

Marina Villas Association Owner Request for Unit Remodeling/Renovation

The Marina Villas Association is supportive of remodeling and unit upgrades and property value enhancement. At the same time, it is important that owners and their contractors understand the distinction between owner property and structure that comprises common area and to ensure that renovations do not compromise the structural integrity of the building. If there are questions regarding owner versus common property, please contact the Marina Villas Board marinavillas.kk@gmail.com or Foothills Property Management info@clemsonhousing.com

Instructions:

1. Complete the **General Description of Project Purpose and Scope** indicating the purpose for the request, areas of the unit to be affected and nature of work to be done. See the “Considerations for Project Description” page included for guidance.

Please ensure that your description is thorough. This will accelerate the approval process and reduce questions and the number of iterations required. Refer the page 3 “Project Considerations” as a guide regarding what to include.

2. Review and sign the Rules and Responsibilities for Hired Vendors and Contractors. This form must be returned with the application.

Approval Process:

1. Requests should be submitted via the Marina Villas website maintenance request portal at <http://www.marinavillaassociation.org/maintenance-requests.html> . Your completed form can be uploaded there and will be reviewed by our property manager (Foothills Property Management) and the Association Board.
2. If no further information is required, you will be notified of approval via email.
3. If there are questions or further information is needed, the owner will receive an email outlining additional needs or recommendations.
4. Owners and their contractors are responsible for obtaining building permits as required by Oconee County code and the permit number must be communicated to Foothills Property Management at info@clemsonhousing.com.

Terms of Approval

1. All approvals expire after 6 months from date of approval.
2. Owner agrees not to deviate significantly from project plans submitted without further review and approval. If plans or project scope change – especially if they will impact structural components of the building or plumbing and electrical systems, a new Request must be submitted.
3. Owner agrees to inspection by Foothills Property Management if required.
4. Owner is responsible for Contractor compliance with rules of KKPOA (including contractor work hours) and those applying specifically to the project including compliance with Oconee County building codes and the attached “Owner Agreement for Contractors and Vendors” agreement. Any fines or damage incurred or caused by violations are the responsibility of the Owner.
5. Maintenance and upkeep of all improvements made by the Owner inside the unit or in common areas become the ongoing responsibility of the Owner. This responsibility must be communicated to new Owners if the unit is sold or transferred
6. If hardwood flooring is installed, a sound insulating underlayment must be installed to prevent noise and movement from affecting spaces below your unit.
7. The Marina Villas buildings were originally constructed with medium density concrete subfloors for fire and sound proofing. If this subfloor is removed, the Owner is required to restore the same level of fire and soundproofing with new materials installed.
8. Owner and their contractor (s) are responsible for obtaining required Oconee County building permits. In general, any change to or relocation of interior walls, plumbing or electrical systems is required to obtain a permit from the County.
9. Replacement windows must match the style and frame color of those removed, except in sunrooms. Sunroom windows should have frames that match the color of other exterior windows.

Renovation/Remodeling Application

Owner Name: _____ Marina Villa Unit Number: _____

Owner Mailing Address: _____
(If not Marina Villas) _____

Phone: _____ Email: _____

Anticipated Start Date _____ Target Completion Date: _____

General Description of Proposed Changes:

Include the reason for the project, locations inside the unit to be impacted, type of materials to be installed, whether project involves relocating or adding plumbing, electrical or interior walls. See "Considerations for Project Description" for guidance.

List Attachments if Any:

Date of Submission: _____

CARE Approval Required: Yes ____ No ____ (CARE approval will be required on most exterior projects)

CARE Approval Received: Yes ____ No ____

Oconee County Building Permit # (if required) _____

Approvals:

Marina Villas Association Board Representative

Date

Foothills Property Management

Date

Considerations for Project Description

- Which parts of the unit will be affected – main living space or lower level?
- Will flooring be replaced? If so, which rooms and with what material? What type of subfloor or underlayment will be used?
- Will walls be removed or relocated? Which walls, how much of them and will new walls be installed to replace them?
- Will walls be added? Where?
- Will the fireplace be removed or replaced? If replaced, with what type and size? (e.g., electric, gas, wood?)
- Will exterior windows be replaced, or interior sliding doors be removed? If exterior windows what type and color will be installed?
- Will any electrical outlets be added or relocated? Locations to be added?
- Will sinks be moved or plumbing lines or drains be added in the kitchen area, removed, or relocated? Which and to where?
- Will cabinets be replaced or relocated?
- Will bathroom tub, showers, sinks or toilets be relocated?
- Will you be installing an additional bathroom? Where?
- Will closets be reconfigured? Which ones?

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Owner Agreement for Contractors and Vendors

- Contractors are allowed to park in owners assigned spaces, unassigned lined spaces or in the overflow lot adjacent to Marina Drive. Contractor vehicles must not block roadways or impede access to neighboring units
- Parking Guidelines apply to trailers as well as trucks/vans
- Contractors are required to respect the rights of Marina Villas residents including to not create a nuisance through noise or trash.
- Contractors are responsible for clean-up daily and are not to use Marina Villas trash receptacles for disposal of construction or miscellaneous waste.
- Contractors are responsible for clean-up of sawdust, shavings, or residual materials and for remediation of any spills in common areas or parking spaces.
- Contractors must abide by the Keowee Key construction moratorium which requires that work cease between 7 pm and 7 am.
- Materials are not to be stored in common areas or on bridgeways without the prior consent of Marina Villas Association. Under no circumstance can materials impede access to unit ingress or egress.
- Dumpsters must be of a size to fit within one of the Owner's assigned spaces and must be removed immediately upon completion of demolition.
- Trailers or contractor vehicles left overnight must in in owner assigned spaces and cannot be left on weekends. Vehicles cannot be left for more than 3 consecutive nights.

I have read and understand the above stated guidelines. I agree to supply a copy of these guidelines to my contractors and to ensure their compliance.

Owner Signature: _____

Print Name: _____

Date: _____

