Date

Dear ,

Welcome to Marina Villas! We are pleased you have chosen our community and look forward to having you as neighbors. The following information will familiarize you with the Marina Villas community and lifestyle

The best resource for information about Marina Villas (MV) can be found on our website: <http://www.marinavillaassociation.org/home.html> ). There you will find the following:

* Governance - all governing documents as well as Annual Meeting presentations and Board Meeting minutes.
* Financial information - current year budget/forecast and MV Association fee schedule.
* Maintenance Request Form – all requests for maintenance and repairs to your building and/or surrounding common areas that are outside of individual owner responsibility are submitted using this form. The request form is automatically sent to our property management provider and the MV Board for tracking purposes.
* Owner’s Handbook with our community rules and guidelines located on the Marina Villas website under the “Resources” tab
* Information on the Marina Villas Home Owner’s Association and board members.

Please take time to familiarize yourselves with the ***Owner’s Manual*** and the established guidelines for mutual community cooperation and respect to uphold a quality condominium lifestyle we can all enjoy. We also recommend you invest time to understand the ***Master Deed*** which is our primary governing document.

Marina Villas partners with Foothills Property Management for administrative, maintenance and landscaping services. They can be reached at 864-654-1000, [info@clemsonhousing.com](mailto:info@clemsonhousing.com); P.O. Box 111, Clemson, SC 29633. You can also reach out to the MV Board with questions or comments at [marinavillas.kk@gmail.com](mailto:marinavillas.kk@gmail.com).

Included with this letter is essential information you will need as a Marina Villas owner. **Please complete the first item which is the Owner Information Sheet and return it to Foothills Property Management at:** [**info@clemsonhousing.com**](mailto:info@clemsonhousing.com)**; or P.O. Box 111, Clemson, SC 29633**.

Thank you and welcome to our Marina Villas community!

Marina Villas Association Board

**Information Sheet for Marina Villas Owners**

Please return to Foothills Property Management Co., at P.O Box 111; Clemson, S.C. 29633 or [info@clemsonhousing.com](mailto:info@clemsonhousing.com)

The information is for use by MV Board and Foothills Management for communication and emergency purposes only and will not be shared.

Marina Villas Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Owner(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Part time resident 🗆

Full time resident 🗆

If renting your unit, name(s) and phone number of long-term renter and rental agent:

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Mailing address (if different from MV address):

Email address(es):

Phone numbers- please provide at least two:

Primary contact number:

Emergency contact:

Do you have an emergency lock box from the Fire Department which holds a spare key for access in case of fire?

If not, you might consider contacting the Keowee Key Fire Department to purchase one.

In case of an emergency, does a neighbor/realtor have a spare key for your unit? Yes No

If yes, please provide name and phone number:

You have the option to allow Foothills Property Management to hold a spare key for emergency purposes.

**Outside Front Porch Light Operation**

1. For motion activation the switch must be left in the ON position. If left ON the light will activate when motion is detected during hours of darkness.
2. To have the light remain on constantly during hours of darkness start with the switch in the ON position and activate it by walking within range of the sensor. When the light comes on, turn the switch to the OFF and then back to ON very quickly. In this mode the light will remain on until daylight and then revert to motion detection.

**Trash and Recycling**

Trash and glass recyclables are collected by Keowee Key operations if placed in the trash bins located near each building. The bins are labeled for Trash and Recyclables respectively.

Household trash must be in plastic trash bags no smaller than 13 gallons and tied securely closed. Loose trash or items in bags smaller than 13 gallons will not be collected.

Cardboard and paper recyclables are not collected in Marina Villas. To deposit these items for recycling they must be taken to the Keowee Key Recycling Center located near the dry storage area of Maintenance Road or taken to the Oconee County Recycling Center. See link for locations and a list of accepted items <https://oconeesc.com/solid-waste-home/recycling-center-locations> .

Glass recyclables placed in the Marina Villas bins should be rinsed and must be sorted according to color in the respective tubs inside the bin labeled Brown, Clear and Green.

**Renovations**

We know and understand that as new owners you may want to make changes to your unit. **It is critical that before certain renovations are made, that you complete and submit a *Request for Renovations* form to the Board.**  The purpose of this process is to ensure that changes do not compromise structural integrity or mechanical systems of our buildings or encroach on neighbor space or access.

Renovations that require approval include:

* Removal, modification, replacement, or addition of interior walls
* Modifications to fireplaces or chimneys including conversion to gas or replacement of inserts
* All plumbing, electrical or HVAC ducting modifications
* Improvements or remodeling of basement spaces
* Sunroom window replacement
* Ceiling above outside lower decks

If work involves structural modification, the Owner will be requested to submit an explanation of the work by a licensed structural engineer. All such work must comply with current building codes.

If the work involves sunroom window replacement, once the Board has granted approval, the Owner must obtain a permit from the KKPOA C.A.R.E. committee which governs all exterior aesthetics.

Work that DOES NOT require approval includes flooring, painting, textured ceiling removal, interior door or window treatments, appliance or light fixture replacement, water heater replacement, gas log replacement, cabinetry, ceiling fan installation/replacement.

Owners cannot use crawlspaces beneath the buildings for storage, nor can any modification be made in those areas without express approval.

**Special Notice About Water Heaters and Water Shut Off**

Based on the age of our community, it unfortunately is not uncommon to experience leaks in water heaters that have not been replaced as recommended every 8-10 years. As you can imagine the damage caused by a leaking water heater can be extensive, especially if the heater is in an upper unit.

We recommend that you determine the age of your water heater if you do not know it and consider replacing it if it has been in service 8 years or longer.

All tanks should have a water collection pan under them. It is important that the pan has an outlet pipe or hose to carry water to the floor drain located in the laundry area.

Please be advised that the water shut off valves for individual units are located outside each building. We recommend that you locate yours and make members of you family aware in the event they are called on to direct personnel responding to a leak.

The shut off valves require a special long handled wrench to turn on and off. These can be purchased at retail hardware or plumbing supply stores. Without one, you will need a plumber or Keowee Key Utility Systems maintenance to shut off flow of water to your unit.

Some owners have had inside shut off valves installed by their local plumber. As your Board, we recommend that you consider making this investment which can help avoid costly damage in the event of a leak.

**REQUEST FOR MARINA VILLAS CONDO RENOVATION/REMODELING**

Owner Name: Phone:

Marina Villas Address:

Description of Work:

List of Attachments:

Date of Submittal:

MV Board determined architect/engineer inout needed: Yes No

Board Member Approval (signature)

Architect/Engineer input received and acceptable: Yes No

CARE Approval Required: Yes No

CARE Approval Received: Yes

Copy of CARE permit must be submitted to Foothills Property Management

All requests, work scopes, plans and other documents provided to Foothills will be retained for records.