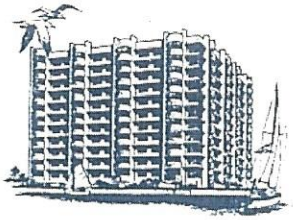
Seapath, Inc.
Homeowners Association
322 Causeway Drive, Wrightsville Beach, N.C. 28480
e-mail: seapathinc@bellsouth.net Tel: 910-256-2080 Fax: 256-2094



_____DATE

REFERENCE: Seapath, Inc.
Architectural Request Procedures

Dear Owner,

While your project may be minor or major, it is important that you submit your request complete with all necessary information in a timely manner so as not to delay your work. Your request will be reviewed to determine whether or not the contemplated improvements will cause an intrusion or alteration of the common elements or adversely affect other units in the building. In order for that review to be properly made, all back-up information **(including copies of permits)** must be provided. Attached is information to assist you when submitting an Architectural Request. Please remember that review of your proposed work is required and that review will take up to thirty (30) days once ALL documents are provided.

Your Board of Directors has instituted this review policy for several reasons. As mentioned above, your request must be reviewed to guarantee the work will not impair the structural integrity or mechanical systems or lessen the support of any portion of the condominium. Seapath, Inc. has a policy in place that requires all work on the property to be performed by licensed, bonded contractors. A Certificate of Liability Insurance must name Seapath, Inc. as additional insured/Certificate Holder. Not only does this requirement protect the common elements of the building, it is intended to protect the individual unit owner. Because Seapath is a high-rise condominium, the architectural review process is of the utmost importance to protect the entire facility.

Also, please keep in mind the Seapath Rules and Regulations require that the Manager should be notified of any contractors performing work within a unit and said contractors are REQUIRED to register at the office upon arrival to the property.

If you have any questions or require further information, please do not hesitate to contact me at 910-256-2080 or by email at seapathinc@bellsouth.net.

Sincerely,

David W. Foster
Building Manager

Enclosures

SEAPATH, INC. ARCHITECTURAL REQUEST FORM

Association documents require that before making any changes to your unit, a request for architectural review must be submitted to the Board of Directors or its appointed Architectural Review Committee in order to determine whether or not the contemplated improvements will cause an intrusion or alteration of the common elements.

This form must be submitted by the person making a request for a proposed change to his/her unit. He/she is responsible for providing all information necessary to render a decision on their particular request. Any and all incomplete forms and/or requests with insufficient information will be automatically denied. Any and all changes must be made in accordance with the plans and specifications submitted and approved and may not deviate from said changes without prior approval by the Board of Directors and/or the Architectural Review Committee.

The sanctioned time limit for request consideration shall not begin until all information necessary for the review of the architectural request have been submitted. This request shall be deemed active for a period of thirty (30) days when the completed form and all necessary and relevant information is received in the office of Seapath, Inc., 322 Causeway Drive, Wrightsville Beach, NC 28480.

****PLEASE COMPLETE THE FORM BELOW AND ATTACH ANY/ALL PLANS AND SPECIFICATIONS SHOWING THE NATURE, KIND, SHAPE, HEIGHT, MATERIALS AND LOCATION OF SAME.**

Name _____ Date _____

Address _____

Telephone: Home _____ Work _____ Other _____

Contractor Name _____

***Attach copy of Contractor's License and Insurance Information.** A Certificate of Liability Insurance must name Seapath, Inc. as additional insured/Certificate Holder

Desired Start Date _____ Anticipated Completion Date _____

Brief Summary and Description of Change (Please Complete the Attached Checklist of Work to be Performed and a Detailed Scope of Work including Plans and Specifications, as needed):

_____
_____
_____
_____
_____
_____

I certify that I have read the above Architectural Request Form, the Declaration of Covenants, Conditions and Restrictions for my Association, as well as the Rules, Regulations and Restrictions pursuant to said Declaration regarding changes to my unit and hereby agree that I will abide by same.

Owners Signature _____ Date _____

Seapath:

Date Mailed to Board/ARC Committee _____ Date 30 days expire _____

☐ Approved ☐ Disapproved

Reason _____
_____

SEAPATH, INC.
ARCHITECTURAL INFORMATION

The following is a condensed version of some current guidelines related to possible work within individual units. This document is intended to be a guideline only. For more detailed information, please contact the Seapath Office.

- ☐ **PERMITS MAY BE REQUIRED!!!!** Copies of required permits must be submitted with the Architectural Request package by the owner. Not only is this a requirement of the State, TOWB and NHC, it is also intended to protect the individual owner from improper installation by the contractor.
- ☐ **Any unit owner that plans to make renovations to their unit must first present plans and necessary permits to the Seapath Manager which will then be presented to the Board and/or Architectural Committee. THE REVIEW PROCESS WILL TAKE UP TO 30 DAYS SO PLAN YOUR WORK ACCORDINGLY.**
- ☐ Carpet is not allowed to be installed on balconies. Installation of tile or epoxy coating is currently allowed.
- ☐ New HVAC rooftop units must have a minimum SEER rating required by pursuant to the current code with a decibel rating of 82 or less. The Seapath Manager must be consulted before HVAC rooftop replacement and it is HIGHLY RECOMMENDED that one or more professional air conditioning firms be consulted by the unit owner to assist with the selection and purchase of replacement systems.
- ☐ Installation of instant-on water heaters is not allowed.
- ☐ Electrical service to units can not be increased.
- ☐ Installation of any flooring material other than carpet must have an underlayment sub-floor of sound reducing material. The underlayment must meet minimum ratings of 50 Impact Insulation Class (IIC) and 50 Sound Transmission Class (STC). All soundproofing material must meet these minimum requirements and owners must submit technical data documenting such.
- ☐ When applicable, sound insulation shall be installed in party walls when sheetrock has been removed. Any overhead areas or penetrations exposed shall be sealed with fire rated material pursuant to the NC building code.
- ☐ Relocation or intrusion of any common area plumbing lines WILL NOT BE ALLOWED unless specifically approved by the Board of Directors.
- ☐ Use of washers and dryers in individual units is prohibited by the Association's documents and are not allowed to be installed in individual units.
- ☐ **WORK MAY ONLY BE PERFORMED MONDAY THROUGH FRIDAY (EXCLUDING HOLIDAYS) BETWEEN THE HOURS OF 8:00 A.M. AND 5:00 P.M. CONTRACTORS ARE REQUIRED TO SIGN-IN AT THE SEAPATH OFFICE EACH DAY THEY ARE ON THE PROPERTY. IT IS THE OWNER'S RESPONSIBILITY TO ENSURE THEIR CONTRACTORS HAVE A CURRENT COPY OF THE "SEAPATH, INC. CONTRACTOR NOTICE AND GUIDELINES" AND THAT THEY ADHERE TO ALL RULES. ANY CONTRACTOR THAT DOES NOT OBSERVE SEAPATH'S GUIDELINES WILL NOT BE ISSUED KEYS AND WILL NOT BE ALLOWED ON SEAPATH PROPERTY.**
- ☐ Every effort is made to have staff on property Monday through Friday from 8:00 a.m. until 5:00 p.m. However, keep in mind there may be instances when staff is unavailable. Ultimately, each owner is responsible for ensuring their contractors have access to their unit.

Please indicate all work to be performed within unit (check all that apply): **SCOPE OF WORK**

LIVING ROOM:

☐ Remove floor covering
- ☐ Replace with carpet
- ☐ Replace with wood flooring **¼ inch cork SOUNDPROOFING REQUIRED**
- ☐ Replace with tile **SOUNDPROOFING REQUIRED**
- ☐ Other: please specify _____
- ☐ Provide soundproofing material data, if applicable
- ☐

☐ Drywall work: please specify _____

☐ Electrical work
- ☐ Replace fixtures
- ☐ Wiring modifications: please specify _____
- ☐ Other: please specify _____

KITCHEN:

☐ Remove floor covering
- ☐ Replace with wood flooring: **STC 50 OR GREATER SOUNDPROOFING UNDERLAYMENT REQUIRED**
- ☐ Replace with tile: **STC 50 OR GREATER SOUNDPROOFING UNDERLAYMENT REQUIRED**
- ☐ Other: please specify _____
- ☐ Provide soundproofing material data, if applicable

☐ Replace cabinets ☐ Replace countertops

☐ Drywall work: please specify _____

☐ Electrical work
- ☐ Replace fixtures
- ☐ Wiring modifications: please specify _____
- ☐ Other: please specify _____

BATHROOM 1:

☐ Remove floor covering ☐ Replacement material _____

☐ Drywall work: please specify _____

☐ Plumbing work
- ☐ Replace fixtures ☐ Replace sink ☐ Replace toilet
- ☐ Replace tub ☐ Replace shower ☐ Replace drain
- ☐ Do you plan to move any plumbing lines? ☐ Yes ☐ No
- ☐ If Yes, please provide detailed plan

☐ Replace cabinets ☐ Replace countertops

☐ Electrical work
- ☐ Replace fixtures
- ☐ Replace exhaust vent
- ☐ Move outlets
- ☐ Wiring modifications: please specify _____
- ☐ Other: please specify _____

BATHROOM 2 (if applicable): **SCOPE OF WORK (cont.)**

☐ Remove floor covering ☐ Replacement material _____
☐ Drywall work: please specify _____

☐ Plumbing work
- ☐ Replace fixtures ☐ Replace sink ☐ Replace toilet
- ☐ Replace tub ☐ Replace shower ☐ Replace drain
- ☐ Do you plan to move any plumbing lines? ☐ Yes ☐ No
- ☐ If Yes, please provide detailed plan

☐ Replace cabinets ☐ Replace countertops

☐ Electrical work
- ☐ Replace fixtures
- ☐ Replace exhaust vent
- ☐ Move outlets
- ☐ Wiring modifications: please specify _____
- ☐ Other: please specify _____

BEDROOM 1:

☐ Remove floor covering
- ☐ Replace with carpet
- ☐ Replace with wood flooring: **STC 50 OR GREATER SOUNDPROOFING UNDERLAYMENT REQUIRED**
- 1. Replace with tile: **STC OR GREATER SOUNDPROOFING UNDERLAYMENT REQUIRED**
- ☐ Other: please specify _____
- ☐ Provide soundproofing material data, if applicable **(1/4 inch cork)**

☐ Drywall work: please specify _____

☐ Electrical work
- ☐ Replace fixtures
- ☐ Wiring modifications: please specify _____
- ☐ Other: please specify _____

BEDROOM 2 (if applicable):

☐ Remove floor covering
- ☐ Replace with carpet
- ☐ Replace with wood flooring **SOUNDPROOFING REQUIRED**
- ☐ Replace with tile **SOUNDPROOFING REQUIRED**
- ☐ Other: please specify _____
- ☐ Provide soundproofing material data, if applicable

☐ Drywall work: please specify _____

☐ Electrical work
- ☐ Replace fixtures
- ☐ Wiring modifications: please specify _____
- ☐ Other: please specify _____

CLOSETS: ☐ Specify work _____

☐ Replace HVAC Air Handler ☐ Replace Rooftop HVAC Unit ☐ Replace Water Heater

☐ Replace Electrical Panel

SEAPATH, INC.

ARCHITECTURAL REQUEST CHECKLIST

- ☐ Completed and signed Architectural Request Form. Please be specific with the proposed Scope of Work.
- ☐ Plans and specifications for the proposed Scope of Work.
- ☐ Copy of General Contractor's License.
- ☐ Copy of General Contractor's Certificate of Insurance.
- ☐ Copy of Plumbing Contractor's License.
- ☐ Copy of Plumbing Contractor's Certificate of Insurance.
- ☐ Copy of Electrical Contractor's License.
- ☐ Copy of Electrical Contractor's Certificate of Insurance.
- ☐ Copy of permit(s) for indicated Scope of Work on Architectural Request Form.
- ☐ Other: _____
- ☐ Other: _____
- ☐ Other: _____
- ☐ Other: _____
- ☐ Other: _____
- ☐ Other: _____
- ☐ Other: _____
- ☐ Other: _____
- ☐ Other: _____

***PLEASE NOTE: THE TIME LIMIT OF THIRTY (30) DAYS FOR REQUEST CONSIDERATION SHALL NOT BEGIN UNTIL ALL INFORMATION NECESSARY FOR THE REVIEW OF THE ARCHITECTURAL REQUEST HAS BEEN SUBMITTED.**

Please submit all information to:

Seapath, Inc.
Attn: David Foster
322 Causeway Drive
Wrightsville Beach, NC 28480
910-256-2080
910-256-2094 (fax)
seapathinc@bellsouth.net

Seapath, Inc. Contractor Notice and Requirements

UNIT OWNERS are required to have ALL CONTRACTORS and subcontractors check in at the office before entering the building at all times and under all circumstances. Direct all questions to the office.

All Contractors are to be advised of the following conditions regarding work at Seapath Tower. The office will provide this information at check in. Contractors are required to adhere to these requirements.

- Except under emergency situations, contractors are only permitted to work at Seapath between the hours of 8:00 am to 5:00 pm Monday through Friday, exclusive of holidays. All work vehicles and/or work trailers must be off the property during the weekends and holidays. Storage PODS cannot be left on the property.
- Building materials are not to be stored on/in Seapath Common Areas.
- No parking vehicles in center circle, with the exception of unloading materials and necessary equipment. Under no circumstances is parking allowed on the bricks surrounding the center light pole.
- After unloading, park vehicle in the side parking lot close to tennis court.
- All refuse, building scrap and materials in connection with the project must be taken off site and disposed of. **Do not use our dumpsites under any circumstances.**
- If the project creates dirt and debris in hallways or any other common areas of the facility, the contractor is responsible for cleaning that area daily.
- If the floors need additional cleaning or mopping by Seapath staff, you may be charged.
- Paint, grout, dry wall mud, etc. are NOT to be put down Seapath storm sewer or drains. NO EXCEPTIONS.
- Contractors are to use the second elevator (left car) only or stairs. They must notify the office if they need maintenance to remove the elevator ceiling grates and/or install the protective padding. This will allow the elevator to carry larger items. If you do not notify the office to protect the elevator, you will be responsible for any damage. *Do not hold the stop button for a long period of time.*
- Smoking is prohibited in hallways, elevators, on balconies, stairwells, all common areas, and while working in individual units. Smoking receptacles are located close to the front entrance and Bar-B-Q area.
- Use or being under the influence of alcohol or illegal drugs is STRICTLY prohibited while on the Seapath property.

PLEASE NOTE:

If management finds that a contractor cannot work within these guidelines, keys will no longer be issued for work in the unit and company vehicles will not be allowed on premises. Seapath reserves the right to tow company vehicles off premises, if necessary, at the company's expense and without notice.