

# MARINA VILLAS OWNER'S HANDBOOK

Marina Villas Association, Inc

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## **Keowee Key Contact Information**

South Guard Gate	864-944-2112
North Guard Gate	864-944-2456
East Guard-Maintenance Gate	864-944-2129
Keowee Key Community Patrol	864-944-7978
Keowee Key Fire Department	864-944-8666

## **Marina Villas Contact Information**

Marina Villas Association website: <u>www.marinavillaassociation.org</u> Marina Villas email address: <u>marinavillas.kk@gmail.com</u> Foothills Property Management: 864-654-1000 <u>info@clemsonhousing.com</u>

## SUBMITTING A REPAIR or MAINTENANCE REQUEST

Go to the Marina Villas Association website and select the <u>Maintenance Request</u> tab at the top. Complete the <u>Repair or Maintenance Request</u> form, include pictures if possible and submit the form with the "send now" button. Quick link: <u>www.marinavillaassociation.org/maintenance-requests.html</u>

## **REPORTING A RULE VIOLATION**

To report a Marina Villas rule violation or please provide the date, time, and details of the violation to: Marina Villas Association at <u>marinavillas.kk@gmail.com</u> or Foothills Property Management at <u>info@clemsonhousing.com</u> or during business hours, call Foothills Property Management at 864-654-1000.

IF IMMEDIATE ATTENTION IS NEEDED, call Keowee Key Community Patrol: 864-944-7978.

## **CALL 911 FOR AN EMERGENCY**

Provide your phone number, address, and description of the emergency to the operator. If the emergency is in the home, turn on the outside lights and ensure entry to the home can be accessed quickly. Marina Villas residents may also want to turn on their vehicle's emergency flashers so first responders can quickly identify their location.

## **OCONEE NUCLEAR STATION**

Marina Villas is located 1.6 miles from Oconee Nuclear Power Station. Information pertaining to Oconee Nuclear Station Emergency Preparedness can be found at: <u>Oconee Nuclear Station Emergency Planning Information (duke-energy.com)</u>

It is recommended that you familiarize yourself with this information and review it periodically.

## Welcome to Marina Villas (MV)

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 guidelines that follow.

As an owner of a Marina Villas unit, you are automatically a member of the Marina Villas Association. The Marina Villas Association has an elected Board of Directors which is charged with formulating and enforcing a set of rules and guidelines which sets the standard and tone for the quality of life in the Marina Villas Community. The Board of Directors will periodically review the rules and guidelines and make appropriate changes. As a member of the Marina Villas Association, your active participation in all aspects of Marina Villas community living is encouraged.

**Board Of Directors Member Positions**: Board of Directors members and positions are voluntary and subject to change on an annual basis. For a listing of the current board members and positions refer to the Marina Villas website: <u>www.marinavillaassociation.org/contact-us.html</u>

**Community Lifestyle Statement**: The Marina Villas (MV) Association will allow no nuisance upon the Units or Common Areas, 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 and Common Areas. <u>MV owners are responsible to know and abide by the rules and guidelines of this</u> <u>Marina Villas community</u> as well as the rules of Keowee Key (KKPOA). For owners who rent or lease their units, it is their responsibility to provide a copy of all rules and gridlines to prospective tenants prior to tenants occupying their unit. A copy of this Handbook, which includes the MV rules and guidelines, as well as the MV Master Deed and By-laws ca be found on the MV website under Resources: <u>www.marinavillaassociation.org/resources.html</u>

**Marina Villas Amenities**: The amenities within the Marina Villas community include the tennis courts, beach, picnic shelter, kayak/canoe storage and a boat launch ramp. These facilities are managed and maintained by KKPOA under a Management Agreement. These amenities are available for use by all Keowee Key property owners and approved guests. These amenities are subject to the 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.

**Inquiries**: If you have an inquiry about the Marina Villas community or have questions about a Marina Villas rule or guideline, please contact the MV Board of Directors at <u>marinavillas.kk@gmail.com.</u> Inquiries can also be directed to the MV property management company Foothills Property Management: 864-654-1000 or <u>info@clemsonhousing.com</u>.

**Communications With Owners**: The MV Association has the regular need to communicate with members/owners via email. Please provide your email address(es) and any changes to Foothills Property Management at <u>info@clemsonhousing.com</u> and MV at <u>marinavillas.kk@gmail.com</u>. Please add these email addresses to your email contacts to avoid them being routed to spam-junk.

## **MV Community Rules:**

- 1. RENOVATIONS Interior: The MV Association supports owners improving their property. Interior renovations to your unit must be approved by the MV Board and Foothills Property Management (FPM) prior to the start of any construction. The approval process is in place to ensure that common walls and building integrity are not compromised. A <u>Request for Renovation Approval</u> form is available on the MV Website at: <u>www.marinavillaassociation.org/resources.html</u>. The form needs to be printed, completed, and submitted along with project details and plans to the MV Board at <u>marinavillas.kk@gmail.com</u> and FPM at <u>info@clemsonhousing.com</u>. For renovations which require county building permits, a copy of the <u>closed permit</u> should be submitted to the MV Board for record keeping upon renovation completion. Owners are responsible for any negligence or wrongdoings of work from contractors they hire, see Contractor Rules.
- 2. RENOVATIONS Exterior: Common Areas include front and rear decks, bridgeways, sidewalks, front moats, the sides of the buildings, areas outside of basement units and the areas behind the buildings. No exterior renovations may be made to any Common Area without express prior approval from the MV Board and FPM. A permit from Keowee Key (KK) CARE must also be obtained. A Request for Renovation Approval form is available on the MV Website at: www.marinavillaassociation.org/resources.html. The form needs to be printed, completed, and submitted along with project details and plans to the MV Board at marinavillas.kk@gmail.com and FPM at info@clemsonhousing.com. Once MV Board & FPM approval is granted, a KK CARE permit application must be submitted through the Keowee Key website. Renovations can begin upon receipt of the KK CARE permit. For renovations which require county building permits, a copy of the closed permit should be submitted to the MV Board for record keeping upon renovation completion. Owners are responsible for any negligence or wrongdoings of work from contractors they hire, see Contractor Rules. Common Area renovations include but are not limited to:
  - Screen porch enclosures
  - LP gas tank installations
  - Drop ceilings on the back decks of lower units
  - Screen or storm doors on front and basement entrances
  - Sidewalks or pathways on the side or back of the buildings
  - Patios or steps at the exterior of basements units
  - Plantings, landscaping, or ornamental elements in any Common Area
- 3. Common Areas: Common Areas include front and rear decks, bridgeways, sidewalks, front moats, the sides of the buildings, areas outside of basement units and the areas behind the buildings. Personal items and decorations should not be in the moats, on the bridgeways or sidewalks, or on the sides and backs of the buildings. Owners should be courteous of their neighbors and follow the MV guidelines when decorating their front and rear decks. See <u>DECKS & MORE</u> for guidelines.
- 4. **Exterior Light Fixtures, Antennas & Satellite Dishes:** Basement door light fixtures, antennas and satellite dishes may be installed with MV Board approval. Nothing may be installed on the roof.
- 5. Flags and Seasonal/Sports Decorations: Flags and seasonal/sports decorations must stay on the owners' portion of their property; flags and seasonal/sports decorations should not be displayed in any Common Areas. The American flag can be displayed at any time during the year in accordance with accepted flag display etiquette. All other flags and seasonal/sports decorations can be displayed up to one week prior and one week past the date of the holiday or occasion. After each holiday or occasion, flags and seasonal/sports decorations should be removed from all exteriors.

- 6. Grills & Open Flames: <u>NO GRILLS OF ANY KIND ARE PERMITTED ON THE REAR AND FRONT DECKS</u> <u>AS OF APRIL 2023</u> per the MV Insurance carrier and the Oconee County Fire code. This must be adhered to. Open flame fire pits are also not permitted on the rear and front decks. Small portable grills may be used provided they are <u>at least 10 feet away from any buildings</u>, <u>set on an existing</u>, <u>level concrete or paved surface</u>, and <u>are in an open area</u>. During use, <u>they must not obstruct</u> <u>traffic</u>, infringe upon other residents, or be used in close proximity to vehicles. Portable grills <u>must</u> <u>be stored indoors</u> after use. MVHOA has the authority to declare what are acceptable and unacceptable grilling locations within Marina Villas. Charcoal grills are available for everyone's use at the South Marina. Direct questions to: <u>marinavillas.kk@gmail.com</u>
- 7. LP Gas Tanks: Installation of new LP gas tanks must be approved by the MV Board. 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 installer recommended base. The tank needs to be surrounded by a lattice enclosure withing 45 days from installation. The lattice enclosure should be installed on all open sides of the tank, extend above the top of the tank, and be painted the same color as the building's exterior. The lattice holes are limited to a maximum size of 2-1/2". Example of acceptable enclosure:



- 8. **Parking:** Each MV unit has assigned parking spaces. Assigned spaces are reserved for use by the unit's occupants. The use of assigned spaces by others may only occur with the approval of the unit's owner. Vehicles that do not have an assigned space may park in unassigned spaces or overflow parking. <u>Oversized vehicles, Boats, Trailers, Campers, and Recreational Vehicles may not be parked in any MV assigned spaces or MV parking areas overnight</u>. These types of vehicles may be parked in the dry storage area on Maintenance Road with approval from the Keowee Key Operations Department. Individuals using the South Marina Boat Launch must immediately move their vehicles and trailers to the Temporary Trailer Parking lot off Marina Drive or the dry storage area on Maintenance Road with approval from the Keowee Key Operations Department. <u>ALL VEHICLES MUST HAVE A CURRENT TAG & REGISITION AND BE IN OPERABLE CONDITION.</u>
- 9. **Parking Extended & Long Term:** Vehicles left for extended periods of time (3 days or more) must be in an assigned parking space for the respective unit. Vehicles are not to be left in unassigned spaces for periods longer than three consecutive days. Vehicles that are parked and not intended for use for 6 or more months are considered long term. Long term parked vehicles must be parked in the dry storage area on Maintenance Road with approval from the Keowee Key Operations. Assigned and unassigned MV spaces are not to be used for long term parking.
- 10. Parking Vehicle Covers: Vehicle covers are permissible. A request to use a vehicle cover should be emailed to <u>marinavillas.kk@gmail.com</u> and approved by the MV board. Acceptable covers need to be custom fitted for the vehicle's specific year, make and model. General-use covers are not permissible. Covers must be kept in good condition and should be tan, gray or neutral color, unless otherwise approved by the MV Board. <u>Covered vehicles are not permitted in unassigned spaces.</u>

- 11. **Pets:** Well behaved, non-disruptive pets are welcome in MV. <u>Pets must be always on a leash when</u> <u>outside</u>. Owners are responsible for immediately picking up and properly disposing of their pet's waste. Pet Waste stations are located on East Blue Heron Drive and by the South Marina. Please do not allow your pet to approach other people or pets without prior permission being granted.
- 12. **Sunrooms:** <u>Screened-in Sunrooms:</u> screens must remain in place and be maintained in good working order by the owner, the inside walls and ceiling must match the color of the building's exterior. <u>Enclosed Sunrooms:</u> sunrooms enclosed with glass or plastic may alter the inside walls and ceiling with MV Board approval. Enclosed sunrooms may have solid lower panels installed with MV Board approval. The exterior of lower panels must match the exterior shape, size, and color of the building's exterior.
- 13. Trash Disposal: Household trash must be in a closed and tied plastic bag which is 13-gallon capacity or larger and placed in the designated trash containers provided by MV Association (this includes diapers and dog waste). Trash that is loose, in small bags or bags that are not tied will not be collected. Cardboard of any kind will not be picked up by MV Association. Dog waste may also be deposited in Pet Waste stations located on East Blue Heron Drive and by the South Marina.
- 14. Recycling: <u>GLASS</u>: Brown, green, and clear glass is collected by the MV Association. Glass should be cleaned, sorted, and placed in the designated trash containers provided by MV Association. <u>CARDBOARD & ALUMINUM</u>: items are <u>not</u> collected by MV Association. These items may be deposited in the Keowee Key recycling containers on Maintenance Road or taken to a public recycling center. Cardboard may also be scheduled for pick up for a small fee by Keowee Key Project Services: 864-944-2367. <u>PLASTICS</u>: are not currently being accepted by the MV Association, Keowee Key POA or the Oconee County recycling system.
- 15. Visible Exterior Areas: Visible exterior areas include, front and rear decks, railings, sidewalks, front moats, the sides of the buildings, areas directly outside of basement units and the back of buildings. These areas should be kept orderly and free of items that detract from the overall appearance of MV units and the community. Referred to items include, but are not limited to, boxes, empty/extra planters, trash containers, yard tools, gardening supplies, swim accessories, and personal property such as clothes, laundry, towels, bathing suits, etc.
- 16. Violations: Actions prohibited by MV Association include but are not limited to:
  - Excessive noise of any kind. Report disturbances to KK Community Patrol: 864-944-7978
  - The use of any MV building crawl space for personal storage
  - The use of grills and fire pits on front and rear decks
  - Storing firewood on front decks, back decks or in any Common Areas
  - The use of bicycles, tricycles, skateboards, roller blades, etc. in MV parking areas, sidewalks or bridgeways

## **Rear Decks - Cleaning:**

**Cleaning Upper Rear Decks:** Owners residing in top units need to be courteous to the residents directly below them. Upper rear decks should not be hosed or washed down unless prior permission to do so has been received from the residents directly below them.

## **Rear Decks - Replacement:**

Owners have the option of replacing their rear decks on their own accord and at their own expense. Owners who choose to replace their rear decks <u>must comply with following conditions</u>:

**Contractors:** Owners are responsible for their contractor selection. Contractors need to be reputable companies which are licensed and insured. Contractors must agree to use the materials and specifications as designated by the MV Association. Owners are responsible for any negligence or wrongdoings of work from contractors they hire, see Contractor Rules.

**Replacement Requirements:** A <u>REQUEST FOR RENOVATION APPROVAL</u> FORM MUST BE SUBMITTED AND APPROVED PRIOR TO ANY WORK COMMENCING. The form is available on the MV Website at: <u>www.marinavillaassociation.org/resources.html</u>. The form must be printed, completed, and submitted with project details to the MV Board at <u>marinavillas.kk@gmail.com</u> and FPM at <u>info@clemsonhousing.com</u>. Once MV Board & FPM approval is obtained, a KK CARE permit application must be submitted through the Keowee Key website. <u>RENOVATIONS CAN</u> <u>COMMENCE UPON RECEIPT OF THE KK CARE PERMIT.</u>

**Construction:** Rear decks must retain the same dimensions as the current rear decks, <u>deck size</u> <u>may not be altered or expanded</u>. New decks must match the design, materials, and colors of the front decks and bridgeways.

<u>Deck floor and railing supplier is WEARDECK™ www.weardeck.com;</u> the floor color is "Sand" the railing color is "Weatherwood".

<u>Railing posts</u> supplier is Fortress Building Products <u>www.fortressbp.com</u>; 3"x3" galvanized black steel with 0.063" wall thickness.

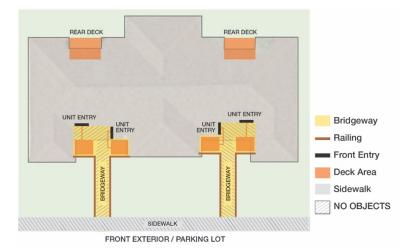
<u>Balusters (spindles)</u> supplier is Deckorators, Inc. <u>www.deckorators.com</u>; powder coated black aluminum 0.75" diameter with 0.05".

<u>Contractor</u> Eugene Hostetler: 814-282-4771 has done MV rear deck replacements.

**Renovation Cost:** Owners choosing to replace their rear decks on their own agree to cover all costs associated with rear deck replacement. If the MV Association replaces other rear decks at a future date, owners with previously upgraded rear decks will not receive any type of reimbursement or compensation.

**Responsibility:** Owners who choose to replace their rear decks agree to assume the ongoing responsibility for maintenance and care of the rebuilt decks.

## **MV** Guidelines for Front & Rear Decks, Bridgeways and Sidewalks



#### Safety Guideline: FRONT ENTRY-EXIT ROUTES SHOULD BE CLEAR OF ALL OBSTRUCTIONS.

#### Acceptable Front & Rear Deck Items: (Areas indicated in orange on diagram.)

- Outdoor Furniture
  - Furniture should be neutral colors and/or black in keeping with MV community aesthetics.
  - Care should be taken to prevent metal furniture from creating rust stains on the deck surface.
  - Benches designed for sitting which have built-in storage compartments are permissible.
  - Furniture should be confined to deck areas only and not intrude on entry-exits or bridgeways.
  - Front deck furniture should be below front railing height.
- Potted Plants
  - Plant containers should be on waterproof bases to prevent damage to the deck surfaces.
  - Plant containers should not exceed an overall size equivalent of 3-gallons.
  - Plants on the front decks should not exceed railing height.
  - Plants must be restricted to deck areas only (they should not be on bridgeways, railings or sidewalks).
- Doormats
  - Doormats at the front door are acceptable and should be a kept to a customary size of 3' x 2'.
  - <u>Rugs and decorative mats should not be on the deck areas</u>, they can damage the deck material.

#### Acceptable Items on Rear Decks Only: (Areas indicated in orange at the rear of the buildings on diagram.)

- Patio Umbrellas. Patio umbrellas should be closed when not in use for safety purposes.
- High top tables and chairs that do not exceed railing height.
- Vegetable plants

#### NON-ACCEPTABLE Items: (Areas indicated in orange, yellow and gray on diagram.)

#### FRONT DECKS, BRIDGEWAYS, SIDEWALKS

- Grills, Firepits or Firewood of any kind
- Pet Kennels, Pet Houses, or Pet Gates
- Rugs and Decorative Floor Mats
- Potted Vegetable Plants or Artificial Plants
- Permanently attached items or decorations\*
- Patio, Beach, or Free-standing Umbrellas
- Storage Containers: tubs, boxes, cabinets, shelves
- Coolers, Water Toys, Swim items
- Personal Items: towels, clothing, life vests \*Excludes flag holders and the American Flag

#### REAR DECKS

- Grills or Firepits or Firewood of any kind
- Pet Kennels or Pet Houses
- Rugs and Decorative Floor Mats

Item	Owner	MVHOA	KKPOA
A/C - HVAC Unit	Х		
Back Deck & Railings	X *	х	
Entry Railings, Bridgeways, Sidewalks & Decks	X *	Х	
Chimney Cleaning	Х		
Structural & Common Walls <sup>+</sup>		Х	
Deck & Sunroom Doors	Х		
Dryer Vents	Х	Х	
Interior Electrical	Х		
Basement Area	Х		
Exterior walls		Х	
Fireplaces	Х		
Interior Flooring	Х		
Foundations		Х	
Front Door	Х	Х	
Garbage Collection		Х	
Recycling	Х	Х	Х
Gutter Cleaning & Repair		Х	
Hose Bibb & Spigot		Х	
Hot Water Heaters	Х		
Interior Fixtures & Appliances	Х		
Landscaping		Х	
Lockboxes	Х		
Exterior Painting		Х	
Interior Painting	Х		
Paving		Х	Х
Parking Areas	Х	Х	
Pest Control - Exterior		Х	
Pest Control - Interior	Х	Х	
Plumbing - Interior	Х		
Plumbing – Common Exterior		Х	
Roads		Х	Х
Roofs		Х	
Screens	Х		
Snow Removal	Х	Х	Х
Structural Elements (not due to owner negligence)		Х	
Window Cleaning - Exterior		X * *	
Windows	Х		
Wiring & Conduit	Х		

X Indicates responsible party, more the one X indicates shared responsibility.

<sup>+</sup> Removal or changes to interior walls must be approved by the MV Board before any work commences.

\* Indicates owner's responsibility for keeping clean and orderly.

\*\* Excludes enclosed sunroom window exteriors.

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

## **Enforcement of Marina Villas Rules**

The Master Deed for Marina Villas Association provides effective legal remedies for the MV Board of Directors and MV Association to use where intercession is necessitated due to residents' complaints and/or the violation of Marina Villas Rules. The Master Deed can be found on the MV website at: www.marinavillaassociation.org/resources.html.

The MV Board of Directors have the following sanctions, among others, available for use when addressing violations of the Marina Villas Association rules:

- 1. Written notification to the unit owner to have violation(s) corrected. Any costs incurred to remediate the violation are the sole responsibility of the owner.
- 2. Imposition of a reasonable fine determined by the MV Board after written notice has been issued to the owner and violation persists.
- 3. Written notification to an owner that the MV Board has corrected the owner's violation(s) at a reasonable cost and the correction cost will be billed to the owner for reimbursement.

## **Reporting a Marina Villas Rule Violation**

To report a MV Community rule violation please provide the date, time, and details of the violation to one of the following: Marina Villas Association at <u>marinavillas.kk@gmail.com</u> or Foothills Property Management at <u>info@clemsonhousing.com</u> or 864-654-1000 during business hours.

If immediate attention is required, call Keowee Key Community Patrol at 864-944-7978.

## NEED TO KNOW: Importation Information

**Care, Damages & Costs:** Damages to MV buildings, MV units (including adjacent units) or Common Areas that are a result of owner negligence will be the responsibility of that owner to pay for the cost of the repair. This includes damage caused by HVAC units, plumbing leaks, and sewage backups. Owners need to ensure their unit's equipment is serviced regularly and remains in good working condition, including HVAC units, furnaces, hot water heaters, washer/dryers, and dishwashers.

### **PROACTIVE MEASURES:**

- <u>Dehumidifiers</u>: use dehumidifiers in units and basements to reduce moisture and leaks.
- <u>Dryer Lint Brushes</u>: use lint brushes for cleaning dryer lint traps and reduce fire hazards.
- <u>Furnace Drains</u>: periodically, pour 1 cup of household bleach into the furnace drain to kill algae that can form and plug the drain. The upper units' furnaces are inside the unit and the furnace drain is located behind the furnace air filter. The lower units' furnaces are located in the crawl spaces. This service may also be done by a service provider.
- Leak Alarm: install a water leak system or alarm to alert when a leak is present.

**Guests, Contractors and Vendors**: For guests, notify the South Gate at 864-944-2112 so they may be admitted. For vendors and contractors notify the East Gate at 864-944-2129 so they may be admitted. KK Security is instructed to deny entrance to any visitor without resident permission. Alternatively, visitor management can be done through <u>www.keoweekeysc.com/Community\_Patrol</u>.

**MVHOA Annual Meetings:** The MV Association annual meeting is held during the fourth quarter of each year for the purpose of transacting business pertinent to the MV members (owners) and electing MV board members. MV members will be notified by mail and email of the meeting date, time, and location. All MV members are encouraged to attend.

**MVHOA Fees:** Each quarter members will receive an invoice for quarterly maintenance and operating assessment fees 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 (30 days or more overdue), a notice of default will be issued. If payment is not received within 30 days of the default notice, a lien may be filed against the owner of the unit in default. For further information please see the Marina Villas delinquency policy online at www.marinavillaassociation.org/resources.html.

**Pest Control:** The MV Association provides pest control to the building exteriors. For interior pest control, you may hire a private pest control company. Residents have the option of having their interiors treated by the MV pest control provider at the time exterior treatment is done by contacting FPM at 864-654-1000 and scheduling an interior service. Please practice proper food storage to deter pests from entering your unit and the units adjacent to you.

**Repairs and Maintenance**: Items that are the responsibility of the MV Association are cataloged on a workorder log and addressed in an appropriate manner by Foothills Property Management (FPM). Items which are the owner's responsibility must be addressed at the owner's expense. FPM can be contracted to perform repairs by submitting a request through the MV website, FPM will then contact the owner directly to address the item. Owners may also call Keowee Key Project Services at 864-944-1267.

## REPAIR AND MAINTENANCE REQUESTS MUST BE SUBMITTED THROUGH THE MV WEBSITE.

On the Marina Villas Association website, select the <u>Maintenance Request</u> tab at the top, complete the <u>Repair or Maintenance Request</u> form, include pictures if possible and submit the form with the "send now" button: <u>www.marinavillaassociation.org/maintenance-requests.html</u>

**Repairs on Emergency Basis:** If a unit needs to be entered for emergency repairs, the owner will be notified as soon as possible, or by email within 48 hours, regarding the nature of the emergency repair and the need for entry. Both unit owners and the MV Association are responsible for reporting any damage they incur to their respective insurance companies in a timely manner.

## **Contractor Rules**

Out of consideration for all those living in Marina Villas, including the owner for whom a contractor is working, outside contractors need to abide by the following rules. The owner that hires the contractor is responsible for their compliance with the following rules.

- 1. Contractors are allowed to park in the owner's 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.
- 2. Parking Guidelines apply to trailers as well as trucks and vans.
- 3. Contractors are required to be respectful and courteous to all Marina Villas residents and should not cause any nuisance through excessive noise or trash.
- 4. Contractors are responsible for daily clean-up and are not to use the Marina Villas trash receptacles for disposal of construction or miscellaneous waste.
- 5. Contractors are responsible for daily clean-up of sawdust, shavings, or residual materials and for remediation of any spills in common areas or parking spaces.
- 6. Contractors must abide by the Keowee Key construction moratorium which requires that work not begin prior to 7:00am and cease by 7:00pm.
- 7. Materials are not to be stored in any Common Areas, sidewalks, bridgeways or decks without prior consent of Marina Villas Association. Under no circumstance can materials impede the access to any unit's entry-exit.
- 8. Dumpsters must be able to fit within one parking space and be placed in an owner assigned space. Dumpsters must be removed immediately upon completion of project.
- 9. Trailers or contractor vehicles left overnight must be in an owner assigned space and cannot be left in Marina Villas on weekends.

## Marina Villas Renters

Welcome to Marina Villas (MV). We hope you enjoy your stay in our peaceful community and take advantage of the many amenities Marina Villas and Keowee Key has to offer.

<u>Marina Villas is a private residential community.</u> During your stay please be courteous to all neighbors and adhere to the Marina Villas Community Rules listed below. Thank you.

#### GRILLS & FIRE PITS: No grills or fire pits of any kind are allowed on the front and rear decks.

This is per Oconee County fire code and the Marina Villas insurance provider and must be adhered to.

**LITTER:** Leaving food containers, small trash bags, food bags, grocery bags, recyclables, cigarette butts and pet waste anywhere other than an appropriate trash receptacle is a violation of MV rules.

NOISE: Please be considerate of the neighbors that are <u>beside</u> and <u>above-or-below</u> you.

Loud noise and disruptive behavior are unacceptable.

OCCUPANCY: No more than 2 adults per bedroom is permissible per Keowee Key covenants.

**OUTDOOR SPACES:** The front and back exteriors of all Marina Villas units are to be kept free of clutter and not to be used for personal storage, including towels, swimsuits, life vests, swim and water accessories, bicycles, coolers, and storage containers.

**PARKING:** Passenger vehicles must park in the <u>designated numbered space(s)</u> for respective MV unit. Additional passenger vehicles may be parked in overflow parking lots or unassigned (unnumbered) parking spaces.

Boat trailer parking is only permitted only in the "Temporary Trailer Parking" lot. Boats cannot be parked in Marina Villas parking spaces.

Overnight parking of boats, campers, utility vehicles and trailers of any kind is not permitted.

**PETS:** Pets are allowed only at the approval of the respective MV owner. <u>Pets must always be on-leash when</u> <u>outdoors.</u> <u>Pet waste must be immediately collected and properly disposed of</u>. Pet-waste stations are at the South Marina and on E Blue Heron Dr. <u>Pets must not be left unattended</u> inside or outside MV units.

#### **PROHIBITIED:**

- Excessive noise of any kind. Report disturbances to KK Community Patrol: 864-944-7978
- The use of any MV building crawl spaces for personal storage
- Storing firewood on front decks, back decks or in any Common Areas
- The use of bicycles, skateboards, roller blades, etc. in MV parking areas, sidewalks or bridgeways

#### **RECYCLEABLE ITEMS:**

<u>GLASS</u>: Brown, green, and clear glass should be clean, sorted, and placed in the placed in the brown bins adjacent to the Marina Villas units.

<u>CARDBOARD & ALUMINUM</u>: These items are <u>not</u> collected by MA Association. They may be deposited in the Keowee Key recycling containers on Maintenance Road or taken to a local recycling center. <u>PLASTICS</u>: are not currently being accepted by the MV Association or Oconee County recycling system

TRASH: <u>Household trash must be in a closed and tied plastic bags which is 13 gallons or larger</u> and placed in the designated trash containers provided by MV Association (this includes diapers and dog waste). Trash that is loose, in small bags or bags that are not tied <u>will not be collected</u>.

If you have any questions, contact the Marina Villas Association at <u>marinavillas.kk@gmail.com</u> or Foothills Property Management at info@clemsonhousing.com or 864-654-1000.