

Guidelines for Villa Improvements for Queens Grant II Homeowners

Updated February 21, 2024

All exterior changes to a villa require the prior approval of the Queens Grant II Board. Prior to starting any major improvements on your Villa, please be advised of repairs and maintenance that not only require Queens Grant II Board approval but permits from The Town of Hilton Head (in some cases) as well as permits from Palmetto Dunes ARB. Below is a list of repairs and maintenance items that require both QG II Board approval, ARB approval and possibly a permit from the Town of Hilton Head Island for easy reference as well as the necessary steps in the process.

Required steps:

- 1) Complete the attached Modification Application and return it to the Property Manager, currently Ronda Durham, at High Tide Associates, contact information provided at the bottom of modification application.
- 2) **AFTER QG II Board Approval**, obtain PDPOA ARB permit, if required. NOTE: ARB permits generally require payment of a fee and a refundable deposit to ensure work is completed.
- 3) If required, obtain a Building Permit from the Town of Hilton Head Island
- 4) The Property Manager must have copies of the Town of HHI Permit (if applicable) and the Palmetto Dunes ARB permit **PRIOR TO** work commencing. Permits **MUST** be displayed as required.
- 5) Contact High Tide Associates when the work has been completed so that a final inspection can be conducted. Inspections may also be required by the Town of Hilton Head and/or PDPOA ARB.

PLEASE NOTE: DUMPSTER REQUIRES PRIOR APPROVAL FROM THE QUEENS GRANT II BOARD PRIOR TO OBTAINING. PALMETTO DUNES IS NOT AUTHORIZED TO GRANT PERMISSION FOR DUMPSTERS ON QUEENS GRANT II PROPERTY. Dumpsters not allowed between Memorial Day and Labor Day.

EXTENDING A DECK OR PATIO -- This is a **significant** modification which requires QB II Board approval, ARB approval and Town of HHI Permit

- i) Provide a detailed plan including a drawing with all dimensions along with the modification request form to the property manager which then will be presented to the Board for review and approval.
- ii) Provide a list of color and materials with sample photos if applicable.
- iii) A negative rake away from the building is necessary and the plan needs adequate spacing between decking boards for water drainage.

- iv) The deck must be set in from the outer edge of the building by at least 2 feet including steps. Exit steps cannot lead into a bush, tree or shrubbery. This also provides for adequate space for utility connections.
- v) The plan must show whether the deck is free standing with a space at the wall or connected to the building. If there is a ledger connected to the building, flashing must be installed to keep the water from entering the connection to the siding.
- vi) If the deck has a railing on the perimeter, please specify the spacing of the balusters or spindles to specified safety guidelines.
- vii) Per the PD ARB guidelines, 16.1.4- All exposed vertical elements of a wooden deck or terrace, including benches, railings and below deck structures must be stained or painted to match house siding in the approved exterior color of Smoked Pearl which is a Glidden color but can be matched by other retailers.
- viii) Any irrigating heads within the footprint of the deck need to be professionally capped off at the owner's expense. This procedure needs to be verified by our current landscaper and the property manager.
- ix) Provisions must be made for mature shrubbery and any trees impacted with allowance for their future growth.
- x) The Regime's termite company must treat the post holes and wall on that side of the building prior to the decking being installed. This scheduling must be coordinated with the property manager, cost incurred will be at the Owner's expense.

REPLACEMENT OF DOOR AND WINDOW STANDARD GUIDELINES --Significant improvement requiring QG II Board approval, ARB permit and Town of HHI Building permit. Permit Grantor will specify storm impact grade and other requirements necessary for approval.

❖ **Front entry Door:**

- **Solid Slab design with SMOOTH surface -- similar to original**
- No raised panels or windows
- Must be painted the standard door color, Glidden New England Green
- Door hardware (including a kickplate, if desired) finish should be satin stainless steel or satin nickel.
- A spare key or keyless lock entry code must be provided to High Tide Associates in case emergency entry is needed to your property!
And for Pest control to enter premises.

❖ **Utility area Door into Kitchen**

- Smooth surface, single light door (one window), may be half or full view size
- Must be painted the approved door color for Queens Grant II, Glidden New England Green.

- All door hardware, including kickplate should be satin stainless steel or satin nickel

❖ **Sliding Doors at Patio/Deck**

- Door must have a minimal frame size and be full view –similar to original design
- Frame may be metal or any suitable door material and must be factory applied bronze finish. Inside may be white or any finish that is available
- Miniblinds inside the glass are allowed
- Door hardware should be satin stainless steel or satin nickel

❖ **Stationary window next to slider and other windows**

- Same guidelines on framing and color as Sliding/Patio doors - Metal or any other suitable building materials and bronze in color on outside, white or any color on inside
- Window should have minimal frame profile and be full view -- similar to original window with sliding feature to open (except for stationary window next to patio door)

SIMPLE EXTERIOR MODIFICATIONS THAT REQUIRE ONLY QUEENS GRANT II BOARD APPROVAL

- ❖ This includes but is NOT limited to exterior light fixtures, storm doors, landscaping and security cameras.
 - Light fixtures and storm doors have approved standards/colors and specifications can be provided by the property manager. ANY variations from the approved items will need Board Approval. If you do NOT receive Board approval and choose a light fixture or color, The Board reserves the right to replace and repaint if necessary at a cost incurred TO THE OWNER

INTERIOR MODIFICATIONS SUCH AS LOFTS TO MODIFY A 2 BR INTO A 3BR AND/OR TO ADD AN ADDITIONAL BATHROOM TO ANY UNIT WILL NOT BE CONSIDERED DUE TO LACK OF INFRASTRUCTURE TO ACCOMODATE ADDITIONAL PEOPLE IN THE UNIT OR THE EXCESS DRAW ON THE PLUMBING WHICH IS NOT DESIGNED FOR THE ADDITIONAL DEMAD THAT WOULD BE PLACED ON THE AGING INFRASTRUCTURE .

Please reach out to Ronda Durham at High Tide Associates with any questions or concerns. Ronda@hightideassociates.com cell 843-295-8763.

We appreciate your cooperation with these procedures.

Sample of Exterior Lights approved by the QG Board 3-13-18

