

Wyndemere Villas

Application Process for Remodel / Renovation

Dear Villa Owner,

Please use the below guidelines to complete the application process for remodeling / renovating your villa. Wyndemere Villas has a review process that is followed on every villa wishing to do a remodel. All remodels are required to submit this application to the regime before beginning any work. **Any work that alters/changes the layout of a villa is required to be approved by the Board of Directors prior to any work being started. Common areas may not be altered.**

THE APPROVAL OF ANY REMODEL/RENOVATION CAN TAKE UP TO 30 DAYS.

If utilizing a Professional Contractor, Wyndemere Requires the following in your submission packet:

1. A copy of certificate of insurance (General Liability Insurance must be for \$1,000,000.00 per occurrence and \$2,000,000.00 aggregate; must have Workers Comp if applicable)
2. Insurance certificate naming Wyndemere HPR as additionally insured if work exceeds \$5000
3. Copy of Hilton Head Business License
4. A copy of the town of Hilton Head Permit to include in your submission packet

Fill out the Remodel / Renovation Application in this Packet Remodel / Renovation

Applications must be submitted and an Approved Work Notice (Page 6) issued before any work can begin. (If a Town of Hilton Head permit is required you will also need to have that permit before beginning work).

MATERIAL RESTRICTIONS

- **Flooring:** Flooring to be light weight products such as carpet, vinyl flooring (planks, tiles, sheets), engineered wood, or laminate planks, 3/8" thick tiles on thin set base. **Old flooring must be removed prior to installation of new flooring.**
- **Walls:** Limited to gypsum drywall with paint, plaster skim coats. Thin wainscot finish is acceptable.
- **Counter:** Limited to plastic laminate, stainless steel or metal skin, or 3/8" tiles on a thin set base, solid surface including composite (Corian), Quartz, or other stone; thickness not to exceed **the industry standard of 1.25 inches**. Wood to be maximum 3/4" finished wood. **Cement countertops are prohibited.**
- **Ceiling:** Limit to gypsum drywall with paint, plaster skim coats.
- **Tub surrounds/backsplash:** 3/8" thick tiles, stone, and fiberglass type material

Wyndemere Villas

PO Box 5983 Hilton Head Island, SC 29938

wyndemereHPR29928@gmail.com

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Owner's Initials _____

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1. If I, or any person in my employment (including subcontractors), fail to follow the guidelines given to me in this document or other documents, I may be fined per the rules and regulations of Wyndemere Villas.
2. All common areas are always required to be kept clean and clear.
3. All contractors/subcontractors MUST clean their shoes prior to exiting the unit door to keep dust and/or material from being tracked on the porches.
4. No construction debris is to be placed in the Wyndemere dumpster or left visible on site overnight at any time. If the contractor plans on having a dumpster on site, please contact the Wyndemere board regarding the fee.
5. Storage containers may not be parked overnight. Dumpsters MAY be permitted on a case by case basis with safety procedures.
6. Common Areas, such as front balconies and porches, are not to be used as work areas.
7. If a rear balcony is used as a work area, it is to be screened with plastic so that dust and debris do not blow away.
8. Work may be performed between the hours of 9:00 am and 6:00 pm Monday - Friday. Quiet Work may be performed between the hours of 9:00 am and 5:00 pm on Saturday. No work may be performed on Sunday.
9. If a contractor is using the elevator, they must protect it while using it. Light, evenly balanced loads are only permitted on the elevator. If elevator maintenance is required during or immediately following construction material loading, my HOA account will be charged.
10. No trash or building materials are to be thrown from balconies.
11. This application and town of Hilton Head permit (if applicable) must be approved before beginning work. I understand that if these documents are not approved before beginning work that I will be subject to a Stop Work Notice from Wyndemere HPR and/or the town of Hilton Head. Fines may be levied against me.

This application must be completed in its entirety and submitted to the Regime for approval prior to any work being performed in any villa. Approval must be granted before any work may begin on any project that involves, but not limited to, plumbing, electrical, HVAC, or the structure of the building including demolition of sheetrock, ceilings, and removal of walls. A valid certificate of insurance must also be attached to this application for each General Contractor and / or Subcontractor performing any work in the villa. Once approval is granted, a Wyndemere HPR permit will be issued which must be posted on the outside of the villas, along with the Town of Hilton Head building permit, prior to commencement of any work.

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OWNER'S NAME: _____ VILLA #: _____

EMAIL: _____ PHONE #: _____

PROJECT SCHEDULE

EXPECTED START DATE _____ EXPECTED COMPLETION DATE _____

ARE YOU ADDING OR MOVING ANY ELECTRICAL? YES / NO

Adding / Moving electrical includes but is not limited to New Plugs, New Wired Smoke Detectors, New Overhead Lighting, New Exhaust Fans, New Ceiling Fans. (Anything that requires pulling **new** wire)

ARE YOU ADDING OR MOVING ANY PLUMBING? YES / NO

Adding / Moving plumbing includes, but is not limited to: New Sinks, New Toilets, New Shower, Replacing Tub with Shower, Moving Vanities, Moving Kitchen Sinks, etc.

ARE YOU ADDING OR REMOVING ANY PART OF A WALL? YES / NO

Adding / Moving walls includes, but is not limited to: Removing Closets, Removing Knee Walls, Adding New Bar Areas, Adding New Closets, etc.

ARE YOU INSTALLING NEW FLOORING? YES / NO

TYPE OF FLOORING: _____

ARE YOU INSTALLING TILE? YES / NO

LOCATION: _____

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OWNER'S NAME _____ **VILLA #** _____

Fill in applicable contractor information below. If you are using a General Contractor and they are contracting the different trades, then you will only need to fill in the area designated for the General Contractor and their information. If you are directly contracting with other trades you must fill in the other contractor's information (i.e. Plumbing, Electrical, HVAC, etc.)

GENERAL CONTRACTOR COMPANY NAME: _____

Hilton Head Town License #: _____ Insurance Company _____

PLUMBING COMPANY NAME: _____

Hilton Head Town License #: _____ Insurance Company _____

ELECTRICAL COMPANY NAME: _____

Hilton Head Town License #: _____ Insurance Company _____

HVAC COMPANY NAME: _____

Hilton Head Town License #: _____ Insurance Company _____

OTHER CONTRACTOR: _____

Hilton Head Town License #: _____ Insurance Company _____

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DESCRIPTION of TILE and COUNTERTOPS:

DESCRIPTION OF WORK INCLUDING DRAWING OF RELOCATION OF ANY CABINETS, WALLS, VANITIES, PLUMBING, HVAC, ETC: (Attach separate page if needed.)

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Work Notice

During this process there may be periodic visits from Wyndemere Board members to ensure only approved items are being completed.

If any work is performed without an approved renovation application and appropriate building permits, the job will be closed, and the owner may be subjected to fines from both the Town of Hilton Head and Wyndemere HPR. By signing this form, I agree that I have read this application and material restrictions.

Applicant Printed Name _____

Applicant Signature _____

Date _____

Approved By: _____ (Board Member)

_____ (Board Member)

_____ (Board Member)

_____ (Board Member)

_____ (Board Member)

ATTEST: _____ Date: _____

Secretary/Treasurer

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