

**GUIDELINES FOR RENOVATION PROJECTS
DUNERIDGE RESORT
WRIGHTSVILLE BEACH, NC**

It is the policy of the Homeowner's Association (HOA) of Duneridge Resort that all renovations with structural, flooring, electrical or plumbing modifications within an owner's unit or which involve any external changes must be approved by the HOA Board before any work is started. In addition, the owner and contractors should be familiar with the Duneridge Resort rules and regulations and the Declaration of Condominium as they pertain to interior and exterior alterations and changes.

These guidelines are provided to expedite the process of approval and construction and to minimize any disturbance or imposition on other residents during the renovation project. While minor repairs, internal carpeting and interior painting do not require prior Board approval, these general Guidelines should be followed for all projects.

TIMING: Unless emergency repairs are needed, all major renovation projects must start no earlier than September 30th and must be completed prior to May 1st in order to avoid parking and access conflicts during the summer months when the occupancy is the highest, Duneridge Resort work hours:

Monday – Friday: 8:00am to 6:00pm

NO WORK ON SATURDAYS AND SUNDAYS

PRIOR APPROVAL: All renovation requests for HOA Board approval should be submitted to CAMS, the HOA management service, for forwarding to the Board. (See below for names, addresses and telephone numbers.) This request shall include a completed Duneridge Architectural Request Form, a copy of the Contractor's proposal and estimate along with a list of the changes that are to be made and a copy of the Contractor's insurance certificate and debris removal plan. The renovation must not start until a letter of approval is received from the Board. Such approval letter will indicate that the approval is subject to these Renovation Guidelines. The Owner should furnish the Contractor a copy of the Board's approval notice and of these Guidelines prior to the start of the construction.

FLOORING: Of particular interest is an installation of hard-surface flooring (wood, tile, or laminate). On solid concrete sub-flooring, an acoustic underlayment is required for sound attenuation. In this regard, the Owner should ensure and submit the plan his/her installer has to comply with Building Code Section 1207.3. (attached)

PERMITS and INSPECTIONS: The Owner's Contractor must obtain a Building Permit from the Town of Wrightsville Beach prior to the beginning of the construction for any renovations involving structural, electrical or plumbing changes. It is also the responsibility of the Contractor to obtain the rough-in and final building inspections of the work. Copies of these inspections must be kept at the work site and should be given to the Owner at the end of the project.

COORDINATION WITH THE MANAGEMENT COMPANY: The Management Company is the Association's and the individual owner's representative in assuring that all projects meet the requirements of the HOA and that minimal disturbance occurs for other owners. It is recommended that the Owner and Contractor consult with the Manager prior to the start of construction and touch base during the process or if questions arise. The management company is authorized by the Board to make on-site visits to the unit and to adjacent units during construction to monitor the project.

PARKING: Where possible the Contractors and Subcontractors should park in the spaces designated for the unit being renovated. When this is not possible the contractors should be aware of the parking by permit only policy. Vehicles without permits are subject to tow. Additional temporary permits are available at the Duneridge Resort onsite office. Contractors should take care not to block access to other owners' parking spaces, garages or to the building entrances.

DEMOLITION AND JOB SITE ISSUES: The Owner's Contractor and Subcontractors will be responsible for assuring that the common areas (such as breezeways, elevators, and parking areas) are not damaged by the removal of debris from the unit being renovated. While it is acceptable to leave for a brief period, not to exceed two hours, surplus and usable items (such as doors, cabinets, and appliances) for others to pick up and remove, debris should be removed immediately and the parking areas policed to see that no hazardous nails, screws or other debris are left to damage tires or injure those walking in the area. Building doors may not be left open while unattended. Construction material may not be transported on the Resort's grocery and luggage carts, and construction debris shall not be placed in Duneridge Resort dumpsters.

DAMAGE TO ADJACENT UNITS: Every effort should be made during the construction to avoid damage to adjacent units and common areas. Penetrations thru adjoining walls into adjacent units are not permitted. Should damage accidentally occur to an adjacent unit, or to a common area, please notify CAMS immediately. It is the unit owner's responsibility to correct any such damage at his/her cost.

Approved by the Duneridge Resort HOA Board of Directors, January 28, 2011

MANAGEMENT COMPANY: CAMS (Community Association Management Specialists)

Phone: 910-256-2021 - Address: 1630 Military Cutoff Rd., Suite 108, Wilmington, NC, 28403

TOWN of WRIGHTSVILLE BEACH INSPECTION DEPARTMENT:

Contact: Bill Squires Phone: 910-256-7937, Email: bsquires@towb.org

Address: 321 Causeway Drive, Wrightsville Beach, NC, 28480

January 13, 2010

Sent from the New Hanover Inspector Office

Hans Schult

910-798-7008

1207.3 Structure-borne sound. Floor/ceiling assemblies between dwelling units or between a dwelling unit and a public or service area within the structure shall have an impact insulation class (IIC) rating of not less than 50 (45 if field tested) when tested in accordance with ASTM E 492.