



## **An Important Notice To all Preserve Owners:**

### **A REVISED APPLICATION FOR ATTIC SPACE ACCESS HAS BEEN REQUIRED BY THE FIRE DEPARTMENT**

**Please disregard the previous application to access the attic area which was emailed on October 18, 2022.**

The Board has been working with the Fire Department regarding the recent Fire Sprinkler Water Line breaks. The Fire Department has protocol which must be followed that **only a licensed sprinkler company** is allowed to interact with the sprinkler system.

The Board has, therefore, revised the application and instructions for attic space entry to be in compliance with the Fire Department regulations and approval.

Failure to submit the required forms and obtain approval may result in emergency vehicles responding to the building and the responsible owner will be accountable for all associated costs as well as a substantial fine.

As always, we thank you for your cooperation in keeping our community and our neighbors' welfare an important part of who we are and what we do.

The Preserve at Indigo Run  
4 Indigo Run Drive, Hilton Head Island, SC 29926  
Commercial Vehicles Delivery Address - 96 Gardner Drive  
Regime Office - 843-342-7747  
Email - [thepreserve@thepreserveatindigorun.com](mailto:thepreserve@thepreserveatindigorun.com)

# Preserve at Indigo Run, HPR

## Application for Attic Entry

1. Application Date \_\_\_\_\_
2. Owner Name and Unit # \_\_\_\_\_  
Phone Numbers:  
Cell & Home \_\_\_\_\_
3. Reason for requesting Attic Entry  
\_\_\_\_\_  
\_\_\_\_\_
4. Proposed Starting Date \_\_\_\_\_ Proposed Completion Date \_\_\_\_\_
5. Work to be Performed by (Contractor/Vendor)  
\_\_\_\_\_
6. Furnish one (1) copy of Vendor/Contractor Business License and one (1) copy of Certificate of Insurance **ALONG WITH A \$500.00 CHECK MADE OUT TO THE PRESERVE.\***

**If Owner fails to provide information and copies of Insurance Certificate and Business License AND THE \$500.00 APPLICATION FEE, the Owner does not have permission to access the Preserve common attic area and the OWNER will be the sole responsible party for any resulting damages and shall hold the Preserve at Indigo Run harmless.**

PLEASE RETAIN ONE COPY FOR YOUR RECORDS & SUBMIT ONE COPY TO  
THE PRESERVE OFFICE OR EMAIL ONE COPY TO:  
[thepreserve@thepreserveatindigorun.com](mailto:thepreserve@thepreserveatindigorun.com)

**Please submit this application to The Preserve Office.** Your application will be forwarded to the Board of Directors for review and recommendation. Please allow approximately 3 days from receipt of this application for processing.

**\*THE PRESERVE WILL ARRANGE FOR A LICENSED SPRINKLER COMPANY TO DRAIN AND TURN OFF THE FIRE SPRINKLER SYSTEM PRIOR TO WORK, AND TO PRESSURE TEST AND TURN THE SYSTEM BACK ON WHEN WORK IS COMPLETED AT A COST OF \$500.00 PAID BY THE REGIME. THE OWNER WILL BE RESPONSIBLE FOR FIRE WATCH OF THE BUILDING UNTIL THE SPRINKLER SYSTEM IS BACK ON. THE COST TO REPAIR ANY DAMAGES TO THE SPRINKLER SYSTEM WILL BE THE OWNER'S RESPONSIBILITY. REPAIRS ARE TO BE MADE BY THE REGIME'S LICENSED SPRINKLER COMPANY.**

Signature of Owner \_\_\_\_\_

Date \_\_\_\_\_

Date application received by association \_\_\_\_\_

The above application is  Approved  Disapproved