

Marina Villas

OWNER'S HANDBOOK

**MARINA VILLAS PROPERTY
OWNERS ASSOCIATION, INC.**

**Revised
March 2016**

In Case of Emergency

**IN CASE OF FIRE,
MEDICAL EMERGENCY,
OR NEED OF LAW ENFORCEMENT
DIAL 911**

PHONE 911

- 1. 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.
- 2. Turn on your front, outside light and/or emergency flashers on your car** so that rescue personnel can quickly find your residence.
- 3. Phone the security gate to let them know that 911 has been called.**
 - **Keowee Key Security Patrol – 864-944-7978**
 - **South Guard Gate – 864-944-2112**
 - **North Guard Gate – 864-944-2456**
 - **East Guard Gate – 864-944-2129**

Board of Directors

Since the members of the Board of Directors are subject to change on an annual basis, please refer to the community web site located at:

www.marinavillaassociation.org

Property Manager:

Foothills Property Management 864-654-1000

Nights and weekends, in case of EMERGENCIES ONLY, leave a message and they will return your call.

If you have any work orders, you MUST send an email to info@clemsonhousing.com to insure that it gets on the work order list.

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 the quality of lifestyle that is inherent in the rules and regulations that follow.

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. How are such rules formulated? Once the Association was formed, the Board of Directors has periodically reviewed the rules and regulations and made 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 Property Owners 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.

Homeowner Rules, Regulations and Restrictions

1. No changes may be made to the Common Element (area outside of your unit) without the approval of the Board of Directors and a permit from the Committee for Architectural Review and the Environment (CARE). This includes but is not limited to enclosing screened porches, installation of LP tanks, enclosing the ceiling of the first floor deck, and adding screen or storm doors to the front and basement entrances. Send a written request and a detailed description 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 permit. Upon receipt of your permit, you may begin your project.
2. Any exterior changes must be approved by the Board of Directors. Any structural modifications must be approved by the Board of Directors before any work commences.
3. If the installation of an LP gas tank is approved, the size of the tank will be limited to a maximum size of a 420 cylinder. Lattice is required to screen the tank. The lattice holes are limited to a maximum of 2 ½ inches opening. The lattice must match the color of the building exterior.
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. All windows should be installed inside the screens. 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.

7. Vegetable plants are not allowed except on individual decks. Any plantings in common areas are permitted by Board approval only.
8. No firewood may be stored next to the building.
9. Standard light fixtures may be installed over basement entrances with Board approval.
10. No outside storage is allowed and nothing should be stored in the crawl space.
11. Charcoal grills may not be used in or around units.
12. 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 are going to need more space, it is your responsibility to make your own arrangements with other owners. If you cannot, the additional vehicles may be parked in the yellow-marked parking areas or the additional parking lot.
13. Vehicles may not be stored in the Marina Villas area; they may be stored in the storage area off Maintenance Road. Owner's vehicles may be covered with a neutral color cover such as tan or gray and parked in the additional parking lot. No covered vehicles may be parked in front of condos.
14. Boats, trailers, campers, or any other recreational vehicles may not be parked in the Marina Villas area overnight. They may be parked in the storage area off Maintenance Road. After launching, boaters must immediately remove trailers from the area.
15. Garbage and dog waste must be in kitchen or large plastic bags and placed in the storage 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 by taking them to the county disposal center in Salem, at no charge, or by calling Project Services (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 these up otherwise.
16. Excessive noise will not be permitted. Contact security with problems.
17. All pets must be on a leash and all droppings must be picked up immediately and disposed of properly.
18. Because second floor units have neighbors below, the decks should never be hosed unless specific permission has been received.

19. No pennants, banners or flags, except the American flag, are allowed.
20. Unit owners are responsible for any negligence or wrongdoings of work contractors hired by them. See Contractor Rules.

Item	Association	Owner	KKPOA
A/C Units		X	
Back Decks & Railings	X		
Basement Areas		X	
Chimney Cleaning		X	
Structural and Common Walls ²	X		
Deck and Porch Doors		X	
Dryer Vents		X	
Electrical		X	
Exterior Walls	X		
Fireplaces		X	
Flooring (All Interior including carpeting)		X	
Foundations	X		
Front Door		X	
Garbage Collection	X		
Gutter Repair & Cleaning	X		
Hot Water Heaters		X	
Interior Fixtures & Appliances		X	
Landscaping	X		
Lockboxes		X	
Painting (Exterior)	X		
Painting (Interior)		X	
Paving	X		X
Parking Areas	X		
Pest Control (Exterior)	X		
Pest Control (Interior)	X	X	

Plumbing (Interior)		X	
Plumbing Waste/Sewer	X		
Railings (Bridge & Deck)	X		
Roads	X		X
Roofs	X		
Screens		X	
Snow Removal		X	X
Sun porches		X	
Structural Elements ² (not due to negligence)	X		
Walkways, Front Decks and Bridges	X		
Window Cleaning, (outside)	X*		
Windows		X	
Wiring & Conduits		X	

Marina Villas Areas of Responsibility

- 1.If you need clarification contact the Board of Directors.
 - 2.Removal or changes to any structural member must be approved by the Board of Directors before any work commences.
 - 3.An 'X' in more than once column indicates shared responsibility.
- * Excludes Enclosed Porch Windows and Sliding Glass Doors

The chart 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 (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. Imposition of a reasonable fine after the violating owner has not corrected the problem.
2. Notification to a violating unit owner to have problems corrected at the owner's expense by a designated time.
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 Marina Villas amenities 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 by KKPOA. 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 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 and all fixtures that service only 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, (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 perimeter of the buildings. Call the Property Manager for specific infestations inside. They will contact the provider.
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 (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

Contractors work for the owner and as such the owner has full responsibility for anything done by the contractor. The owner must insure the contractor follows all KKPOA and Marina Villas rules. Contractors may work from 8:00AM to 6:30PM. Only Emergency work is allowed on Sundays.

Rental Rules

Renters must be registered with KKPOA. Like all residents, they must follow all KKPOA and Marina Villas rules.