

3 Chisolm Street Home Owners Association
Board Meeting
5/30/21

Board President, Pam Simons called the virtual quarterly Board meeting to order at 11:03am.

Board member, Jim Hollingsworth, presented his rework of the Rules for Contractors. These rules set out procedures that contractors must follow in order to perform construction work at 3 Chisolm. A copy of the Rules is attached to these minutes. Mrs. Simons commented that the Board has a responsibility to get our consultant, Eddie Procher, involved at an earlier stage in new projects than we have in the past. Mr. Hollingsworth suggested that rather than paying Mr. Procher's high fee at the outset of projects, we should employ a subordinate at a lower rate until such time as the project requires more expertise. Mr. Hollingsworth will send a draft of the new rules to Mary Todd of RenewUrban for the work being performed in Unit 402.

Mr. Savage added that we need better drawings for new projects from owners and that it would be helpful if we had better and more detailed drawings of the buildings as a whole. Mrs. Simons added that we need to remind Tommy Knisley to compile a list of approved contractors for the new owner Welcome Package.

The Board agreed to use Bartlett Tree Co. to remove a tree for \$465 rather than a one-off journeyman at a cheaper rate.

Mr. Van Schaack was instructed to speak to Mr. Knisley to reaffirm the chain of events for paying bills. A few items have recently "fallen between the cracks" and we need to tighten up the procedures. Our next meetings are 8/2/21 and 11/1/21.

Work and Construction Rules

Any demolition, construction, or remodeling work costing more than \$500 must be performed by a fully licensed and insured contractor or contractors. At least 10 calendar days prior to the commencement of work, the owner must complete the Request to Perform Construction Form (appendix 4) providing the following information:

- a. The name, address, and telephone number of all contractors performing the work.
- b. The South Carolina license information for each of those contractors.
- c. A description of the work to be performed, including all plans and drawings.
- d. A certificate of general liability insurance of not less than \$1 million and a certificate of Workers Compensation Insurance currently in effect for each of those contractors.
- e. Copies all requisite construction permits.
- f. A work schedule showing the date of commencement of the work and the estimated completion date.

The property manager must be informed of all modifications to any unit, and the board may in some cases be required to approve those modifications.

Board approval is not required for cosmetic interior decoration such as painting, wallpapering, and carpet installation, but the property manager must be informed as to the timing of that work and must be provided with the information listed above.

Board approval is required without exception for any work that entails:

*The penetration of or alteration to perimeter or load bearing walls, floors, and ceiling or structural supports.

*The addition or removal of any walls.

*Any modification of plumbing.

*The modification or installation of plumbing or ventilation chases.

*The redirection or modification of gas lines or sprinkler systems.

*The relocation or modification of fire or smoke alarms.

In all instances where board approval is required—and especially in all cases in which there will or may be penetration of the general common elements belonging to the Association--the owner, architect, or contractor must submit all detailed plans and drawings to the board. At least two sets must be in printed form.

The Board reserves the right to submit those plans to the Association's structural engineer to ensure that the planned modifications will in no way compromise the structural integrity of Association's building or that of any adjoining units.

In the event that any remodeling or renovation work inadvertently penetrates any perimeter wall, floor, ceiling, or structural support, the contractor is required to cease work immediately and to inform the Board and the property manager. Work will be suspended pending the inspection of the damage by the Board's structural engineer.

The costs of engaging the structural engineer and of repairing any and all damage to the Association's general common elements or to any adjacent units are the sole responsibility of the owner who initiated the renovation work.

No construction or other improvement work is permitted on weekends, on federally recognized national holidays, or outside the normal business hours of **8:00 a.m. to 5:00 p.m.** Monday through Friday. In addition, no such work is permitted during the Holiday period from December 23 until the first workday after New Year's Day.

Contractors must take all appropriate safeguards to protect the general common area, including walls, appliances, and floors, whether carpeted, wood, or tile, from damage and soiling. All flooring leading to and from a unit under construction must be shielded with an appropriate protective covering. When any work is undertaken which produces excessive dust or dirt, including but not limited to sanding, plastering, or wall board installation, any common areas affected must be vacuumed and, where necessary, mopped daily to prevent the build-up of dust and grime.

No construction material may be stored in any of the general common areas without the express consent of the property manager.

All construction debris must be removed from the site by the contractor at the end of each workday, and the use of the Association's internal trash chutes and outside dumpsters for this purpose is prohibited.

Access to the roof of any of the three buildings of 3 Chisolm Street by any and all contractors or their employees requires the approval of the property manager. Except in an emergency situation, residents must give the manager a minimum of 24 hours notice

of the need to gain access to any roof. (See Roof Access Procedure on the 3 Chisolm website.)

Included below for reference are two paragraphs from the By-Laws of The 3 Chisolm Street HOA, Inc. that describe and define the common elements for which the Board is responsible.

All common elements, including portions of a unit, except interior surfaces, contributing to the support of the Building, which portions shall include but not be limited to load-bearing columns and load-bearing walls, all conduits, ducts, plumbing, wiring and other facilities for the furnishing of utility services contained in the portions of a unit maintained by the Association; and all such facilities contained within a unit that service part or parts of the Regime, including other units, other than the unit in which they are contained. Interior surfaces of a unit shall be maintained by the Co-owner.

Each Unit is described as being bounded by the unfinished surfaces of its floors, ceilings and perimeter walls and includes the glass windows of each Unit. Specifically included within each Unit are the finished surfaces of the Unit, paint, wall paper, tiles, paneling, carpeting and interior non-load bearing walls contained within the boundaries of each Unit as shown on the Floor Plans, together with all interior doors, the main entrance door or doors, window panes, window frames, sliding glass door frames and sliding glass plates, light fixtures, installed bathroom and kitchen appliances, HV AC system, and interior piping in connection therewith and installed heating devices and attachments measured from the interior of the Unit. Specifically excluded from each Unit are load-bearing columns, if any, located within the area bounded by the perimeter walls of a Unit, and pipes, wires and conduits below the surface of the unfinished surface of each Unit. The owner of each Unit shall be responsible for maintenance, upkeep and repair of the Unit and the payment of his share of the expenses of the Common Elements subject to rules, regulations, covenants, and conditions set forth or incorporated herein by reference. Notwithstanding ownership of the Unit, no Unit owner may do anything or take any action which does or might change the exterior appearance of the Property without the consent of the Association. Floors and ceilings, and walls separating Units on the same horizontal level, except for the finished portions thereof, are common elements; nevertheless, the Co-owner of more than one (1) Unit which are adjacent either vertically or horizontally shall, with the approval of the Administrator, have the right and easement to cut apertures in such floors and ceiling, and in non-load bearing portions of such walls, and shall have the right and easement in said aperture for ingress, egress and access to and from each Unit and shall have the right and easement to construct stairs or other connecting devices in said aperture between Units; Provided, that in exercising such right any such Co-owner shall not interfere with any water, sewer, electrical or other lines or common elements in a manner detrimental to the use and enjoyment of other Units or to the detriment of the structural integrity of the building.

