

PORT ROYAL OWNERS ASSOCIATION, INC. CONSTRUCTION RULES AND REGULATIONS

1. No owner may obligate the association for repairs without prior written approval of the association.
2. Hours for construction Monday through Friday shall be no earlier than **8:00** a.m. and no later than **5:30** p.m. Saturday work cannot begin before **9:00** a.m. and must end by **5:30** p.m. No construction work, defined as any noise-related activity, will be permitted on Sunday by contractors, workmen, owners, or tenants.
3. NOTHING CAN BE NAILED INTO THE WALLS ON THE OUTSIDE OF THE BUILDINGS, INCLUDING WALLS AROUND DECKS, PATIOS, BALCONIES, AND CEILINGS. IN THE EVENTUALITY OF A HURRICANE, PLYWOOD CAN BE INSTALLED ONLY BY USING A BRACE SYSTEM ATTACHED TO THE WOOD DECKING. IF AN OWNER INSTALLS PLYWOOD WITH NAILS INTO THE EIFS, THE OWNER WILL BE HELD RESPONSIBLE FOR ANY DAMAGE TO THE STUCCO COATING AND PLYWOOD BENEATH THE EIFS SYSTEM.
4. All unit owners must notify the management office when they are planning to make alterations to the interior or exterior of their unit prior to the commencement of any work on the unit. Some projects require the consent of adjacent unit owners and approval of the design plan by the Board. Please ascertain if this is the case from the association manager before proceeding with plans.
5. For remodeling that requires the moving of walls or any other structural changes, the unit owner must supply the Board of Directors with architectural/design plans, and these plans must be approved by the Board prior to the start of any renovation. The unit owner should provide a detailed scope of work, estimated duration of project, and names and contact information for contractors including plumbers and electricians, along with a copy of the contractor's license and proof of insurance. If the alteration requires consent of adjacent unit owners, these unit owners must also initial the final design plan as it is submitted to the Board.
6. All permits must be posted on-site while construction is underway.
7. **As a result of past damage to the roofing membrane on the tower roof by contractors, any work (repair/replacement) on the air conditioning units on the tower roof is to be done by licensed and insured mechanical contractors.** Please contact the management office for a list of contractors and to schedule roof access. It is important to call for roof access at least 48 hours ahead.
8. **Flooring requirements** - Board approval is **required** for new and replacement installations of hard surface floor coverings such as vinyl, tile, laminate and wood flooring in the tower. These installations require that a **sound deadening material**: such as cork, rubber or other appropriate acoustical underlay be used

so that floors are adequately sound- proofed.

*Note – The following forms/documents on sound deadening material are available through management:

- **ARCHITECTURAL MODIFICATION APPLICATION FORM**
- **APPROVAL FOR FLOOR COVERING AND INSULATION DATA**
- **PROCEDURES FOR INSTALLING FLOORING IN YOUR UNIT**

9. **Balcony flooring – As of 2016, no tile may be installed on balconies.**

10. The installation of any plumbing related products (hot water heaters, dishwashers, etc.) in the tower is to be done by a licensed plumber.

11. **FOR WORK DONE IN THE TOWER:**

A. Parking - No oversize construction vehicles are allowed in the interior parking lot of the tower. Parking is permitted opposite town homes 2-18 or along Port Royal Way

B. Elevator Use - Owners must notify the management office when they bring in or take out construction materials or equipment that necessitates the padding of the east elevator and the placement of the floor mat/coverings. Owner/tenant or contractor must obtain elevator pads which can be found in the Storage Room, located under the East Stairwell. They must be hung in the East Elevator prior to moving construction materials. DO NOT hang pads on wall panels. Instead, hook them to the lighting grids. Elevator pads must be removed and stored properly by 5:30pm. Under no circumstances should elevator pads be allowed to remain in elevator overnight. Construction related activity is limited to the East Elevator. The elevator should be loaded in a balanced manner. An elevator loaded to one side (even half of capacity) can derail the car. When moving long or tall items, pay attention to the overhead light diffuser—it breaks easily. The cost of repairing any damage to the tower walls, flooring, or elevators will be the responsibility of the unit owner.

Note: Entry handicap ramp (**not** steps at entry) should be used with dolly or hand trucks when delivering construction materials.

C. Cranes: If a crane or other equipment is needed, it is mandatory that this is arranged ahead of time through management so that owners will be notified.

12. Workers may not use the Galvez Room restrooms. Unit owners must provide facilities in their units. If this is not possible, the owner can allow workers to use the pool restrooms but will be responsible for unlocking and locking the facilities.

13. Workers may not leave debris and construction materials in the halls of the tower overnight or at the exterior of any townhome. By 5:30 p.m. daily workers must clean up to minimize dust and dirt that can be tracked into neighbors' units. Contractors and/or owners are responsible to ensure that his/her workers have cleaned all common areas daily, from the unit door to the parking lot/ driveway.

14. **Clean up:** There is a faucet with hose located in the dumpster room that can be used for cleaning up. The cleanup area is located behind the covered parking in

a designated pine straw area. This area is provided as a courtesy to workers. Workers are expected to pick up any debris and return hose to holder. Contractors and owners are to ensure this procedure is followed.

15. **Designated Smoking Area:** Workers in the tower may smoke only by the cleanup area on the back side of the covered parking. We ask that butts be placed in proper trash receptacles. There is NO smoking inside the common areas of the tower or outside the front or back of the building.

16. **Dumpsters:** Owners must call management at least 48 hours ahead to coordinate the location of any construction dumpster. If work is being done in the townhomes, the dumpster is to be placed in the owner's driveway. ***All dumpsters must be covered with a tarp. Full dumpsters should be emptied on a regular basis. Workers or owners must not use the tower trash dumpster to dispose of construction debris. It is for household waste only. Roll off dumpsters shall be limited to take up only 1 (one) parking space.***

17. Damage caused as a result of or that was contributed to by any work done by non-authorized personnel hired by a unit owner will result in the cost of damage or repair of the same being borne by the unit owner. Any work done by authorized personnel without notifying the management office that work is to be done, such that no opportunity for supervision is possible, will result in the cost of any damage or repair being borne by the unit owner.

18. The contractor is responsible for notifying all work crews of parking regulations, work times, elevator protection, smoking area, clean up regulations-indoor and outdoor and all guidelines as noted above. The owner is responsible for making sure that the contractor and his/her workmen follow all regulations.

19. In the event that any of the Port Royal constructions rules and regulations are not followed, owners will be fined and/or could be subjected to legal action.

Unit #

Unit Owner

I acknowledge that I have read and agree to follow the Port Royal Owners Association, Inc. Construction Rules and Regulations.

Print Company Name

Print Contractor Name

Contractor Signature

Date

Please return to Etheridge Property Management for approval

prior to the start of your construction project.