

Marina Villas

OWNER'S HANDBOOK

MARINA VILLAS ASSOCIATION, INC.

Key Contact Information

| | |
|------------------------------------|---------------------|
| South Guard Gate | 864-944-2112 |
| North Guard Gate | 864-944-2456 |
| East Guard Gate | 864-944-2129 |
| Keowee Key Community Patrol | 864-944-7978 |

Marina Villas Association

<http://www.marinavillaassociation.org/home.html>
marinavillas.kk@gmail.com

Foothills Property Management

info@clemsonhousing.com

864-654-1000

Maintenance Requests:

<http://www.marinavillaassociation.org/maintenance-requests.html>

In Case of Emergency

**IN CASE OF FIRE,
MEDICAL EMERGENCY
OR NEED FOR LAW ENFORCEMENT

PHONE 911**

Give your telephone number and street address to verify the emergency call.

- Describe the type of emergency.
- If a **Medical Emergency**, your call will be transferred immediately to medical personnel at Oconee Medical Center. They will ask for details and dispatch the EMS and, if required, First Responder personnel.
- If a **Fire**, or need for **Law Enforcement**, the proper personnel will be dispatched. With enhanced 911, all emergency personnel already have directions to your road location.
- **Turn on your front, outside light and/or emergency flashers on your car in front of your unit** so that rescue personnel can quickly find your residence.

Board of Directors

Board of Directors membership is subject to change on an annual basis, please refer to the community website: <http://www.marinavillaassociation.org/contact-us.html>

Maintenance & Repair Requests:

Maintenance or repair requests for your unit or building should be directed to our property management company Foothills Property Management. Those requests for items that are responsibility of the Homeowners Association will be added to the work order list and addressed in appropriate fashion. For requests involving interior items or work that falls under homeowner responsibility Foothills will schedule a time to assess the work required and provide a quotation.

Requests MUST be submitted through the Marina Villas website to ensure that they are added to the work order log and can be accurately monitored and followed up. Website located: <http://www.marinavillaassociation.org/maintenance-requests.html>.

General Policy Statement

The quality of the condominium lifestyle depends on group effort, cooperation, and mutual respect for the rights of others. Courtesy and an awareness of the sensibilities of others are most important. An individual purchasing or leasing a condominium should be aware of and adhere to the quality of lifestyle that is inherent in the rules and regulations that follow.

The Marina Villas Association will allow no nuisance upon the Units or General Common Area nor shall any practice be allowed which is a source of annoyance to residents, or which will interfere with the peaceful possession and proper use of the Units or General Common Elements.

The Association's elected Board of Directors is charged with formulating and enforcing the rules and regulations that set the standard and tone for the quality of life at the Marina Villas. The Board of Directors will periodically review the rules and regulations and make appropriate changes.

In addition to the rules and regulations of KKPOA, each owner's responsibility is to know and to abide by the rules and regulations set forth in this document. It is also your responsibility to provide a copy of the rules and regulations to anyone to whom you rent, lease or sell before that person rents, leases or purchases the unit. A copy of this document can be found on the website under resources.

All owners are members of the Marina Villas Association. The Board of Directors encourages your active participation. Please retain this handbook and refer to it often, along with the Master Deed and the By-laws which are located on the community website at www.marinavillaassociation.org. If you have questions about a rule or a regulation, please contact a member of the Board of Directors or the Property Manager.

1. No changes may be made to the General Common Element (area outside of your unit) or the Exterior of your building without the approval of the Board of Directors and a permit from the Keowee Key Committee for Architectural Review and the Environment (CARE). This includes but is no limited to:

| | | |
|---------------------------------------|---|---|
| Enclosing Screened Porches | Installation of LP Tanks | Enclosing the Ceiling of the First Floor Deck |
| Installation of Sidewalks or Pathways | Adding Screen or Storm Doors to the Front and Basement Entrances. | Any Plantings in General Common Elements |

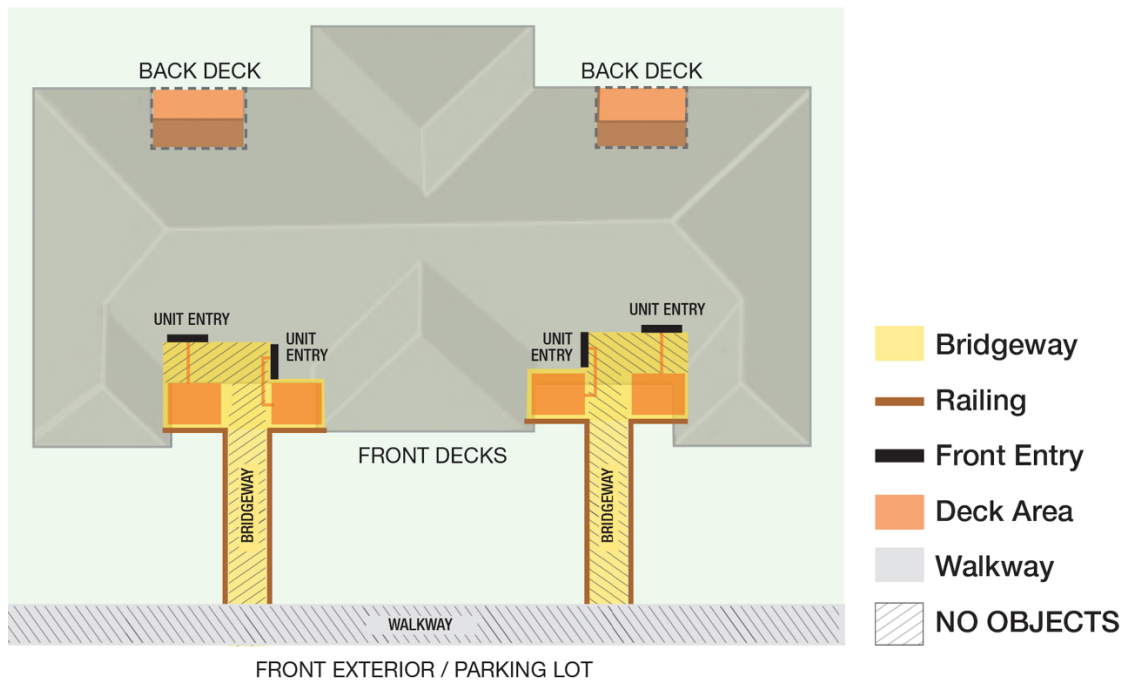
2. Send a written request and a sketch of the proposed project to the Board who will act as soon as possible. After the Board approves your request, you then go to the Keowee Key website to complete an application for a CARE permit. Upon receipt of your permit, you may begin your project. For any project requiring county building permits, a copy of the closed approved permit should be submitted to the Board for record keeping.
3. If the installation of an LP gas tank is approved, the size of the tank is limited to a maximum of 100 gallons. Tanks should be set on a solid, above ground concrete pad or recommended base from the installer. A lattice enclosure must be installed to screen the tank from view. The lattice should screen the tank on all sides not adjacent to the building and should extend above the top of the tank. Lattice enclosures must be installed within 45 days of tank installation. Lattice holes are limited to a maximum size of 2-1/2". The lattice must be painted to match the color of the building. See below examples of acceptable enclosure.



4. Antennas or satellite dishes may be installed with prior written permission of the MVA Board and CARE. As of March 2016, nothing can be installed on the roof.

5. The following pertains to screened porches. All screens are to remain in place and be maintained by the owner. The use of panels is allowed in the lower openings of screened porches once the upper screened openings have been enclosed with windows. These panels must be approximately the same color as the exterior of the building. Unless the porches are fully enclosed, inside walls and ceilings of screened porches must be the same color as the exterior of the building.
6. Visible exterior areas around Units, such as decks, railings, moats or walkways, are to be kept free of all items that detract from the appearance of our units. This includes but is not limited to storage receptacles, boxes, garden hoses, trash containers, yard tools, and personal property items such as clothes, laundry, towels, bathing suits, etc. Common areas are not to be used for personal decorations. No outside storage is allowed, and nothing is allowed to be stored in the crawl space.
7. Front Entrance and Rear Deck Guidelines

Please refer to the diagram below for reference:



Main ingress and egress routes noted in yellow must be kept clear of obstruction at all times.

A. Items Permissible on Front and Rear Deck Areas Shaded in Orange

Outdoor Furniture:

- a) Furniture needs to be of neutral colors or black in keeping with MV community aesthetics.
- b) Furniture is limited to deck areas only and must not intrude in bridgeway areas.

Potted Plants:

- a) Plant containers must be on full waterproof bases to prevent water damage to deck areas.
- b) Plant containers not to exceed 3 gallon size
- c) Maximum plant heights are not to exceed railing height.
- d) Plants are limited to deck areas only and must not be on bridgeways or railings.

Doormats:

- a) Maximum size of 3' x 2', placed at front doorway.
- b) No other rugs are permitted on the deck areas as they can cause damage to deck area surfaces.

B. Items NOT Permissible on Front Entrance Bridgeways, Railings, Deck Areas and Walkways include, but are not limited to:

- a) No high-top or counter-height table and chairs.
- b) No Permanently Attached Items on bridgeways, railings, deck areas or walkways
- c) No Grills, Fire Pits, Firewood or Coolers
- d) No Storage Containers: • cabinets • shelving • boxes • tubs
- e) No Umbrellas: • free standing umbrellas • table umbrellas • beach umbrellas
- f) No Personal Items: • rugs • towels-clothing • swim-water accessories
- g) No Pet Items: • kennels • houses • gates • toys
- h) No Artificial Plants. No vegetable plants.

C. Items Permissible Only on Back Deck Areas that are Excluded from Front Decks

- a) Vegetable plants
- b) Umbrellas
- c) Gas grills
- d) Hight top tables as long as they do not exceed railing height.

- 8. **Charcoal and wood burning grills or smokers may not be used on decks or in and around units.**
- 9. No firewood may be stored next to the building.
- 10. Standard light fixtures may be installed over basement entrances with Board approval.
- 11. Each unit has assigned parking spaces. These spaces are reserved for the unit designated and can be used by others only with the approval of the unit owner involved. If you cannot secure permission to use an assigned space, the additional vehicles may be parked in unassigned spaces or the overflow parking lot.

12. Vehicle covers are allowed under the following conditions:
- a) Requests to use covers must be approved by the board in writing. Please email request to marinavillas.kk@gmail.com.
 - b) Cover must be for the specific model year and make, not a general style cover that fits numerous body styles. Acceptable covers will be identified by a manufacturer as a “custom-fit” cover. Quality custom-fit covers will have ears for side mirrors. Covers must be kept in good condition. Only tan and grey colors are acceptable unless previously approved by the Board.
 - c) Car must be parked in the owner’s numbered parking spot. No covered vehicles are permitted in unmarked visitor spots.
 - d) Car must have a current tag and registration. Resident parking areas are not to be used for indefinite storage. Use is limited to vehicles maintained in operating condition.
 - e) Oversized vehicles, Boats, Trailers, Campers, or any other Recreational Vehicles may not be parked in the Marina Villas residential parking areas overnight. They may be parked in the storage area off Maintenance Road with approval from the Keowee Key Operations Department. After launching, boaters must immediately move trailers to the overflow lot or dry storage area. Personal vehicles left for extended periods must be in one of the assigned parking spaces for the respective owner’s Unit.
13. Garbage and dog waste must be in closed plastic bags 13 gallons or larger and placed in the designated garbage containers provided by the Association. Only bagged garbage will be picked up. Cardboard of any kind will not be picked up. You can dispose of such items at no charge by taking them to the county disposal center in Salem or the Keowee Key recycling containers on Maintenance Road, or by calling Project Services (864-944-2367) to have items removed for a small fee. Please put all dog waste and diapers in larger bags since our garbage collectors will not pick up items not sealed in 13 gallon minimum sized bags.
14. Excessive noise will not be permitted. Contact Community Patrol with problems.
15. **All pets must be on a leash and all droppings must be picked up immediately and disposed of properly.** Dog waste management stations are located on East Blue Heron Drive and by the South Marina.
16. Because second floor units have neighbors below, rear decks should never be hosed unless specific permission has been received.
17. Patriotic decorations may be displayed one week before and one week after Memorial Day, July 4th and Veterans Day and during the Honoring the Marine’s visit to Keowee Key. The American Flag can be displayed at any time of the year in accordance with accepted flag display etiquette.
18. Unit owners are responsible for any negligence or wrongdoings of work contractors hired by them. See Contractor Rules.

Marina Villas Responsibility Grid

| Item | MV HOA | Owner | KKPOA |
|---|--------|-------|-------|
| A/C Unit | | X | |
| Back Deck & Railings | X | X* | |
| Entry Railings, Bridgeway, Walkways & Deck | X | X* | |
| Chimney Cleaning | | X | |
| Structural & Common Walls ² | X | | |
| Deck & Sunroom Doors | | X | |
| Dryer Vents | X | X | |
| Interior Electrical | | X | |
| Basement Area | | X | |
| Exterior walls | X | | |
| Fireplaces | | X | |
| Interior Flooring | | X | |
| Foundations | X | | |
| Front Door | X | X | |
| Garbage Collection | X | | |
| Recycling | X | X | X |
| Gutter Cleaning & Repair | X | | |
| Hose Bibb & Spigot | | X | |
| Hot Water Heaters | | X | |
| Interior Fixtures & Appliances | | X | |
| Landscaping | X | | |
| Lockboxes | | X | |
| Exterior Painting | X | | |
| Interior Painting | | X | |
| Paving | X | | X |
| Parking Areas | X | X | |
| Pest Control - Exterior | X | | |
| Pest Control - Interior | X | X | |
| Plumbing - Interior | | X | |
| Plumbing – Common Exterior | X | | |
| Roads | X | | X |
| Roofs | X | | |
| Screens | | X | |
| Snow Removal | X | X | X |
| Sun Porches | | X | |
| Structural Elements (not due to negligence) | X | | |
| Window Cleaning - Exterior | X** | | |
| Windows | | X | |
| Wiring & Conduit | | X | |

Marina Villas Areas of Responsibility

1. If you need clarification contact the Board of Directors.
2. Removal or changes to interior walls must be approved by the Board of Directors before any work commences.
3. An 'X' in more than once column indicates shared responsibility.
 - * Homeowner responsibility for keeping clean and orderly.
 - ** Excludes Enclosed Porch Windows. Owners will have option of having sunroom windows cleaned when contractor is on site.

The Responsibility Grid was compiled utilizing the Master Deed and is supplied only as a guide. The Marina Villas Board of Directors is the final arbiter regarding questions pertaining to responsibility.

It is important to keep in mind that the cost to repair any damage to the buildings and/or common areas caused by items that are the responsibility of the homeowner will be the responsibility of the homeowner to pay. *This includes water damage caused by clogged HVAC condensate lines, plumbing leaks or sewage backups. It is important that homeowners maintain their units and pay particular attention to the location and function of their HVAC units.*

Enforcement of the Rules and Regulations

The Master Deed for Marina Villas Association provides effective legal remedies for the Board of Directors and the Association to use where intercession is necessitated because of residents' complaints and/or the infractions of rules and regulations.

To report violations of the rules and regulations, please call a member of the Board, the Property Manager, or Community Patrol (864-944-7978) if the infraction needs immediate attention. It will help if you place your observations and concerns in writing.

The Board of Directors will have the following sanctions, among others, available for violations of the Rules and Regulations:

1. Notification to a violating unit owner to have problems corrected at the owner's expense by a designated time.
2. Imposition of a reasonable fine after the violating owner has not corrected the problem.
3. Notification to a unit owner that the Board has corrected the owner's problem at reasonable cost for the correction and billed those costs to the violating owner.

Marina Villas Amenities

The amenities within Marina Villas include the tennis courts, beach, a picnic shelter, kayak/ canoe storage and a boat launch ramp. These facilities are owned by the owners of the Marina Villas condominiums and are managed and maintained by KKPOA under a Management Agreement. The Marina Villas owners permit all Keowee Key property owners to use these facilities subject to these rules that have been endorsed by the Board of Directors of KKPOA. Please refer to the KKPOA Handbook for information on the use of these amenities.

For Your Information

1. Our annual meeting is held in the 4th Quarter for the purpose of electing board members and transacting any other business authorized to be transacted by members of the Association. Owners will be notified by mail and email of the date, time and place for this meeting. Members are encouraged to attend.
2. Each quarter members will receive an invoice for quarterly maintenance and operating assessment as well as any special charges, late fees, or interest. Payment is due by the end of the first month of the quarter. If an account is in default (at least 30 days overdue), you will receive a notice of default. If payment has not been received within 30 days of the default notice, a lien may be filed against your unit. For further information please see the Marina Villas delinquency policy online at <http://marinavillaassociation.org>.
3. You are responsible for the interior of your unit. The Association is responsible for the exterior of the buildings and the common areas. If you need assistance for interior work, contact a local contractor or Project Services, (864-944-1267). Our property management company, Foothills, (864-654-1000) also offers contractor services at reasonable rates. Remember that you must have prior Board approval for any changes to exteriors, interior structural or common areas.
4. You are also responsible for the maintenance and repair of your HVAC system. You should have it serviced on a regular basis. If your HVAC system causes any damage to another unit or the building, ***you will be charged for the repair.***
5. Whenever reasonably possible, if a unit is entered for emergency repairs, the owner will be notified by mail within 48 hours or ASAP of entrance and the reason for concern and any necessary repairs. Both unit owners and the Association are responsible for reporting damage to their respective insurance companies in a timely manner.
6. The Association provides pest control that is applied to the outside of the buildings. Call the Property Manager for interior problems. Residents will be notified when quarterly treatments are planned, and they will have the option of having interiors treated at the same time. It is important to follow proper food storage procedures as to avoid attracting pests as once present, they can also impact neighbors in your building.
7. The Association is also responsible for outside window washing and gutter cleaning. Also, the association typically offers porch window cleaning at a reduced rate when the exterior windows are done which would be paid for by the homeowner.
8. During the summer months, periodically open the door to the furnace air filter. Behind the filter is a trough with a drain hole. During hot weather, pouring a cup of household bleach in the drain, two or three times during the season, will kill the algae that forms and can eventually plug the drain. This may be done by your service contractor.

9. To protect your investment, you can buy water leak alarms and brushes for cleaning lint traps on dryers. In basements, you can use dehumidifiers that drain to the outside.
10. If you expect visitors notify the South Gate (864-944-2112) to admit them. Security is instructed to deny entrance to unexpected visitors without the resident's permission. Vendors should be directed to the East Gate and you should notify the East Gate. Alternatively, you can use the visitor management system online to register visitors and vendors.

Contractor Rules

Out of consideration for all those living in Marina Villas, including the owner for whom a contractor is working, outside contractors must follow these rules. The owner hiring contractors is responsible for their compliance with these rules.

1. Contractors may work from 8:00 AM to 6:30 PM. ***Contractors are not allowed to work in the Keowee Key community on Sundays except for emergency repairs.***
2. All required tools and materials will be set up in the parking area assigned to the unit you are working in. This area must be protected from permanent spills and stains. At no time, should you set up or store anything on the access bridges, walkways or common areas.
3. All common areas, walkways, and access bridges must be protected with drop cloths or other suitable material. Other owners and guests who walk through these areas do not want to track dirt or stains into their units.
4. Common courtesy dictates that other occupants of the building be advised at least 24 hours in advance if work will cause loud noise.
5. Contractors must remove all construction rubbish. Rubbish cannot be left for trash pickup.
6. If contractors do not clean up the area, the owner is responsible and can be billed by the Association for the cleanup.

Rental Rules

Some of the owners in Marina Villas choose to rent out their villas. It is important that the owners who rent their villas make their renters aware of the rules of our community so that all of the residents continue to enjoy the many benefits of living in Marina Villas. It is also important for renters to know that they are staying in a private residence and in close proximity to their neighbors. If you choose to rent your villa please make your renters aware of the following rules, (feel free to remove and post this document):

1. Keowee Key covenants stipulate that there will be no more than **two adults** per bedroom.
2. The exterior of all villas will be kept free of clutter and should not be used for storage purposes. This includes towels, bathing suits, bicycles, coolers and swim toys.
3. Please do not litter. This includes **cigarette butts** which are a fire hazard in our wooded community.
4. Please be considerate of your neighbors. Loud and rowdy behavior will not be tolerated.
5. No pets are allowed unless expressly approved by the villa's owner. **All pets must be kept on a leash** any time that they are outside. Pet owners are responsible for cleaning up after their pets.
6. Bicycle, tricycle, skateboard, roller blade and scooter riding are prohibited in Keowee Key condominium parking lots and walkways.
7. The use of fireplaces and outdoor grills is prohibited unless written authorization is provided by the owner. The owner then becomes responsible for any damages.
8. Crawlspace are not be used for storage.
9. Garbage and dog waste must be in closed plastic bags 13 gallons or larger and placed in the designated garbage containers provided by the Association. Only bagged garbage will be picked up. Cardboard of any kind will not be picked up. You can dispose of such items at no charge by taking them to the county disposal center in Salem or the Keowee Key recycling containers on Maintenance Road, or by calling Project Services (864-944-2367) to have items removed for a small fee. Please put all dog waste and diapers in larger bags since our garbage collectors will not pick up items not sealed in 13 gallon minimum sized bags.
10. Owners are responsible for notifying Keowee Key POA Rental Liaison Office when renting their units. Contact information: Amy Bruner, abruner@kkpoa.com; 864-538-0282.