

**SEA PINES CSA RULES AND REGULATIONS FOR COMMERCIAL CONTRACTORS
ON RESIDENTIAL PROPERTIES**

GENERAL

- Hours for commercial work in Sea Pines are Monday through Saturday, 7:00am to 7:00pm., or at other times with the approval of the Director of Safety & Security. No work will be performed on Sundays and the following Holidays: Thanksgiving Day, The day after Thanksgiving, Christmas Eve, Christmas Day, New Year's Day, Easter, Memorial Day, Fourth of July, and Labor Day.
- Contractors shall not build, erect, install, rebuild, etc., without obtaining the necessary permits and/or approvals.
- Contractors shall not remove any trees without obtaining the appropriate permits and approvals.
- All permits must be posted and visible from the street.
- Materials must be stored on the lot where the permit is approved. Not on any adjacent lot or open space unless prior approval is given.
- Noise levels should be kept to a minimum and should comply with the Town of Hilton Head Noise Ordinance, Sea Pines Covenants, Rules and Regulations, policies, and/or permitted hours of operation to minimize disturbances for residents.
- No company advertising to be posted on the job site.
- No noxious, offensive, or illegal activity shall be carried on upon Commercial or Recreational Property, nor shall anything be done therein which may be or may become an annoyance or nuisance through visual blight to any nearby property nor shall levels of sound or noise be created significantly disturbing nearby areas.

VEHICLES

- All commercial vehicles must display a commercial pass, commercial decal, or hang tag while on the property. Property Owners are NOT permitted to reserve a guest pass for a contractor.
- All commercial vehicles conducting business in Sea Pines are required to display prominently the commercial vendor's name and telephone number(s) on each side of the vehicle. The lettering may be applied with paint, vinyl lettering, or by magnetic material and all lettering and numbering must be at least two (2) inches high.
- Current ARB Guidelines permit up to six (6) vehicles to be parked at the property they are working at with an approved permit.

TRAFFIC/PARKING

- Contractors must be parked on the property that holds the approved permit for work. Sufficient space for construction vehicles must be provided at the job site. Roadways or Right of Ways may not be obstructed by construction vehicles.

- Contractor vehicles, including trailers of all types, may not remain on the job site overnight in Sea Pines unless CSA grants prior approval.
- The contractor shall provide a temporary driveway entrance or a designated access path with mulch or stone connecting the property to the street at one point, to not track dirt onto the street or interfere with drainage along the street.
- Vehicles and equipment should not obstruct driveways, leisure trails, mailboxes, fire hydrants, or emergency access routes.
- If a contractor vehicle must park on the street, the contractor shall be required to take the appropriate safety precautions, including but not limited to, use of cones, a traffic coordinator, etc. Prior approval may be required.
- Any work completed under an hour does not require prior approvals, for example, landscaping, maintenance, dry cleaning, pool cleaning services, delivery vehicles, etc.

ENVIRONMENTAL

- Contractors are responsible for the cleanup of their work areas at the end of each day. The job site shall be kept clean and uncluttered and free of loose debris. A fine will be imposed if the job site's condition is not addressed after a warning.
- Street pavement must be kept clean during construction, including Right of Ways and leisure trails. Roadways, right of ways, and leisure trails, should be maintained in a way to protect them from construction and open for public use. If damage is observed, CSA or a CSA approved vendor will complete the repairs, and the contractor will be billed for the repair.
- Contractors must dispose of all waste, hazardous materials, debris, etc., in accordance with local regulations, including concrete washout and pool draining.
- It is the responsibility of the contractor to ensure that the dumpster(s) are emptied in a timely fashion and never exceed the full line.
- All dumpsters are to be covered completely with a tarp and secured at the end of each workday.
- Contractors are required to use silt fencing, tree protection, and inlet protection in accordance with the Town of Hilton Head Land Management Ordinance.
- Prohibited activities within wetland buffer:
 - Disturbance or removal of landscaping, vegetation, soil
 - Dumping debris or materials
 - Installation of any new landscaping, including but not limited to, sod, plants, bushes, trees, etc.
 - Installation of structures
 - Installation of irrigation, lighting, or other aesthetic enhancements

ENFORCEMENT

- Failure to follow these rules or guidelines may result in suspension of work, loss of deposit, and/or additional fines.
- After construction has been completed, any damage resulting from the construction, including damage to streets and leisure trails, must be corrected. The cost of repairs and maintenance for off-site areas damaged during the construction process are the responsibility of the owner. Any area damaged during construction must be returned to its original condition before the request is made for final inspection.
- Repeated violations may lead to the contractor being denied entry into Sea Pines and performing future work within the community.

EMERGENCY

- Contractors can access the community outside regular working hours for urgent repairs if approved by the Sea Pines CSA Director of Safety & Security.

OPEN SPACE

- Contractors are not permitted to store items, vehicles, trash, debris, materials, etc., in Sea Pines CSA Open Space.
- Contractors are not permitted to access Sea Pines CSA Open Space without prior approval.
- If damage is observed on Sea Pines CSA Open Space from a contractor, a mitigation plan will be implemented to restore the area back to its original state. CSA Open Space must be returned to its original condition before the request is made for final inspection.
- Repeated violations may lead to the contractor being denied entry into the Community and from performing future work within the community.

SEA PINES CSA RULES AND REGULATIONS FOR COMMERCIAL CONTRACTORS FINE SCHEDULE

1. First Offense:
Penalty: Warning issued
Description: The commercial contractor will receive a written warning for the first violation of any rule or regulation in the Sea Pines CSA Rules and Regulations for Commercial Contractors.

2. Second Offense:
Penalty: \$250 fine
Description: If the commercial contractor violates any rule or regulation in the Sea Pines CSA Rules and Regulations for Commercial Contractors a second time, a fine of \$250 will be imposed.

3. Third Offense:
Penalty: \$500 fine
Description: If the commercial contractor violates any rule or regulation in the Sea Pines CSA Rules and Regulations for Commercial Contractors a third time, a fine of \$500 will be imposed.

4. Fourth and Final Offense:
Penalty: \$1,000 fine
Description: A fourth violation of any rule or regulations in the Sea Pines CSA Rules and Regulations for Commercial Contractors will result in a final fine of \$1,000 and may result in revocation of the commercial contractor's permit to gain access into Sea Pines.

Note:

Repeated violations after the final offense may result in revocation of the commercial contractor's decal.

This schedule provides a structured escalation in penalties to encourage compliance while allowing an opportunity for correction after the first violation.