

BEACHSIDE TENNIS VILLAS OWNER REQUIREMENTS FOR MAKING STRUCTURAL MODIFICATIONS OR INTERIOR ALTERATIONS

The Master Deed stipulates that all structural modifications or any interior alterations to a unit require prior written approval of the board. This requirement does not apply to routine maintenance or repairs such as painting, carpeting, appliance repair, etc. It does, however, apply to any modifications that effect any utility, appliance, floor, wall or ceiling.

Owners are required to comply with the following procedures:

Scope of work:

- All work must comply with the provisions set forth in the Master Deed, Bylaws, and Rules of Beachside Tennis Villas; the Covenants and Rules of Sea Pines; and local building codes.
- All work is limited to the confines of the unit involved and cannot extend to common property or limited common property.
- All work must be undertaken in a manner that is safe, does not compromise the integrity of the building, or adversely affect the enjoyment of other owners.

Approval and Permits:

- A Proposal for Renovation, including appropriate drawings, must be submitted to the Management Company for board approval before work commences.
- A Renovation Permit must be obtained from the Management Company and displayed at the work site.
- A Dumpster Permit must be obtained from the Management Company when dumpsters are used and displayed on the dumpsters. The Management Company will approve the size, type, and location of dumpsters and the length of time they can be on site.
- A City Building Permit must be obtained by the owner or owner representative, when required, and displayed at the work site.
- A copy of Beachside Tennis Villas – Contractor Rules must be obtained from the Management Company and displayed at the work site.
- **NEW** - Any construction procedure that will generate excessive or extended noise or may cause inconvenience to neighboring units requires approval by the board. The application must include a definition of the procedure, why it is required, as well as the specific times and durations expected for the procedure. The board may elect to restrict the procedure or to limit the times that such procedures are allowed. The owner or contractor will be required to give the Regime Management Company notice of the planned procedure at least three (3) business days prior to said procedure so that neighbors can be notified.
- **NEW** - Renovation projects that require modifications to the telephone riser conduit (which provides telephone service to other units and is considered common property) must provide for a continuous conduit and unspliced cables supplying units above. "Guidelines for Modifications to Telephone Risers" must be obtained from the Regime Property Manager.

Timing:

- Work may not be performed during the months of June, July, or August without special approval by the board.

Contractors:

- Owners are responsible for employing contractors who have the appropriate licenses and insurance for the work involved.

NEW - Penalties:

- Any violation of the above defined rules may result in a fine of up to \$500 per day and a suspension of construction until the appropriate corrective action is taken.