THE SPUR AT WILLIAMS BRICE
OWNERS ASSOCIATION INC.
1100 Bluff Road
Columbia, SC 29201

The Spur at Williams Brice

This document serves as the protocol for construction, renovations, repairs and maintenance by homeowners. The document will be updated from time to time and posted on the website. Homeowners should ensure they have the latest copy.

Concrete Drilling. The structural system of The Spur facility includes hundreds of post-tension cables in the concrete portion of the building. These cables are under extreme tension to maintain the structural integrity of the building. Cutting or drilling into a post-tension cable can cause an explosive release of energy and possibly structural failure. Scanning is required by a professional concrete scanning service using Ground Penetrating Radar to map out and mark the location of cables prior to any cutting, drilling or coring of the concrete. This includes strapping of electrical conduit on balcony ceilings. NO DRILLING is permitted on any concrete floor, ceiling or wall without first discussing with the board. The board may give the homeowner options if it becomes necessary to drill into the concrete for any reason. Even with the scanning, if any cables are damaged by drilling, the homeowner will be responsible for the cost of all repairs needed to correct the damage.

Renovations and Repairs

1. Before a homeowner begins renovations or repairs, they must inform the property management company of the work. The property management company must have a rough schedule of when work will begin and the expected completion date. Special note: Homeowners should take extra care when working or painting around sprinkler heads. Any damage to or paint on sprinkler heads may require replacement of the sprinkler head at homeowner's expense.
2. Any alterations (ceiling fans, power outlets, conduits, shades, tv mounts, etc.) desired on back porches need approval from the HOA board prior to beginning work. The Architectural Review form (found on the property management company online portal) must be completed and returned to the property management company for board approval. Alterations to the side porches on Bluff Road are not permitted. For ceiling fan installation on balconies, it is recommended that the fan be intended for exterior

use and rated for damp locations. Using fans not rated for wet locations could result in fan blades that bow or droop. Should this happen, the homeowner would be responsible for replacing the fan.

3. Prior to beginning work, it is suggested that the homeowner take pictures of common areas between their unit and the elevators, areas inside the elevators and the garage level to show any pre-existing damage. The homeowner must obtain HOA board approval before any outside staging of tools and materials. This includes, but is not limited to, exterior dumpsters, setting up tools, tiles cutting, etc.
4. Homeowners must provide protection for common floors, walls, ceiling, railings and elevators, as needed i.e. tarps and floor coverings). It is recommended that construction paper be placed in the elevators during working days. The construction paper must be removed each day after work is completed. There should be no over splash from tools or materials on common areas. There should be no washing off or hosing down tools, paint materials or equipment on common areas.
5. The work should not create any noise that can be heard outside of your unit from 7:00 PM to 8:00 AM. No working or preparation work outside of your unit from 7:00 PM to 8:00 AM is allowed. No work on weekends or holidays is allowed unless absolutely required and only if approved ahead of time by the board.
6. No tools or materials are to be left out overnight.
7. Work trucks must park in parking spaces assigned to the homeowner's unit. Any additional work trucks must park outside of the fence/gate.
8. Arrange in advance for any common utilities (water) needed.
9. If a dumpster is required, it must First be approved by the Board to include time frame and be placed inside (length and width) of the homeowner's unit exterior parking spot with a tarp covering the dumpster after work hours. The dumpster may not be placed in any common area, and it must be promptly removed when work is complete.
10. If a crane is required for any work, inform the management company as soon as possible to ensure there are no issues with bringing a crane onto the property.
11. All debris, including construction materials, dust and any liquids used, must be cleaned up daily. Each day of work, homeowners should inspect the elevators for trash, including screws/nails left by workers. (It can cost over $1,000.00 for the elevator company service call to remove a screw that becomes wedged in the door track of the elevator).
12. If the work requires water to be turned off to any part of the building, a 24-hour notice must be given to the property management company, and water turnoff must be performed by a licensed plumber at owner's expense.
13. Construction debris, furniture and appliances are not allowed in the HOA dumpster, and it is the homeowner's responsibility to remove it from the property. Any expenses

incurred by the HOA for damages caused by a contractor or the work are the homeowner's responsibility.

14. Once work has been completed, inform the property management company.

Maintenance items

As a reminder, make sure the property management company has a key to your unit. (codes are good, but we must have a key). If for any reason maintenance must gain access to your unit and does not have a key, the homeowner will be responsible for expenses incurred to access the unit.

15. Dryers. Homeowners are responsible for cleaning dryer vents/ducts. Dryer lint is very flammable. It is recommended that dryer vents/ducts be cleaned at least once a year. Cleaning will protect from lint buildup and damage to dryers from overheating. (Some homeowners have used Parker with Prevent Cleaning Services for vent/duct cleaning). Some units have dryer duct booster motors over the dryer. The booster motor comes on automatically when dryer is running. If the unit has a booster motor but the motor is not running, it will need to be replaced. (A source for this is www.ktool.net , part # Acme Miami 9460 Clothes Dryer Vent Booster.)
16. Bath Exhaust Fan. Some exhaust fans from the original construction are no longer available for replacement. One option for motor replacement is taking the old motor to Electric Motor Repair, 125 Huckabee Rd, West Columbia.
17. Bath Commode Parts. Due to the age of the building, there are increasing numbers of bath commodes with running water. At a minimum, the flapper should be replaced. If the water continues to run, the entire flushing mechanism should be replaced or a plumber called to correct the running water. If the property management company sends maintenance out more than once to determine where the water is coming from, the homeowner will be charged for the service call.
18. Water Lines. It is recommended that the homeowner turn off water at the main valve to their unit when the unit is unoccupied for any length of time. The homeowner should also turn off the breaker to the water heater anytime the water is turned off.
19. Water Shut Off Valve. Each unit has a water shut off valve that shuts off all water to the unit. These valves should be inspected periodically to make sure they are working properly. If the valve is not working, a licensed plumber must be called to repair/replace the valve. Repair/replacement of the valve will require coordination with the property management company because other units may have their water turned off during the repair. These valves are located either in the exterior storage room or hall closet of the unit.

20. Water Leaks. Most damage to The Spur building is the result of broken/leaking water lines. All original water lines MUST be replaced with stainless steel lines. Water lines include toilets, sinks, dishwashers, ice makers and washers. Water lines should be inspected periodically for leaks.
21. HVAC Units. (Heating, ventilation, and air conditioning) Homeowners should replace filters regularly to prevent condensation lines from freezing up. Homeowners should have units serviced by an HVAC company as needed.
22. HVAC Condensation Lines. Homeowners should use Drain Pan Tablets at least twice a year to help prevent clogs (these can be purchased on amazon for $30.00 for 240 tablets), check the condensation line at the bottom of your inside ac unit to make sure the line is not clogged. If water has built up in the water pan, Notify the property management immediately and clean out with a shop vac and flush the condensation line. If the condensation remains clogged, have the unit serviced by an HVAC company.
23. On-site Dumpster. The on-site dumpster is for normal household trash only. Break down all cardboard boxes. No furniture, shelving, appliances or construction debris is allowed in the dumpster.