RESPONSIBILITY FOR UPKEEP AND MAINTENANCE. AN APPLICATION FOR ALTERATION IS REQUIRED TO REPLACE DOORS.



**FRONT DOORS** ARE REQUIRED TO BE A SMOOTH SURFACE PLAIN DOOR, NO DECORATIVE TRIM OR INSERT LITES ARE ALLOWED. **KITCHEN DOORS** MAY HAVE A LITE AND INTERNAL BLINDS. FRONT AND KITCHEN DOORS TO BE PAINTED:

**NEW ENGLAND GREEN (GLIDDEN) - #30GG09/106**

**SLIDERS AND WINDOWS** ARE REQUIRED TO BE DARK BROWN IN COLOR. NO GRILL PATTERN IS ALLOWED. INTERNAL BLINDS ARE ALLOWED. SUBMIT CATALOG PHOTO DETAILING STYLE DESIRED FOR INSTALLATION WITH APPLICATION FOR ALTERATION.

**STORM DOORS** MAY BE ADDED TO BOTH FRONT AND KITCHEN DOORS. THEY MUST BE DARK BROWN IN COLOR. NO ETCHED OR DECORATIVE GLASS IS ALLOWED. SUBMIT CATALOG PHOTO DETAILING STYLE DESIRED FOR INSTALLATION WITH APPLICATION FOR ALTERATION.

ALL HARDWARE TO BE SATIN NICKEL.

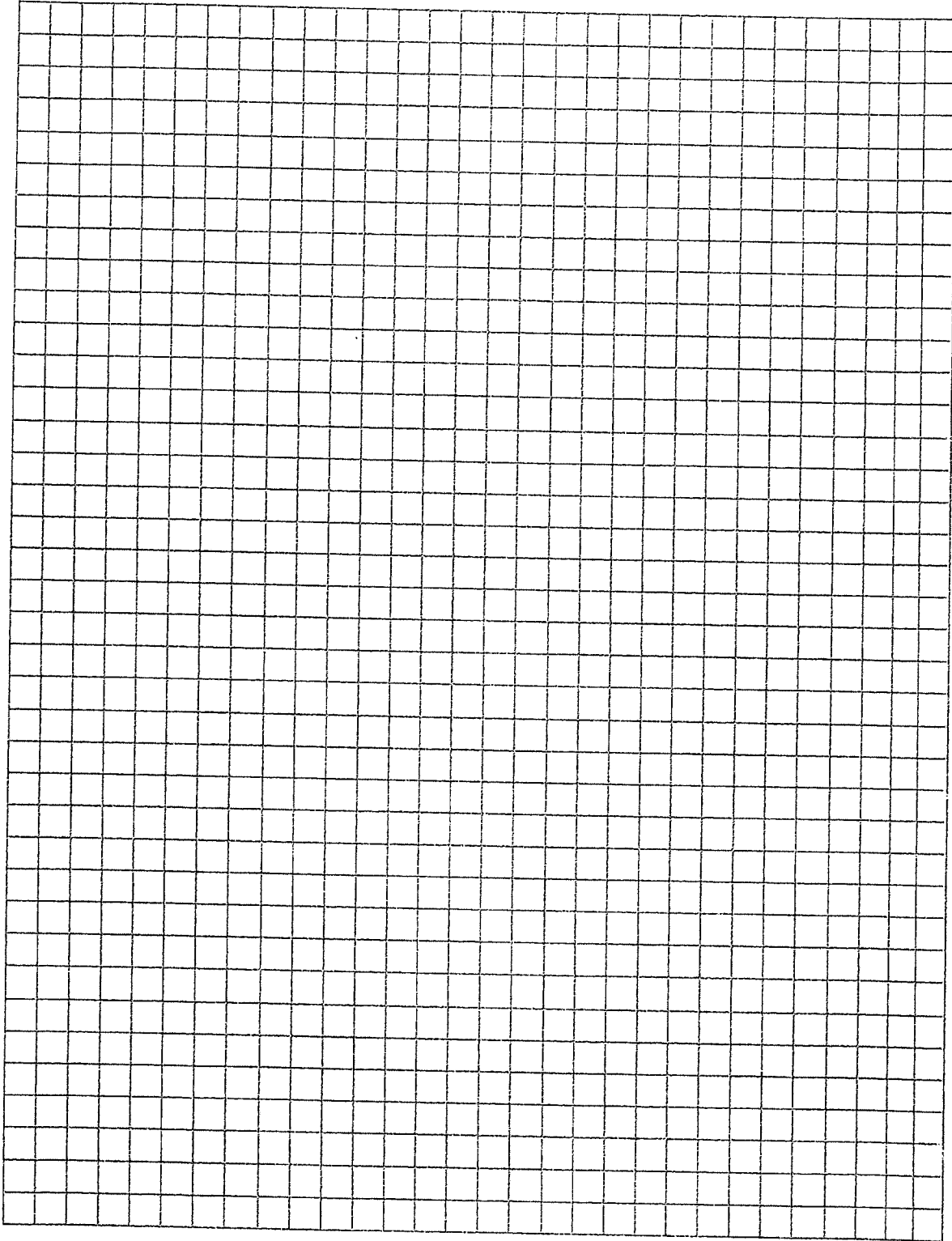
## **V. STRUCTURAL AND INTERIOR MODIFICATIONS OR ALTERATIONS**

ALTERATIONS THAT REQUIRE AN APPLICATION FOR ALTERATION INCLUDE, BUT ARE NOT LIMITED TO: **REMOVAL OF WALLS, ADDITION OF BATHROOMS, ADDITION OF SECOND FLOOR LIVING SPACE, ADDITION OF SUNROOFS AND ATTIC VENTS**, SUBMIT CLEAR AND LEGIBLE PLANS WITH THE APPLICATION FOR ALTERATION.

## **VI. SATELLITE DISHES**

**SATELLITE DISHES** SATELLITE DISHES ARE PERMITTED ONLY INSIDE OF THE SERVICE YARD AREAS AND CAN NOT EXTEND ABOVE THE HEIGHT OF THE SERVICE YARD FENCE. SATELLITE DISHES OR COMPONENTS THEREOF MAY NOT BE ATTACHED TO BUT NOT LIMITED TO SERVICE YARD FENCES, SIDES OF BUILDINGS, WINDOWS, DOORS, ROOFS, DECKS, AND ANYWHERE ON COMMON GROUNDS.

PLEASE ATTACH BLUEPRINTS OR SKETCH TO SCALE BELOW:  
(INCLUDE A TOP VIEW AND SIDE VIEW OF DECK PROJECTS)



SCALE; 1 SQUARE EQUALS 1 LINEAR FOOT

INITIALS \_\_\_\_\_



## **ARB PERMIT GUIDELINES**

Since regular property maintenance is necessary and essential, the ARB generally doesn't require permits for such activities. Please go ahead and do the work to keep your property in great shape.

Of course, more significant work does require ARB permits. The following helps to clarify the kind of work that falls under the heading of regular maintenance, and what would be more significant.

Examples of maintenance/repair/upkeep work that **DO NOT REQUIRE AN ARB PERMIT**:

- Minor roof repair (due to a roof leak or missing shingles)
- Wood rot and touch up paint after the repair
- Pool cleaning
- Power washing
- Landscape maintenance
- Tree stump removal (must be ground or cut level with the soil surface)
- Debris pickup from a fallen tree
- Driveway repair due to cracking or lifting (seal coating, patching or overlay resurfacing to the affected section)
- Replacing gutters to match existing gutters
- Re-staining or re-sealing of a deck or patio
- Removal of debris from a fallen tree
- Stucco repair due to cracks

Exterior work that changes the appearance (color, materials, etc.) or footprint of the existing property **ALWAYS** requires an ARB permit. Examples of exterior work that **REQUIRE AN ARB PERMIT**:

- Adding gutters to a home that does not already have a gutter system in place
- Repainting (even if the home will be painted the same colors)
- Reroofing (even if the new roof will match the existing color/material)
- Replacing/changing a driveway (even if replacing it to the same color/material)
- Extending a deck or patio
- Addition ornamental features (such as exterior lights or skylights)
- Extensive changes to landscaping where it alters more than 50%
- Tree trimming/removal/bush hogging
- Replacing a window or door (even if the new door/window will be the exact style/color)
- Pool maintenance for re-plaster or re-tile (even if replacing with the same color)

If there are any questions, or you would like further clarification as to what requires a permit or not, please do not hesitate to contact our ARB Manager, Monica Stites at (843) 785-1109 or at [mstites@pdpoa.org](mailto:mstites@pdpoa.org).