



# **Major Repair Department**

## **Standard Operating Procedures**

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## **Introduction**

The KICA Major Repair Department is composed of five employees and is divided into two sections: Major Repair and Replacement (MR&R) (one employee), and General Maintenance (one supervisor and three employees).

- MR&R is generally charged with large projects such as resurfacing, sub-surface drainage replacement and building new assets.
- The general maintenance department is responsible for minor repairs and maintenance such as asphalt patching, sign and mailbox repairs and painting, and regular maintenance to KICA owned buildings and other structures.

## **Scope of Work**

Both departments are responsible for maintaining:

- Over 53 miles of paved roads and associated concrete curbing,
- Seven wooden vehicular bridges,
- Over one mile of boardwalks and walk-bridges,
- 17 miles of leisure trails,
- Floating docks and landings at three locations,
- 11 crabbing/fishing docks,
- All mailboxes,
- All menu, road, trail and beach directional signage,
- Landscape and trail lighting at numerous locations, and
- Miscellaneous repairs to common properties.

As new properties are developed and conveyed to KICA, they are added to the association's list of common properties. Per the Covenants, once the community association receives notice of intent to convey, these properties are to be maintained by KICA. It is the responsibility of the director of major repair, along with the directors of lakes and land management, to inspect the new properties prior to acceptance to ensure that they are built to specifications and functionally complete.

The biggest challenge facing the major repair department is continuing to provide the same level of service, with minimal personnel, as the size of common properties and number of assets increase.

## Director of Major Repair

### **Project Administration and Management**

Prepare and update the *Large Project Tracking* spreadsheet each week by midday Thursday for COO. Receive approval or changes by end of day Thursday. Make any changes and send final copy to COO, controller, and communications administrator (for Web posting) by noon, Friday.

#### A. Project Development

- a. Get project parameters from COO/board/MRC.
- b. Interview and/or get proposals from engineers/architects for project designs.
- c. Present results to MRC for approval; present COO with MRC recommendation.
- d. Once COO/board approval is received, hire the winning engineer/architect to draw up the designs.
- e. If project has an impact in a neighborhood or regime – hold a “town hall” style meeting with affected members and sub-regimes to discuss the project. Have the engineer/architect present their conceptual drawings, receive member feedback, incorporate into plans if appropriate.
- f. Have engineer/architect present final designs to MRC; make recommended changes to design if appropriate or required.
- g. Receive final construction estimates.
- h. Present COO with MRC recommendations and final construction estimates.
- i. Receive COO permission to proceed to bidding. *Note: if project is slated for next year, include in the budget preparations. If approved for the current year, proceed to bidding.*

#### B. Project Competitive Bidding

- a. Work with engineer/architect on bid documents.
- b. Hold pre-bid meeting with engineer/architect and interested contractors.
- c. Receive bids.
- d. Ensure that bids are within budgeted figures. If not, return to engineer/architect and discuss ways to lower the project to budgeted figure. Either re-bid or work with low bidder to bring project within budget.
- e. Inform MRC of bid results (this may be done by e-mail – no special meeting required); present COO with bid results; receive permission from COO to award the contract.

#### C. Project Management

- a. Inform contractors of the results of the bid.

- b. Prepare contracts per *Financial Control Manual* using KICA standard document or receive contracts from engineer/architect.
  - c. Forward prepared contracts to executive director (ED) for approval. Allow a minimum of two weeks for contract review.
  - d. Send out letter of *Notice of Award of Contract* to winning low bidder.
  - e. Once the project is underway, visits to the construction sites are required several times each week to ensure that the project is proceeding according to the designs and specifications. If not, the work is to be halted until the engineer/architect and the contractor's project manager can be consulted and the situation is rectified.
- D. Project Closeout
- a. Once substantial completion is reached, final payment less the retainage may be paid out. At this time, a walk-thru inspection is done with the engineer/architect and the contractor's project manager. A punch list is created and the contractor finishes the project.
  - b. For projects that generate engineering/construction plan sets, a set of as-builts are required before final payment may be generated. These may be as simple as redlining the existing plans.
  - c. Once project is completed, release the retainage and update or add the asset to the *Reserve Data Assets* database.
- E. Public Notifications
- a. One month prior to start of project:
    - i. Article in the *Digest*. (*Note: the Digest has a six-week lead time. Consult with communications administrator to determine appropriate time frame.*)
    - ii. E-mail all members whose street or property might be affected. Include type of project, approx. start date, length of project and contact information. If any members do not have an e-mail listed, send letter/flyer to their primary address.
    - iii. Notify KRA real estate office and the resort of the project.
    - iv. Notify any regime and their property managers in the vicinity of the project with the type of project and the approximate dates.
    - v. Post on KICA website until project is completed. (This message can be changed daily if the schedule dates or locations of the project changes).
    - vi. Inform security of the event with location, timing and name of contractor.
    - vii. Check the KICA calendar for any island events that might be affected by the project construction.
  - b. Two weeks prior to the event:
    - i. Send out a bulk e-mail to all members.
  - c. One week prior to the event:
    - i. Short message on the message boards adjacent to the main gate. Send info to communications administrator for this message.
    - ii. Reminder to security.

## **Reserve Data Assets Database**

This is a database containing all KICA owned buildings and infrastructure. Any property that is listed on the depreciation schedule is excluded from this database (ex: trucks and equipment). Each asset is listed with an asset number, a useful life, a physical description of the asset and its replacement cost. Once each year, in late May or early June, an outside reserves specialist (see Appendix A) is to be contracted to perform an audit on our reserve fund and assets. The purpose of this audit is to ensure that we are adequately funded in our reserves. The auditor also verifies the unit replacement cost and useful life for each type of asset. The reserve audit is to be completed prior to the start of budget preparations.

## **Annual Inspections and Maintenance**

Per the reserve data, assets will come up for replacement as they approach the end of their useful life. When staff is preparing the budget for the coming year, inspections are performed on the assets that are nearing their useful life. At that time, it is determined which assets in each group will be done in the coming year, and which may be moved to later years. At this time, staff will also make lists for assets that do not require replacement, but rather only require patching or minor repairs.

### **A. General**

#### *a. Road Resurfacing*

*b. Curbing Replacement:* When a road is scheduled for resurfacing, the associated curbing (if any) is inspected and curbing that is broken or in bad condition is also scheduled to be replaced prior to the road work.

*c. Under Street Culvert Repair:* When a road is scheduled for resurfacing, the associated under street drainage is inspected. A determination is made at that time to line or replace badly degraded pipes prior to resurfacing.

#### *d. Leisure Trail Resurfacing*

#### *e. Off-Street Culvert Repair*

### **B. Special Infrastructure Inspections**

These inspections are performed on a periodic basis by outside sources. The purpose of the inspections is to monitor items that have the potential for the greatest impact to the island if they were to fail. We generally have the same company perform the same inspection each time so that they are most familiar with the asset and may better recognize early signs of potential failure. See Appendix A for the list of engineers and contractors.

*a. Bass Creek Revetment:* Each year in late winter, an engineering firm is hired to inspect the concrete revetment on Bass Creek, located on the north side of Ocean Course Drive across from Willet Pond. Divers inspect the toe of the concrete revetment to ensure that it is not being undermined. An engineer inspects the above water portion of the revetment to determine if any areas are decaying and need repair. Additionally, after major storm events, the engineering firm is hired to do a post storm event inspection and evaluation.

- b. *Wooden Vehicular Bridges*: Each year in late winter, the deck and guardrails on each of the seven vehicular bridges are inspected and we receive recommendations for replacement of rotting or damaged timbers. Work is usually done prior to Memorial Day weekend. Once every five years, we have engineers inspect the super-structure of each of the bridges and make recommendations for repairs. We then have the company that is doing the deck and railing repairs make these repairs while doing their annual work.
- c. *Pond Inter-Connecting Drainage Pipes*: The pipes along the pattern of main storm water flow are inspected on a rotating five year schedule. In this manner, approximately one-fifth of the pipes are inspected each year.
- d. *Cinder Creek and Inlet Cove Bulkheads*: These are both made up of vinyl sheet pile with timber covering. An engineering firm is hired every three years to perform a full inspection and make recommendations for maintenance or repairs. Additionally, after extreme high tides and/or major storm events, in which the bulkhead is submerged under storm tides, the engineering firm is hired to do a post-storm event inspection.
- e. *Outfall Headwalls*: The concrete headwalls at six key water control structures (WC-001 Beachwalker, WC-035 Bass Pond, WC-072 Snowy Egret, WC-075 Canvasback Pond, WC-093 Ibis Pond, WC-094 Willet Pond). An engineering firm is hired every five years to perform a full inspection and make recommendations for maintenance or repairs.
- f. *Golf Underpasses and Canvasback Pond Tunnels*: There are four tunnels on the island composed of 12-foot diameter corrugated aluminum pipes. Three are located under the Kiawah Island Parkway as golf underpasses and one is located under Flyway Drive as a tunnel for Canvasback Pond.
  - i. The golf underpasses:
    - 1. Every two years a visual inspection is made by staff. Deficiencies from the prior in-depth inspection are verified and modified as needed and new deficiencies are noted over the top of the inspection drawings generated during the in-depth.
    - 2. Once every 10 years, an in-depth inspection should be performed. This would be a very detailed look at the structures, possibly involving non-destructive or partially destructive testing or clearing of debris to facilitate access to all elements. At a minimum, every square inch of pipe would be at arm's reach to the inspector. Inspection drawings with defect locations would be generated, as well as a sufficiency report. If a previous in-depth has been performed, it is kept as a reference only and the

structure is treated as if it is being viewed for the first time.

- ii. Canvasback Pond tunnel: In this case an underwater inspection would be performed once every five years by a certified engineering firm. Stand alone underwater reports would be generated for each inspection.

## **Budget**

The director of major repairs is responsible for the reserve fund budget and the general maintenance operations fund budget.

- A. Prepare MRR reserve fund budget using reserve data software, the reserves audit and field observations.
- B. Prepare the general maintenance operations fund budget using zero-based budgeting techniques as well as historical data.
- C. Produce cost estimates from engineers, architects and/or contractors for special projects for inclusion in the budget preparations.
- D. Track both budgets monthly to insure that there are no cost overruns.
- E. Notify COO and controller immediately of any deviations from budget (positive or negative).

## **MRR Committee**

The director of major repair and director of lakes management are staff liaisons to a committee of member (property owner) advisors. This group mentors staff on projects, provides input on budget management, and contributes to the development of the 10-year plan.

Staff duties include:

- A. Meetings are held every second Thursday of each month.
- B. E-mail the agenda to each of the members (including COO and director of lakes management) one week prior to the upcoming meeting.
- C. Investigate special projects originating from MRC, COO and board of directors; provide a synopsis to the committee for recommendations on proceeding.
- D. Consult with committee members on construction project issues.
- E. Prepare a monthly departmental report for the committee describing projects underway, upcoming projects, any issues associated and current contract payouts.
- F. Take notes at the meeting and produce a report of the minutes and either e-mail or mail to committee members. Send copy to the executive assistant for inclusion in the monthly board packets.
- G. Post the monthly meeting to the website (in design/development stage at this time).

## **Drainage Tie-in Agreement**

Periodically, members or their representatives will approach KICA with the desire to drain their property into the community drainage system. A drainage tie-in agreement must be completed and approved before any work may proceed.

- A drainage tie-in agreement is given to the member or their representative.
- The agreement must be completely filled out and a site plan, with all of the particulars for the proposed drainage, must accompany the agreement.
- The director of major repair (and the director of lakes management if a pond is involved) review the plan and meet with the member or their representative on site to determine if the plan is suitable and conforms to accepted practices.
- Once the director major repair approves the drainage plan, the forms are then sent to the COO for approval. Once this is received, work may proceed.

## General Maintenance Department

### General Maintenance Supervisor

1. In the Absence of the Director of MR
  - a. Become the acting director of MR.
  - b. Attend committee meetings.
  - c. Attend department head meetings.
  - d. Produce weekly department head notes and send to executive assistant by noon on Thursday.
  - e. Update the *Large Project Tracking* database and send to COO by end of day Thursday.
2. Project and Construction Management
  - a. Contact potential contractors for all regular MRR projects.
  - b. Provide construction management on all projects.
  - c. Coordinate with Architectural Review Board (ARB) on KICA projects as needed.
  - d. Perform daily inspections of contracted work for KICA.
3. Service Request (Work Orders)
  - a. Receive work orders either through e-mail or fax.
  - b. Review and assign work to be done.
  - c. Respond to request within 24 hours of receiving.
  - d. Do follow up inspection of work.
  - e. Enter detailed description of action taken into service request database, sign and enter date.
  - f. Close service request in database when all work is complete.
4. Plan and Organize Daily Work Schedule for Staff
5. Purchasing
  - a. Purchase and maintain an inventory of various supplies and services.
  - b. Enter data into the purchase order log.
  - c. Enter purchase order information into Financial Edge program.
  - d. Track expenditures through general maintenance budget database.
  - e. Balance general maintenance budget database with Financial Edge data each month after the accounting department has closed the books for that month.
6. Monthly Gas Logs
  - a. Enter current readings from key box and pumps onto new monthly gas log sheet.
  - b. Measure amount of gas and diesel in tank with tape measure and document in inches on sheet.
  - c. Collect all daily gas logs and replace with new sheet with current key box readings.
  - d. Enter data into monthly gas log spread sheet.
  - e. Send all original gas logs and monthly gas log sheet to accounting.
7. Private Event Schedule: Staff in the recreation department schedule events for the pavilions at Rhett's Bluff and Cinder Creek. Once each month, the private events administrator sends a schedule to the general maintenance supervisor. The following are done two days prior to scheduled events:
  - a. Check all lighting (landscape, buildings, docks, etc.) and repair as needed.

- b. Check docks for loose pickets, deck boards, railings, etc. Repair as necessary.
  - c. Ensure that the fireplace is clean and debris free.
8. Charge Backs
- a. Perform work as requested.
  - b. On the general maintenance work order sheet, enter the necessary information of time and material used, which account to credit, and the department to be charged.
  - c. Maintain a copy and send the original to the accounting department to be billed.
9. New Mailbox Installation
- a. Provide new mailbox installs for new members and builders at a reduced cost.
  - b. Order mailbox arm with routed number on both sides.
  - c. When arm is received, attach to post and install new plywood and mailbox.
  - d. Paint post and arm Builders First Source (Kiawah Brown).
  - e. Paint the routed numbers white latex.
  - f. Paint the mailbox Sherwin Williams (Mailbox Blue).
  - g. After installation the appropriate person or company is invoiced for payment.
  - h. When payment has been received enter the credit into the general maintenance budget database.
12. Accident Reporting
- a. Immediately upon notification of injury to employee, transport injured employee to medical facility or call rescue squad to transport depending on the severity of the injury.
  - b. Drug test should be taken at this time as per company policy.
  - c. Complete the supervisor's report of an accident immediately and turn in to HR director.
  - d. Notify the safety coordinator of the incident.
  - e. Retain a copy of the accident report for the employee's file.
13. Employee Disciplinary Notification
- a. Verbally warn employee of problem.
  - b. Complete employee warning / disciplinary notification sheet.
  - c. After second written warning, employee is to be suspended without pay for specific amount of time.
  - d. If employee does not improve and continues with the problem they will be terminated.
14. Employee Files Maintenance
- a. Keep copies of employee's awards, absence sheets, accident reports and warnings/disciplinary forms.
  - b. Keep copies of PMPs, doctors' excuses, etc.

## General Maintenance Staff

1. Landscape Lightning
  - a. Inspect landscape lighting and the lighting at both gate houses, Rhett's Bluff and Cinder Creek pavilion areas first thing each morning. One-fifth of the island is to be inspected each day. Replace burned out bulbs immediately. Report any other problems to supervisor.
    - i. Monday – inspect round-a-bout, flagpole median, main gate.
    - ii. Tuesday – inspect Inlet Cove bollards on Beachwalker Dr., Sparrow Pond trail, Duneside trail, Kiawah Beach Dr. entrance and trail.
    - iii. Wednesday – inspect parkway at Night Heron, parkway at East Beach and Parklake, parkway at Turtle Point.
    - iv. Thursday – inspect Turtle Beach sign, Mariner's Watch at Sea Forest, Vanderhorst gate house, Rhett's Bluff entrance and boat launch.
    - v. Friday – inspect Royal Beach entrance, Osprey Beach entrance, the Preserve entrance sign, and Cinder Creek pavilion area.
  - b. Every two weeks (or as needed), adjust the time clocks to turn on 15 minutes before sunset and shut off 15 minutes after sunrise.
  - c. Twice per year, change the time clocks to reflect Eastern Standard Time or Daylight Savings Time. This is to be done on the Saturday morning of the weekend that the time changes.
2. Leisure Trails
  - a. All trail markings (stop bars, lettering) are to be repainted once each year during warm (>65 degrees F.) weather.
  - b. Inspections of the asphalt or sand shell surfaces are to be made each quarter. Repairs are to be made as needed.
3. Pavilion Inspections: Rhett's Bluff boat launch and pavilion, Cinder Creek pavilion and canoe storage buildings are to be inspected weekly for needed repairs.
4. Crabdock Inspections will be performed quarterly on all eleven (11) KICA crabdocks. Repairs are to be made as needed.
  - a. Beachwalker Drive
  - b. Bass Pond at Rhett's Bluff Road
  - c. Canvas Back Pond at Surf Song Road
  - d. Canvas Back Pond at Bufflehead Road
  - e. Osprey Beach entrance on Flyway Drive
  - f. Blue Heron Pond Road between #10 and #12
  - g. Salt Cedar Lane between #42 and #52
  - h. Falcon Point Road between #6 and #7
  - i. Canvas Back Pond at Flyway and Governor's Drives
  - j. Ibis Pond at Ocean Course Drive
  - k. Willet Pond at Ocean Course Drive

Check all locations for broken or warped boards, aged or rotten wood, nails or screws that are sticking up, and for cleanliness of docks and parking areas.
5. Tower Inspections will be performed each month on all three (3) KICA viewing towers. Repairs are to be made as needed.
  - a. Marsh View tower at Marsh Hawk Lane
  - b. Marsh Island tower off Governor's Drive
  - c. Blue Heron Pond tower at Grey Widgeon Lane

Check all locations for broken or warped boards, aged or rotten wood, nails or screws that are sticking up and for cleanliness of decks. Address graffiti immediately.

6. Split-rail fence inspections will be performed each quarter on the split-rail fences located in Night Heron Park and in the Preserve. Repairs will be made at that time. Any rotten posts and/or railing will be reported to the supervisor.
7. Water fountain inspections will be performed on each of the three (3) KICA owned water fountains once each month from April until October. These are located at:
  - a. The main leisure trail at the junction of Greensward Road, Kiawah Beach Drive and Kiawah Island Parkway.
  - b. The main leisure trail on the east end of Night Heron Park.
  - c. The main leisure trail at the corner of Surfsong Road and Governor's Drive next to the pond.
8. The HVAC filters will be replaced each month at the following locations:
  - a. Maintenance office building (2 – 20x30)
  - b. Main gate (2 – 20x20)
  - c. Vanderhorst gate (1 – 12x24, 1 – 24x24)
  - d. Administration building (3 – 20x25)
9. Boardwalk inspections will be performed annually on each of the 24 KICA owned boardwalks that have wooden structures (#'s 1, 7, 8A, 9, 10, 12, 13, 14, 15, 16, 22, 27, 28, 29, 30, 31, 32, 33, 34, 35, 38, 39, 40, and 42). Check all locations for broken or warped boards, aged or rotten wood, and nails or screws that are sticking up. Immediately address any problems that could potentially cause injury to pedestrians.
10. Boardwalk shower inspections and maintenance will be performed twice yearly on each of the 10 KICA owned boardwalk showers (#'s 1, 7, 8A, 10, 12, 16, 22, 27, and 40) and at the shower located in the beach parking area on Ocean Course Drive across from Sandfiddler Court. Each year the showers will be turned off at the advent of the first freeze of the year and will be turned back on prior to Easter weekend.
11. Annual Mailbox Maintenance: In spring and early summer of each year, the mailboxes, posts, and arms on one-half of the island will be painted. Any overly rusty or damaged mailboxes will be replaced at that time, as well as, any rotted or damaged posts and/or arms. The island is bisected into the front-half and back-half sections by drawing a line on the map north to south starting at the intersection of Flyway Drive and Governor's Drive (near the Vanderhorst mansion), straight down the center of Flyway Drive to the beach. All property west of that line is the front side of the island, and all property east is the back side of the island. (In 2008, the mailboxes on the front side of the island were painted. In 2009, the mailboxes on the back side of the island will be painted.) See Appendix B for paint colors.
12. Sign Maintenance: Once each year all of the KICA owned signage of the island will be re-painted. This includes menu signs, street signs, leisure trail stop signs, beach directional bollards, entrance signs and fences, boardwalk signage, etc. Refer to the Kiawah Island ARB Graphic Controls Manual for type and color. See Appendix B for paint colors.
13. Street markings: once each year any street markings will be painted with an appropriate white, plasticized, highway grade paint. This includes stop bars, crosswalks, arrows, etc.

14. Guardrail Maintenance: Once each year the guardrails in the following areas will be painted. See Appendix B for paint colors.
  - a. The three (3) golf overpasses located on Kiawah Island Parkway.
  - b. Marsh Hawk Lane cul-de-sac.
  - c. Each of the seven (7) wooden vehicular bridges.
  - d. Rhett's Bluff Road at Bass Pond causeway.
  - e. Governor's Drive at Cinder Creek causeway.
  - f. Ocean Course Drive across from Ibis Pond.
  - g. Ocean Course Drive across from Willet Pond.
  - h. Ocean Course Drive at the Bass Creek revetment.
15. Once each year the barrier posts located in the cul-de-sacs and the medians will be painted. See Appendix B for paint colors.
16. Once per year (or as needed) the boat ramps at Rhett's Bluff and Eagle Point will be cleaned of shells and marsh hay. This usually occurs after the high spring tides.
17. Twice each year both of the gate houses will be pressure washed to remove dirt, mildew, insect webbing and debris.
18. Once each year (or as needed), the parking areas at the following locations will be graded smooth:
  - a. Rhett's Bluff recreation area.
  - b. Cinder Creek recreation area.
  - c. Cinder Creek overflow parking area.
  - d. Eagle Point boat launch.
  - e. Beach parking on Ocean Course Drive across from Sandfiddler.
  - f. Beach parking on Ocean Marsh Drive.
19. Work orders/service requests are generated by member services. These will be responded to and the work completed within 24 hours of receipt. If staff is unable to complete the work within the specified time, they will contact the person that generated the work order and explain why the work will not be completed on time. Once the work is completed, the staff member will contact the general maintenance supervisor and let them know that the work is done.
20. While riding to and from other jobs on the island, keep an eye out for any damaged signage, mailboxes, drainage structures, roadways, etc. Report any problems to the general maintenance supervisor for addition to the work schedule.
21. The general maintenance shop and work areas are to be kept clean and free of hazards at all times. These areas are to be cleaned up once per week.
22. Appropriate safety equipment is to be used at all times. Safety vests will be worn anytime staff leaves the maintenance yard. Consult owner's manuals and safety signage to determine the proper safety equipment required for each piece of equipment.

Appendix A  
Inspectors

1. Reserve Specialist:  
Peter Miller  
Miller Dodson Associates, Inc.  
929 West Street  
Suite 310  
Annapolis, MD 21401  
800-850-2835 P  
410-268-8483 F  
443-838-6449 C
2. Bass Creek Revetment inspections; Cinder Creek and Inlet Cove bulkhead inspections:  
Trey Hair  
Coastal Science & Engineering  
PO Box 8056  
Columbia, SC 29202  
803-799-8949 P  
803-799-9481 F  
803-467-8034 C
3. Wooden Vehicular Bridges – deck and railing inspections/repairs:  
Jack Harrelson  
Salmon's Dredging  
PO Box 42  
Charleston, SC 29402  
843-722-2921 P  
843-723-4630 F  
843-296-8116 C
4. Wooden Vehicular Bridges – super-structure inspections; Tunnel inspections:  
Kevin Turner  
Collins Engineering  
1180 Sam Rittenberg Blvd., Suite 105  
Charleston, SC 29407  
843-763-1576 P  
843-763-1582 F  
843-609-1675 C
5. Pond interconnecting drainage pipe inspections:  
Tommy Eason  
Eason Diving  
2668 Spruill Avenue  
Charleston SC 29415  
843-747-0548 P  
843-991-3962 C

Appendix B  
Paint Colors

1. Signage: Builders First Source, Pewter Gray
2. Stop Sign Face: Sherwin Williams, Tile Red
3. Mailbox posts and arms: Builders First Source, Kiawah Brown
4. Mailboxes: Sherwin Williams, Mailbox Blue
5. Guardrails: Builders First Source, Kiawah Brown
6. Menu Logo: Pittsburg Paints, Spruce Green
7. Beach Directional Signs: Builders First Source, CC Black 0103F
8. Rhett's Bluff Signs and Posts: Builders First Source, CC Black 0103F
9. No Bicycles/No Pedestrians:
  - Sign Post and Back - Builders First Source, Pewter Grey
  - No Bicycles/No Pedestrians - Builders First Source, CC Black 0103F;  
Sherwin Williams, Tile Red
10. Cul-de-sac Posts: Builders First Source, Pewter Grey
11. Cul-de-sac Caps: Lowes, Valspar Duramax Exterior Latex, Flat White
12. Bicycle Parking: Builders First Source, CC Black 0103F; Builders First Source, CC Black 0103F