

Bohicket Marina Village Renovation Guidelines & Procedures BMV Guidelines

The BMV Architectural Review Board (ARB) was established to insure that the aesthetic value of our property and the architectural integrity of the structures are maintained. Our concerns relative to any modification requests you might have are threefold:

- 1) To maintain the overall “look” of our buildings
- 2) To make sure that any requests do not in any substantive way alter this “look” nor interfere with the enjoyment of your neighbor.
- 3) To protect the structural integrity of our buildings and the respective individual units.

In this capacity the ARB is not responsible for creating architectural plans or providing other architectural or engineering services – this is your responsibility as the homeowner.

For modifications to your unit, please refer to the following procedures. All modifications (other than those pure aesthetic improvements) must be formally submitted to the ARB for review and approval via **BMV Renovation Request Form A**.

Pure aesthetic activities such as painting/wallpaper, trim molding upgrades, carpet replacement, lighting fixture upgrades, new plumbing fixtures, etc. are welcomed and do not need ARB approval.

If the work involves altering any wall, floor or roof structures, any electrical wiring (including cable TV wiring), any plumbing piping, or adding any substantial weight to the unit (i.e. granite countertops/tile floors), you will need to submit **Form A** for approval to the ARB. We will work with you the best we can within our guidelines.

BMV Procedures

1. Individuals planning renovations should submit BMV Renovation Request Form A if warranted (see above).
2. Work hours must be scheduled between 8 am - 6 pm Monday through Friday. No work will be permitted on Saturdays and Sundays.
3. No work will be permitted on the following holidays: New Year's Eve and New Year's Day, Memorial Day, July 4th, Labor Day, Thanksgiving (Thursday and Friday), Christmas Eve, Christmas and day after Christmas.
4. Contractors must have proper licensing from the Town of Seabrook Island, Charleston County and State of SC.
5. Contractor must be bonded and insured
6. All renovation proposals must be approved by the ARB and weight added renovations by a Structural Engineer.
7. Build out must be completed per approved plans and/or drawings.
8. Appropriate building permits must be obtained from the Town Of Seabrook Island, and if warranted, from Charleston County.
9. The ARB and or Architect will consult with the contractor to determine appropriate time frame for completion of project. A penalty of up to \$1000 per month may be assessed if the project is not completed in a timely fashion.
10. Extensions may be granted by ARB/Architect should extenuating circumstances arise.

11. Contractor parking, dumpster placement, port-a-let and lattice and plywood under dumpster should be coordinated with the ARB.
12. A damage deposit of up to \$1000 may be required for landscaping, curbs, etc.
13. The contractor is responsible for daily cleanup (trash, nails, debris, etc).
14. Construction materials may not be placed on common area property or any area that is strictly prohibited.
15. If owner's request is not approved or work performed is different than approved by ARB, the owner will be required to restore area to its original condition. Unit owner may also be subject to legal action by the association and that owner shall be responsible for all reasonable attorney fees and costs.
16. The on site cleanup of all tools and equipment including cleaning of paintbrushes, rollers and wash buckets is prohibited. All tool and equipment cleanups must be performed off site.