

CONTRACTOR GUIDELINES
(Revised April 4, 2000)

I. INTRODUCTION

We, the Association of Toler's Cove, take special pride in the appearance of our property. Untidy construction sites present a negative image to visitors and property owners. As a contractor doing business within our gates, you are in a position to assist us in enhancing the overall appearance of Toler's Cove by adhering to the Contractor Guidelines we have established.

The General Contractor will be responsible to the owner for the compliance of these guidelines by all workmen and subcontractors on the job sit.

Prior to issuance of a Toler's Cove Building Permit, the General Contractor must signify his agreement to comply with these guidelines by submitting the Contractor Agreement.

II. GUIDELINES

A. Construction/Repair Work Hours

1. **Regular Hours.** 8:00 a.m. through 6:00 p.m. Monday through Saturday (excluding the following Holidays: Christmas Day, New Years Day, Memorial Day, Fourth of July, Labor Day and Thanksgiving Day. (Quiet Work (no saw, heavy equipment, etc.) may begin at 7:00 a.m. **ADDITIONAL EXCLUSION:** No pile driving on Saturdays.

2. **Overtime/Holiday/Sunday Hours.** Permission may be granted for work to be conducted outside the normal working hours provided the following criteria is met:

- a. Work to be conducted must be quiet work. No exterior work will be allowed. No hammers, saws, power tools, electric or gas equipment may be used.
- b. Contractor must provide a compelling reason why work outside normal hours is necessary.
- c. Application must be submitted to the ARC no later than the Friday before.

No work will be permitted under any circumstance without the approved application copy posted at the job site. Generally, no holiday or Sunday work is permitted.

B. Appearance/Conduct

1. No loud or offensive language is allowed.
2. Radios are permitted only with headphones.
3. No dogs allowed on the job site.
4. No firearms are allowed.
5. Proper attire (shirts, shorts/pants and shoes) must be worn.
6. Crew guests are not permitted on site.
7. Contractor and crew may not use Club Facilities or Amenities.
8. No alcoholic beverages may be taken onto any job site or consumed on the job site or any other property in Toler's Cove by any builder, contractor, sub-contractor or laborer.

C. Signs

Contractor will erect one company job sign (not more than two (2) square feet) at the front of the site. Post all permits on the back of this job sign. Remove signs upon issuance of a Toler's Cove ARC Occupancy Permit.

D. Utilities

1. For small jobs of short duration, contractor may use the utility services from adjacent lots, but only with the written permission of that owner. Otherwise, temporary power and water hook-ups from the respective utility must be provided.

2. Before digging is started in the easements, obtain information on the location of all underground utilities (water/sewer, storm drain, electric, phone, TV cable) from the respective company.

3. Before gravity drain elevations are established, the service for the lot should be uncovered and grade checked. Sewer and water service locations can be acquired from Mt. Pleasant Water & Sewer Commission.

E. Clearing

Clearing may not commence until the ARC and Town of Mt. Pleasant Building permits are posted on site. Prior to issuing a Toler's Cove Permit, an ARC Stakeout Inspection must occur. For a stakeout, the house shall be staked out on the lot with stakes at least two (2) feet tall marking the corners. A string shall connect all stakes outlining the shape of the house. The driveways and walkways must also be staked. The lot line nearest the house shall be defined with string. The property lines, the outline of the foundations of all structures, driveways and walks should be identified by a series of stakes connected by string or tape. The ARC will issue the results of its stakeout inspection normally within seven (7) days of notification that stakeout is ready. With ARC stakeout inspection approval, and receipt of Contractor Agreement, the ARC will issue a Toler's Cove Building Permit to allow application for a Town Building Permit. Clearing may then commence. All clearing debris will be removed from site within one week.

F. Access/Parking

Adjoining properties, including vacant lots, may not be used by crew for access to the job site, storage of materials, parking, or placement of dumpster and port-o-let. Parking on Toler's Cove common properties, roadways and landscaped areas is prohibited and will be strictly enforced. Parking in allowed in paved areas only.

G. Damages

1. Precautions should be taken to avoid damaging asphalt shoulders when moving vehicles off roadway onto site.

2. Vehicles and equipment must enter the site on driveway area so as not to damage street paving, irrigation lines, and adjacent homes/lots.

3. The cost of repairs to roadway or other property caused by construction work will be levied against owner in accordance with EXHIBIT A (Enforcement Fee Schedule) attached hereto and made a part hereof by reference.

III. MISCELLANEOUS

A. Deposit

The owner/contractor will provide a Compliance Deposit/Bond (if applicable) of \$5,000.00 when applying for an ARC construction approval request prior to construction start. The Deposit/Bond is held by the ARC until construction is completed. Providing the ARC requirements are complied with, no violation fees have been levied, and no damages to roadway or other property has occurred, the deposit will be returned in its entirety when work is completed and final ARC approval granted in writing.

B. Deviation

Deviation from approved plans affecting grounds or exterior of the building must be submitted in writing to the ARC and written approval obtained before the work on any deviation is begun.

Unapproved deviations are subject to fines in the "Enforcement Fee Schedule" (Exhibit A). This fine is in addition to the cost the owner will incur to correct or remove the deviation.

C. Fines

1. **Violations – Violations of Contractor Guidelines will result in written notification to the contractor with copy to owner. Violation of the ARC and Contractor guidelines are subject to a non-refundable violation fee, in accordance with the "Enforcement Fee Schedule" (Exhibit A), against the owner's deposit for each violation. Violations of guidelines, which remain uncorrected, will again be cited in writing to the owner (copy to the contractor) with subsequent fees levied if still uncorrected. Continued refusal to comply may result in forfeiture of the entire compliance Deposit/Bond and possible legal action.**

D. Duration

Construction must be completed within one year after issuance of Toler's Cove Building Permit. Landscape work for new construction must be completed within ninety (90) days of issuance of Certificate of Occupancy.

E. Security

1. Toler's Cove is not responsible for loss or damage on job site.
2. All vehicles are subject to periodic security search.

H. Cleaning

The contractor shall keep the construction site free of trash, litter and scrap lumber by daily cleaning. A dumpster or other suitable receptacle of sufficient capacity is required on site. After due notification of cleanliness discrepancies, the Association reserves the right to have the site cleaned at the expense of the owner. Such action will be in addition to the fines levied (see "Enforcement Fee Schedule, Exhibit A).

I. Toilets

Portable toilet facilities (for new construction) must be provided on each site.

J. Dumpster and Littering

Absolutely no dumping is permitted on Toler's Cove property. Those parties found guilty of dumping will be fined \$500 for each occurrence. Contractors shall be held responsible for debris falling from construction vehicles associated with their project.

K. Fires

No burning or burying of construction debris is permitted. Warming fires are not permitted.

L. License/Insurance

Contractors performing new construction, alterations, additions, or other exterior changes on property under the jurisdiction of the ARC must be properly licensed as determined by the Town of Mt. Pleasant, Charleston County, and the State of South Carolina regulations. Contractor must carry a minimum of \$1,000,000 liability coverage.

M. Storage

Storage of construction material, equipment and supplies must be stored in an orderly manner. Upon notification of a windstorm or hurricane, contractor must tie down construction material or remove it from the premises within 12 hours of a storm's approach. If contractor does not properly store or remove the equipment and materials, the Association reserves the right to have the site prepared at the expense of the owner. Such action will be in addition to the fines levied.

IV. CONSTRUCTION GUIDELINES CHECKLIST

- A. Before Construction**
 - 1. Submit signed Contractor Agreement with applicable bond deposit.**
 - 2. Obtain Toler's Cove Building Permit.**
 - 3. Obtain Town of Mt. Pleasant Building Permit and any other governmental permits deemed necessary.**
 - 4. Erect job sign.**
 - 5. Post permits.**
 - 6. Locate all underground utilities.**

- B. During Construction**
 - 1. Maintain site cleanliness at all times at an acceptable level.**
 - 2. Enforce guidelines for workers.**

- C. At Completion**
 - 1. Install landscaping.**
 - 2. Remove dumpster and job toilet.**
 - 3. Remove all temporary facilities.**
 - 4. Remove all job signs.**
 - 5. Remove all construction debris.**
 - 6. Repair any damage to right-of-way, common areas and adjacent properties.**
 - 7. Have owner call for Final Inspection by ARC.**