

## Queens Grant III Alteration-Modification Procedure

In accordance with the Master Deed/By-Laws the process for Owners conducting applicable alterations or modifications must be approved by the Board of Directors. All alterations are subject to PDPOA ARB permit regulations ( <https://pdpoa.org/about/arb>) and also permit regulations which may be a requirement by the Town of Hilton Head. The Queens Grant III process for approval requires submittal of a detailed request in writing via email or US mail, or hand delivered to High Tide Associates at P.O. Box 7665 Hilton Head SC 29938 or to office located at 55 New Orleans Circle Suite 211 Hilton Head, SC 29928 including a blueprint clearly defining all alteration plans. Application form is available as attachment 1. High Tide Associates will review the application for accurate completion and submit to the Queens Grant III Board of Directors for approval. The Board decision must be communicated to the Owner within 30 days. Notification of decision will be sent to the Owner from High Tide Associates via email for or written notification using US Mail. Owner is responsible for all work performed, contractor conduct and daily clean up and removal of any debris. No dumping of any materials by any entity is allowed anywhere on the premises.

**Applicability:** Structural repairs or alterations that require board approval include, and are not limited to addition of bathrooms, removal or restructuring of interior walls, skylights (or any other apparatus attached to or mounted on the Common Areas of the building such as the roofs or exterior walls), addition of second floor rooms or any alteration that would increase the square footage of the unit. The square footage and floor plan for each and every unit are clearly defined in the By-Laws.

Decks, service area and courtyard alterations require specific guidelines unless they are for minor repairs and do not change the existing structure or design.

Per the Master Deed and By-laws, any violations of the policy for alterations, *modifications or structural remodeling are subject to removal at the expense of the defaulting Owner*. Failure to comply will result in fines and/or requirement of Owner to return property to the original state of construction.

### Policy for Windows and Doors:

Windows and doors, including sliders may be replaced with new, like for like replacement. Frames should be brown/bronze in color.

- Exterior trim must be the same as existing.
- Windows may not be replaced with doors.
- Damage done to the exterior during installation must be repaired.
- All local regulations and codes must be followed, including hurricane proof impact glass.

### Decks:

A drawing of the proposed deck design, size and location is required.

Approval of the drawing is required before construction can begin.

- Decks must be 2 feet away from the siding of neighboring decks.
- Decks should be installed 2 inches below the door sill.
- A gap of 2 inches should be left between the deck and the siding.
- The landscaper should be contacted to locate and cap any sprinkler heads located beneath the decking area.
- Decks may be one of three gray shades (siding, trim, front door) which are on file at Sherwin Williams.
- All local regulations and codes must be followed.
- Decks are not permitted to extend further than the width of the home.

**Definition of Responsibilities**

**Plumbing repairs:** any faulty pipes, leaks, drainage clogs occurring in the interior of the unit are the obligation of the Owner. Plumbing issues that are below the slab or outside of the unit are a Regime responsibility and the Owner must contact the Regime directly for repair. Only Regime approved plumbers are authorized to do repairs outside of the unit. Any plumbing issues involving flushing of wipes, paper towels, grease etc. are the responsibility of the Owner.

**Water heater and overflow** is an Owner responsibility. They should be inspected regularly. Palmetto Electric will do an inspection of your water heater free of charge, you can call them for an appointment. They also perform new installations.

**HVAC systems** and drainage are an Owner responsibility. They should be inspected at least annually. If your unit is unoccupied an extended period of time, we would recommend you make arrangements to have your unit checked for any issues.

**Outdoor spigots, faucets and outdoor showers** are the Owner's responsibility. Hoses should be stored neatly.

**Washing machine** water hoses should be replaced every two or three years. The lint screen and vent of dryers should be cleaned regularly.

Many situations can occur such as a defunct refrigerator, toilet leaks, ruptured water heaters, or the HVAC system is malfunctioning. It is recommended to maintain an even temperature for your villa especially in the summer months to prevent mold.

HOG (Condominium Owners) insurance is required to be maintained by the Owner. The policy should include at least personal property, building additions, alterations and upgrades and liability coverage. Make sure you have adequate coverage. Your regime policy coverage in the event of a disaster is for the unit in an original "as built" state.

**Queens Grant III Alteration-Modification Application to Board for Approval**

Date of Receipt of Completed Request: \_\_\_\_\_ Board Approval Confirmation Date: \_\_\_\_\_

Owner's Name: \_\_\_\_\_ Queens Grant III Villa Number: \_\_\_\_\_

Owner's Mailing Address: \_\_\_\_\_

Owner's Contact Number: \_\_\_\_\_ Owner's Email Address: \_\_\_\_\_

Type of Request:

Deck: \_\_\_\_\_ Courtyard: \_\_\_\_\_ Service Yard: \_\_\_\_\_ Other: \_\_\_\_\_

Description of Work with conceptual drawings: provide attachments as applicable \_\_\_\_\_

**Will the work:**

Tie into the common plumbing for Bathroom/Kitchen addition: \_\_\_\_\_

Electrical work: \_\_\_\_\_ (must be performed by a licensed entity and comply with all State and Local building codes).

Removal or restructuring of interior wall(s): \_\_\_\_\_

Include sky lights or any other apparatus attached to or mounted on the Common Areas such as the Roof or exterior of the building. \_\_\_\_\_

Include interior structural modification such as an addition of a second-floor room or any other alteration that would increase the square footage of the unit: \_\_\_\_\_

Contractor's name(s) with license numbers, confirmation of workman's comp, liability insurance and a Hilton Head Business license: \_\_\_\_\_

Estimated duration of work and start - completion dates: \_\_\_\_\_

Attachments to include Contractor's Full Scope of Work including list of project steps, materials, timeline projections and drawings when applicable. All projects must provide Palmetto Dunes written approval AND a permit from the Town of Hilton Head must be provided to the Management Company (High Tide Associates), as well as posted at all times. Copies of Contractor's insurance COI with Queens Grant III Board and Management Company (High Tide Associates) listed as Certificate Holders (Proof of insurance required prior to approval and COI prior to start date).

Owner acknowledgement \_\_\_\_\_

All work must be conducted in accordance with the Queens Grant III Master Deed, By-Laws, Rules and Regulations and Architectural Standards.

No work will take place until written approval has been obtained from the Board.

Work will be performed in a timely manner and in a workman-like manner to include performance at time to minimize interference and inconvenience to other Owners. No work shall take place on Saturdays, Sundays, or Holidays or after 6:00 PM in compliance with Palmetto Dunes policy

All work and future upkeep will be at the Owners expense. Any Owner installed items or other products, on the common property that may require removal due to future repairs or other maintenance upkeep, will not be reimbursable. Owner will be responsible for all liability, damages and or injury which may result from performance of this work. Owner is responsible for the conduct of all agents, contractors and employees who are connected with this work. Owner is responsible for obtaining all necessary permits, inspections and approval for this work including the PDPOA Architectural Review Board and the Town of Hilton Head. Also including compliance with all applicable Federal, State and Local laws, codes and regulations.

Owner Signature: \_\_\_\_\_ Owner Name: \_\_\_\_\_