

July 20, 2015

Linkside Individual Unit Renovation Procedure

Exterior Renovation

In line with Linkside and Wild Dunes ARC policies, all exterior renovation requests must be approved by the Linkside HOA and WDCA Board of Directors prior to beginning construction. Please adhere to the following procedure:

- 1. Submit a brief description of your renovation plan along with an architect's drawing of the project to Property Management Services (PMS) attention Nancy Curtis (843 881-5459). Your builder or contractor can provide the architect's drawing for the project.*
- 2. Contact Nancy Curtis at PMS to obtain information about the building materials to be used in your renovation project. It is very important that the building materials are consistent with those used in the other Linkside buildings. Nancy will provide you with stock numbers for Hardi-Plank, Andersen Windows, and paint colors, along with the type of stainless steel nails and fasteners to be used. Please make sure your builder or contractor has this information prior to beginning construction. If you are simply adding outside stairs to your lower porch, Nancy has existing drawings of several stair configurations that are pre-approved for use in Linkside. These are available from Nancy upon request. Even if you select one of these drawings for your stairs, it will remain necessary for you to provide Nancy with a brief written description of your overall plan.*
- 3. Nancy Curtis (PMS) will forward your request to the President of the Linkside BOD for review. The Linkside BOD will review your proposal request and advise you of their decision within a few days of receipt. If your plan is approved, it will be forwarded to Mr. Hans Altenbach, WDCA, ARC Administrator, where it will be reviewed by Mr. Altenbach, the WDCA ARC and BOD. Mr. Altenbach is responsible for contacting you with their decision.*

Interior Renovation

While we have no written policy for interior renovation, we strongly suggest the following action be taken prior to beginning the work.

- 1. It is strongly recommended that you contact an independent structural engineer to inspect your renovation plan on site to make sure it addresses and protects the structural integrity of your unit and the entire building.*

If you have any questions, please contact Nancy Curtis at 843 881-5459 or via e-mail at nancy@charlestonpms.com.