



## THE SPUR AT WILLIAMS BRICE

OWNERS ASSOCIATION INC.

1100 Bluff Road  
Columbia, SC 29201

### The Spur at Williams Brice

#### Protocol for Construction – Renovations – Repairs by Home Owners – Maintenance

1. Before any work starts: Inform Property Management company
2. Any alternations (ceiling fans, power) on back porches needs approval from HOA board before starting. Filling out Architectural Review form and returning to property manager.
3. Give management company rough schedule when work will begin and completed
4. **Special note:** Take extra care when working or painting around sprinkler heads. Any damage or paint on sprinkler heads will be required to be replaced at owners' expense.
5. Take pictures of common area between your unit to the elevators, inside elevators and main level (this will help protect the home owner if something was preexisting)
6. Get HOA Board Approval before any outside staging. This includes but not limit to, exterior dumpster, setting up tools, cutting of tiles.
7. Protection for common floor, walls, ceiling and railing, elevators as needed (to include but not limited to tarps). Recommend putting down Construction paper in elevators during days of working
8. No over splash from tools or materials on common area
9. No washing off or hosing down tools or equipment on common area
10. No noise that can be heard outside of your unit from 7:00 PM to 8:00 AM
11. No working, prep work outside of your unit from 7:00 PM to 8:00 AM

12. No work on weekend or Holidays unless required and then approved ahead of time by the Board
13. No tools left out over night
14. Any work trucks must park in parking spaces assign to your unit only. All others will need to park outside of the fence/gate.
15. Arrange ahead of time if any common utility's (water) will be used
16. If a dumpster is required, it must be placed inside (fit length and width) your units **exterior** parking spot with a tarp covering after hours. It may not be placed in any common area. It must be promptly removed when work is complete.
17. If a crane is required for any work. Inform the management company with enough time to make sure no issues with bringing onto property.
18. All debris cleaned up daily. This includes but not limited to any construction materials and or dust.
19. Double check elevator for trash, including screws/nails. (It cost over \$1,000.00 for elevator company to come out to remove a screw that was wedged in the track)
20. If water must be turned off to any part of the building. 24-hour notice given to management company and work performed by a licensed Plumber at owner's expense.
21. Construction Debris, furniture, appliance not allowed in HOA dumpster and home owners responsibility to remove from property
22. Any expenses accrued by HOA or damages caused by contractor and or work is the home owners responsibility.
23. Once work has been completed. Inform management company.

### **Maintenance items.**

24. **Dryers:** Dryer Lint is very flammable. Home owner are responsible to make sure dryer vents are kept clean. Some units have **booster motors**. You can look above your dryer to determine if your unit has one. This comes on automatically when dryer is running. If you do not hear the motor running it will need to be replace. A source for this. [www.ktool.net](http://www.ktool.net) part # Acme Miami 9460 Clothes Dryer Vent Booster.

- 25. Dryer Vents/Duct:** Recommended having cleaned at least once a year depending on how often you use your dryer. This will protect from build up and damage to dryers from overheating. Some of the home owners have used Parker with Prevent Cleaning Services.
- 26. Bath Exhaust fan.** Some exhaust fans are no longer made. If yours goes out, one option is taking the old motor to Electric Motor Repair for them to match with a new motor. 125 Huckabee Rd, West Columbia.
- 27. Bath Commode parts:** We are starting to get a lot of running commodes. If you haven't, look into having at least the flapper replaced.
- 28. Water Lines.** Recommend turning off at main Valve to your unit when you are not going to be at your unit for any period of time. Make sure to also **turn off the breaker to the water heater** anytime the water is turned off.
- 29. Water Leaks.** This seems to be the leading cause for damage at the spur. Replace all water lines from your toilets, sinks, Dishwashers, Ice makes, Washers With Stainless and Inspect Them Regularly.
- 30. Hvac Units.** (Heating, Ventilation, and air conditioning) Replace filters regularly to prevent from freezing up. Have serviced by HVAC company as need.
- 31. Hvac Condensation lines.** Check your condensation line at the bottom of your inside ac unit to make sure your line isn't clogged. If water has built up in the pan, clean out with a shop vac and flush regularly with distilled vinegar or bleach solution.
- 32. Water shut off Valve.** Each Unit has its own Water Shut off Valve. These need to be inspected to make sure they are working Property. If not, have a license Plumber repair/replace. This will require coordinating with the Management company because other units will have their water turned off during repairs. These are located either in exterior storage room or hall closet.
- 33. Onsite Dumpster.** This is for normal house hold use trash. Brake down card board boxes. NO Furniture, Shelving, Appliance