

**BEACHSIDE TENNIS VILLAS**  
**CHECKLIST FOR APPLICATION FOR INTERIOR RENOVATIONS**  
**May 15, 2024**

All modifications and/or interior alterations to a villa or its deck/balcony require prior approval from the board. Any changes to the villa exterior including doors, windows, new wall penetrations, or common areas are prohibited. This requirement does not apply to routine maintenance or repairs such as painting, carpeting, appliance repair/replacement, and the like. All communications regarding renovations should be directed to IMC.

**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 and guests.

**Approvals, Permits, and Certifications**

Proposals for renovations must be completed to include the following. Blank forms and samples of completed forms are available from IMC.

- Application for Unit Renovations Permit (Exhibit 1)
- Unit Renovations Permit Agreement (Exhibit 2)
- Unit Renovations Permit (Exhibit 3)
- Project Change Request Form (Exhibit 4)
- A detailed waste disposal plan
- Town of Hilton Head building permit
- Certificate of Insurance
- Copy of Contractor's License
- Estimated start and completion dates
- Acknowledgement by unit owner and contractor of compliance with the Rules and Regulations for Renovations of Individual Units of BTV

**Work Hours and Noise Restrictions**

- Work hours are limited to 8:00 AM to 5:00 PM, Monday through Saturday
- No work may be conducted on the following days without board approval
  - From the Friday before Memorial Day through Labor Day
  - From Christmas Eve through New Year's Day
  - From Monday through Sunday of the Heritage Golf Week
  - On South Carolina Holidays
- Any work generating excessive noise for prolonged periods requires advanced scheduling and must be approved by the board. A minimum of three (3) business days' notice is required.
- When used to transport materials, equipment or debris, the elevator walls, floor, and ceiling should be protected from damage.

**Sample Documents**

Exhibits for applications and samples of various scopes of work are included with this checklist as guides.

*Beachside Tennis Villas Regime Manager*  
*2 Corpus Christi Ste. 302*  
*Hilton Head Island, SC 29928*

**EXHIBIT 1**

**BEACHSIDE TENNIS VILLAS  
APPLICATION FOR UNIT RENOVATIONS PERMIT**

DATE: 6/3/2024 PROPERTY IDENTIFICATION - UNIT # 2345

OWNER INFO:

Name: William Paris Phone: 843-555-1234  
Address: 247 S Sea Pines Drive #2345, Hilton Head 29928 Email:  
WP@mmail.com

ARCHITECT/DESIGNER INFO:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_

BUILDER/CONTRACTOR INFO:

Name: New Construction LLC Phone: 843-555-4321  
Address: 1553 Huntsman Road, Hilton Head Island, SC 29920

SCOPE OF WORK:

A complete description of the work to be undertaken must be attached, including drawings or blueprints of the planned renovations.  
A waste disposal plan must also be attached.

Work will begin on or about 9/15/2024 and completed on or about 10/30/2024.

Town Permit # 0111-2024 (If appropriate) Town Permit Fee \$ 450

Estimated cost of project \$ 150,000 Escrow Deposit enclosed \$ 15,000

The escrow deposit is to be 10% of the Estimated Cost of Project but no less than \$2,500.

In submitting this request, the undersigned acknowledge that they

- have read the Rules and Regulations for Renovations of Individual Units of BTV,
- understand that work is limited to 8:00AM to 5:00PM Monday through Saturday,
- understand that work may not be performed during the following without board approval:
  - from the Friday before Memorial Day through Labor Day,
  - from Christmas Eve through New Year's Day
  - from Monday through Sunday of the Heritage Golf week
  - on South Carolina Holidays

William Paris  
Owner's Signature

6/3/2024  
Date

[Signature]  
Builder

6/3/2024  
Date

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**SUBMIT THIS APPLICATION WITH ALL REQUIRED ATTACHMENTS TO:**

Beachside Tennis Villas Regime  
Manager 2 Corpus Christi Ste. 302  
Hilton Head Island, SC 29928

**EXHIBIT 2**

**BEACHSIDE TENNIS VILLAS  
UNIT RENOVATIONS PERMIT AGREEMENT**

DATE: 6/3/2024 UNIT #: 2345

OWNER: William Paris

BUILDER: New Construction LLC

- i. Permission is granted for construction in accordance with your plans and specifications, as approved by the Board of Directors of Beachside Tennis Villas on \_\_\_\_\_.
- ii. The owner and owner's builder certify that they have received and read the current Beachside Tennis Villas Rules and Procedures for the Renovation of Individual Units and accept and shall abide by all its procedures, requirements, and regulations.
- iii. The Board of Directors of Beachside Tennis Villas hereby acknowledge receipt of an escrow deposit in the amount of \$ \_\_\_\_\_.
- iv. The following special conditions are granted/imposed:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.
- v. Work will begin on or about 9/15/24 and completed on or about 10/30/24.

**NOTE:**

- Contractor work is limited to 8:00AM to 5:00PM Monday through Saturday.
- Work may not be performed without board approval from:
  - Friday before Memorial Day through Labor Day
  - Christmas Eve through New Year's Day
  - Monday through Sunday of the Heritage Golf Week
  - or on South Carolina Holidays

William Paris 3/3/24  
Owner's Signature Date

[Signature] 3/3/24  
Builder/Contractor Date

\_\_\_\_\_  
Regime Manager Date

\_\_\_\_\_  
Board of Directors Date

**EXHIBIT 3**

**BEACHSIDE TENNIS VILLAS  
UNIT RENOVATIONS PERMIT**

Owner: William Paris

Beachside Tennis Villas Unit #: 2345

Builder/General Contractor: New Construction LLC

- DEMOLITION/REMOVAL PERMIT #: \_\_\_\_\_

\_\_\_\_\_  
Board of Directors \_\_\_\_\_  
Date

- CONSTRUCTION PERMIT #: \_\_\_\_\_

\_\_\_\_\_  
Board of Directors \_\_\_\_\_  
Date

**APPROVED PLAN CHANGES**

No. \_\_\_\_ Approved \_\_\_\_\_  
Board of Directors \_\_\_\_\_  
Date

No. \_\_\_\_ Approved \_\_\_\_\_  
Board of Directors \_\_\_\_\_  
Date

No. \_\_\_\_ Approved \_\_\_\_\_  
Board of Directors \_\_\_\_\_  
Date

No. \_\_\_\_ Approved \_\_\_\_\_  
Board of Directors \_\_\_\_\_  
Date

No. \_\_\_\_ Approved \_\_\_\_\_  
Board of Directors \_\_\_\_\_  
Date

No. \_\_\_\_ Approved \_\_\_\_\_  
Board of Directors \_\_\_\_\_  
Date

**THIS PERMIT MUST BE POSTED ON OR NEXT TO THE FRONT ENTRANCE OF THE  
UNIT AT ALL TIMES DURING THE RENOVATION PERIOD**

**EXHIBIT 4**

**BEACHSIDE TENNIS VILLAS  
PROJECT CHANGE REQUEST  
FORM**

DATE: \_\_\_\_\_ UNIT # 2345 PERMIT # \_\_\_\_\_

DESCRIPTION OF REQUESTED CHANGE (attach revised or marked up plans as appropriate):

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SAMPLE

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

Owner     Builder

# New Construction, LLC

1553 Shore Drive  
Hilton Head Island, SC 29920  
843-555-1615

Date: February 9, 2024

Project: Bathroom Renovation  
Unit 2563 Beachside Tennis Villas, Hilton Head

## Scope of Work and Disposal Plan

### Master Bathroom

Demo existing shower, tile, floor  
Install new shower pan with mud base  
Install ½" Durock on walls, install new tile in shower surround and on base  
Install new tile on floor over sound proofing barrier  
Install new shower valve and drain to existing drain system  
Install new shower door and fixed panel  
Demo existing countertops and backsplash  
Install new countertops and backsplash and undercounter sink basins  
Install new faucets, drain pipes, and supply lines  
Install new toilet  
Install new exhaust fan w/light  
Repair any damaged drywall, install new door trim  
Paint walls, ceiling, door, and trim  
Install new over-counter lighting

### 2<sup>nd</sup> Bathroom

Demo existing wall, drywall at tub surround, and floor tile  
Re-finish bathtub  
Install ½" Durock on walls  
Install new tile in tub/shower surround  
Install new tile on floor over sound proofing barrier  
Install new tub/shower valve and tub drain to existing drain system  
Install new shower bypass door  
Demo existing countertops and backsplash  
Install new countertops and backsplash and undercounter sink basins  
Install new faucets, drain pipes, and supply lines  
Install new toilet  
Install new exhaust fan w/light  
Repair any damaged drywall, install new door trim  
Paint walls, ceiling, door, and trim  
Install new over-counter lighting

### Miscellaneous

Protection will be provided for interior of elevator(s) while transporting materials and debris.

## Disposal Plan

Will coordinate placement of a 20 yard dumpster on property with management company.

# New Construction, LLC

1553 Shore Drive  
Hilton Head Island, SC 29920  
843-555-1615

Date: February 9, 2024

Project: Windows and Sliding Door Replacement  
Unit 2563 Beachside Tennis Villas, Hilton Head

## Scope of Work and Disposal Plan

### Project Scope

Remove and replace three sliding doors (master bedroom, guest bedroom, and living area) and bank of windows in living area.

### Demolition and Installation details

Remove interior casings and exterior trim  
Inspect framing for wood rot and other damage, repair as needed  
Install flashings as appropriate  
Install new sill pans for sliding doors  
Install spray foam insulation between framing and window and door frames  
Install new exterior trim and caulking, putty all seams, nail, and screw holes  
Prime and paint exterior trim  
Install new casings, prepare for painting, prime and paint

### Miscellaneous

Note: All work to be performed from inside the owner's unit.  
Protection will be provided for interior of elevator(s) while transporting materials and debris.  
A lift is anticipated for larger materials and we will coordinate this with the management company.

### Disposal Plan

Will coordinate placement of a 20 yard dumpster on property with management company.

# New Construction, LLC

1553 Shore Drive  
Hilton Head Island, SC 29920  
843-555-1615

Date: June 9, 2024

Project: Kitchen and Living Area Renovation  
Unit 2563 Beachside Tennis Villas, Hilton Head

## Scope of Work and Disposal Plan

Demo Plan—See attached drawing

- Remove and dispose kitchen countertops, cabinets, appliances
- Remove non-load bearing wall between kitchen and hallway (sketch attached)
- Remove existing floor covering in entry hallway, kitchen, and living area

Flooring

- Install LVP over acoustic underlayment

Kitchen Design

- Cabinet and floor plan details as shown on drawings by vendor, Wilson Design, Inc.

Carpentry, Plumbing, Electrical

- Rough-in plumbing and electrical
- Repair damaged drywall and trim
- Install new kitchen cabinets
- Install new countertops
- Install undermount sink
- Install new supply lines and drain, supply line for ice maker
- Trim out plumbing and electrical
- Install new appliances
- Paint walls, ceiling, and trim

Living Area

- Install base trim
- Paint walls, ceiling, and all trim
- Trim out electrical as needed

Other areas

- Replace and paint bi-fold doors at laundry closet
- Replace door hardware on HVAC closet, bedrooms, and entry
- Paint all doors and trim

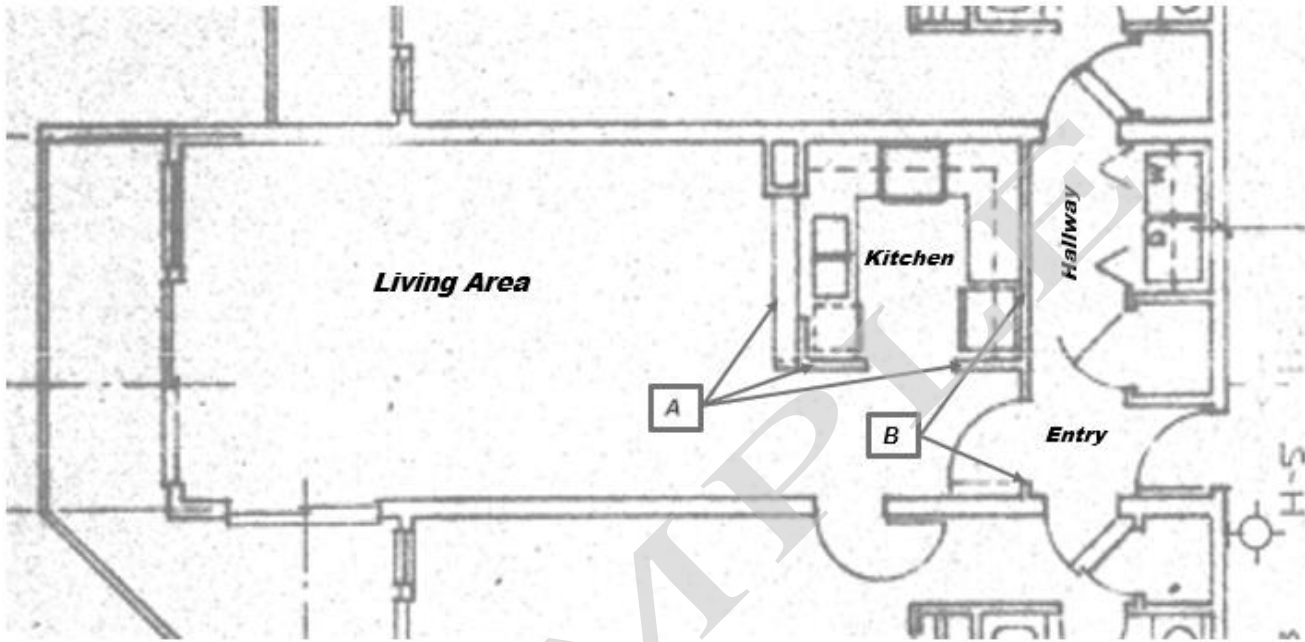
Miscellaneous

- Protection will be provided for interior of elevator(s) while transporting materials and debris.

## Disposal Plan

Will coordinate placement of a 30 yard dumpster on property with management company.





## Demolition Plan

Revised 2/9/2024

### Demolition Notes

**A**-Remove knee wall and partitions

**B**-Remove non-load bearing wall and door

Note; Relocate plumbing and electrical according to cabinetry layout drawings and details

### New Construction, LLC

Kitchen and Living Area Renovation Project  
Unit 2563 Beachside Tennis Villas  
247 S Sea Pines Drive  
Hilton Head Island