

QUEENS GRANT IV

ALTERATION GUIDELINES

This document is provided as a guide for:

- (a) the architectural objectives to promote and maintain a high level of design, quality, harmony, and conformity throughout Queens Grant IV
- (b) the submittal and approval procedures, and
- (c) further clarification to the Master Deed and By-Laws.

I. Development Objectives

Aesthetic and ecological quality of Queens Grant IV requires that all structures and landscaping be compatible with one another, and insofar as possible, be in harmony with the natural surroundings. To achieve this goal, the following guidelines have been adopted and may from time to time be amended.

Architectural controls governing alterations at Queens Grant IV are administered by the Board of Directors of the Queens Grant Horizontal Property Regime IV. All structural modifications or alterations must be approved by the Board of Directors. Prior decisions or rules regarding matters of design or aesthetics will not be deemed to have set a precedent if the Board of Directors feels that the repetition of such action will have an adverse effect in the community. Each project submitted to the Board will be reviewed on an individual basis.

II. Landscaping Policy

Minor Landscape Improvements: Landscape improvements less than \$200.00, such as the addition of a flat of annual or a few shrubs is considered a minor modification and will not require any formal Board approval. However, the Owner must still contact the Property Management Company to describe their proposed intentions, so that the improvements can be documented and determine compliance with maintenance standards for the regime.

Major Landscape or Hardscape Improvements: Extensive hardscape and landscape improvements, over \$200.00 must be reviewed by the Board to determine if improvements are: appropriate for the site, or impactful to adjacent neighbors and the neighborhood as a whole. Individual Owners will be required to assume the costs of any required upgrades (or damages) to the irrigation system needed to provide adequate irrigation coverage of any new plantings.

It is strongly recommended that Owners contract with the current maintenance vendor for the design and installation of new plantings. Contracting with the current landscape maintenance vendor will ensure that the work conforms to existing maintenance requirements and that the vendor, and the regime, will accept continued maintenance of the new landscape additions.

Plant selection is important. New landscape additions must specify plants that will not outgrow their proposed location. New plants must not require extensive

pruning to keep them within their boundaries and away from structures. Dwarf shrubs and groundcovers are best, especially in the courtyard areas. Drought tolerant plants are also preferred to keep irrigation requirements at a minimum.

Preferred groundcovers include, Asiatic Jasmine, Liriope, Mondo Grass and Junipers.

Preferred shrubs include Dwarf Hollies, Dwarf Loropetalum, Dwarf Indian Hawthorne, Dwarf Azaleas, Dwarf Japanese Plum Yew, Podocarpus, and Drought Tolerant Perennials. Finally, a limited number of larger shrubs are acceptable if space is available. Acceptable larger shrubs would include Camellias, Indica Azaleas, non-dwarf Loropetalum, Ligustrums or Viburnums.

Vines and Espalier plants that are proposed to be trained to the building surface are not acceptable.

Perennials must be drought tolerant and non-invasive.

Proposed garden ornaments and sculptures must also be approved by the Board.

III. Submittal and Approval Procedure

All proposed structural modification or alteration including, but not limited to remodeling, exterior changes including decking, doors, windows, satellite dishes, and landscaping must be approved by the Board of Directors before work of any kind is begun. A Certificate of Plan Acceptance is needed for any structural alteration on the interior of the villa. All HVAC, electrical, plumbing and interior structural modifications must be completed by a licensed contractor. A building permit issued by the Town of Hilton Head Island must be provided to IMC Resort Services, Inc. as a condition for final approval.

- A. Complete the Queens Grant IV Application for Alteration Approval (see copy attached) along with required drawings and specifications for any proposed alterations.
- B. After Board review, and within 30 days of submission, the homeowner will receive a letter advising the status of their request. If approved, a Queens Grant IV Certificate of Plan Acceptance will be issued and must be received by the applicant prior to commencement of any clearing, material delivery, or construction.
- C. All construction work will be subject to inspection
- D. If the alteration is an addition or improvement upon an existing deck, the homeowner accepts the responsibility for the adjacent landscaping.
- E. The contractor must remove all debris from the premises daily.
- F. If a job requires a dumpster, it must be approved prior to delivery, and it must be placed in the location determined by the Board.
- G. No trailers, building materials or vehicles are allowed to be stored on Queens Grant IV property.

- H. The owner will be charged for any needed repairs or cleanup of the common property necessitated by their contractor. These charges will be billed to the owner's account.
- I. No work is to be done between the hours of 5:00pm and 8:00am. No work is to be done on Saturday, Sunday or Holidays. This does not apply to emergency repair work.
- J. No major renovation work is to be done from April 1st through September 15th. This does not apply to emergency repair work.

Updated as of January 19, 2016.

**Queens Grant IV
Alteration/Landscape Request**

Unit Number: _____

Unit Owners: _____

Rental Agent (if applicable): _____

Estimated start date: _____

Estimated completion date: _____

Licensed Contractors who will be working in unit: _____

Person to contact in the event of a problem: _____

Phone number of contact: _____

Dumpster company being used (if applicable): _____

Building Permit Number: _____

Please submit a description of the work or landscaping to be done in the unit, along with the corresponding plans if applicable. Work cannot commence until a Certificate of Plan Acceptance has been issued. Please contact IMC Resort Services when the work has been completed, so that a final inspection can be conducted.

Please return form to:
IMC Resort Services, Inc.
c/o Queens Grant IV
2 Corpus Christi, Suite 302
Hilton Head, SC 29928
Phone: 843-785-4775
Fax: 843-785-3901
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