

February 3, 2020

Linkside Individual Unit Renovation Procedure

Exterior Renovation

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

1. Contact LSV Regime Property Manager at Property Management Services (PMS), 843-881-5459, to initiate the approval process for your project. The Property Manager will outline the process and provide 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. The Property Manager 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, the Property Manager has existing drawings of several stair configurations that are pre-approved for use in Linkside. These are available upon request. Even if you select one of these drawings for your stairs, it will remain necessary for you to provide the Property Manager with a brief written description of your overall plan.
2. When your plans are complete, submit a description of your renovation plan including an architect's drawing of the project to the attention of the LSV Regime Property Manager. Your builder or contractor can provide the architect's drawing for the project.
3. The LSV Regime Property Manager will forward your request to the President of the LSV BOD for review. The LSV 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 the WDCA ARC Administrator, where it will be reviewed by the WDCA ARC and BOD. The WDCA ARC Administrator is responsible for contacting you with their decision.

Interior Renovation

While we have no written policy for interior renovation, we strongly suggest that prior to beginning the work 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 the LSV Regime Property Manager at 843-881-5459; <http://charlestonpms.com/contactus.php>.