



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. This will be updated from time to time. make sure to have the latest copy.

1. **Concrete Drilling.** Our Building is made with Tendon Cables in the concrete. This cable runs through out he slabs and could be very close to surface. They have 10,000 lbs. of tension and can be damage by any penetration including drilling into the concrete. **NO DRILLING** in any concrete without discussing with the board first. We can give you options if you need to drill for any reason. Note: If any cables are damaged by drilling the home owner will be responsible for all repairs.
2. Before any work starts: Inform Property Management company
3. Any alternations (ceiling fans, power) on back porches needs approval from HOA board before starting. Filling out Architectural Review from and returning to property manager.
4. Give management company rough schedule when work will begin and completed
5. **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.
6. 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)
7. Get HOA Board Approval before any outside staging. This includes but not limit to, exterior dumpster, setting up tools, cutting of tiles.
8. 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. Will need to be removed each day.
9. No over splash from tools or materials on common area
10. No washing off or hosing down tools or equipment on common area

11. No noise that can be heard outside of your unit from 7:00 PM to 8:00 AM
12. No working, prep work outside of your unit from 7:00 PM to 8:00 AM
13. No work on weekend or Holidays unless required and then approved ahead of time by the Board
14. No tools left out over night
15. Any work trucks must park in parking spaces assign to your unit only. All others will need to park outside of the fence/gate.
16. Arrange ahead of time if any common utility's (water) will be used
17. 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.
18. If a crane is required for any work. Inform the management company with enough time to make sure no issues with bringing onto property.
19. All debris cleaned up daily. This includes but not limited to any construction materials and or dust.
20. 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)
21. 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.
22. Construction Debris, furniture, appliance not allowed in HOA dumpster and home owners responsibility to remove from property
23. Any expenses accrued by HOA or damages caused by contractor and or work is the home owners responsibility.
24. Once work has been completed. Inform management company.

Maintenance items.

25. Reminder. Make sure Property manager has a key or the code to you unit. If for any reason Maintenance must gain access to your unit and doesn't have access. The home owner will be responsible for expenses.

- 26. Dryers:** Dryer Lint is very flammable. Home owners 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 replaced. A source for this: www.ktool.net part # Acme Miami 9460 Clothes Dryer Vent Booster.
- 27. 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. If we sent Maintenance out more than one time to determine where the water is coming from. The home owner will be charged
- 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 to include but not limited to: Toilets, sinks, Dishwashers, Ice makers, 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, construction debris.