TALL SHIP ASSOCIATION

Owner’s Handbook of Rules, Regulations, Restrictions, & Policies

Please keep this document in a readily accessible location.

Updated February 7, 2019
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PHONE 911:

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

• Describe the type of emergency.

• **For Medical Emergencies:** your call will be transferred immediately to medical personnel at Oconee Memorial Hospital. They will ask for details, dispatch the EMS and, if required, First Responder personnel.

  **NOTE:** Medical teams will first check your refrigerator door for a *File of Life* card containing a record of your medications, allergies and other relevant data. Card sets can be obtained at no cost from the KKPOA office and should be kept up to date.

• If a need for **Law Enforcement** arises, the proper personnel will be dispatched.

• In the event of a **FIRE** the building and unit sirens will sound. **Exit the building immediately.** 911 will be automatically notified and the Fire Department dispatched. For further information on smoke alarms and sirens, please see the first paragraph on page 7 of this document.

• With enhanced 911, all emergency personnel already have directions to your road location.

CALL KKPOA GATE OR PATROL:

• Phone your **Security Gate** or **KKPOA Patrol** to alert them that 911 has been called. Gates are unmanned after 8 p.m.

  South Security Gate - *(864) 944-2112*  
  North Security Gate - *(864) 944-2456*  
  Maintenance/East Gate - *(864) 944-2129*  
  KKPOA Patrol - *(864) 944-7978*

• **Turn on your porch light and/or emergency flashers** on your car so rescue personnel can quickly find your residence.
BOARD OF DIRECTORS

The Tall Ship Homeowner’s Association Board of Directors consists of five members fulfilling the following positions: President, Vice President, Secretary, Treasurer, and Member At-Large. These positions rotate either annually or in the event of a present Board Member leaving the association. Reassignments of existing members can be made at any time, and new directors are elected at the Annual Meeting.

For the current list of the Board of Directors, please consult the latest Beacon, the Resources page of our website listed below, or the community Bulletin Boards. For more detailed information regarding the Association By-Laws go to: http://www.tallshipscondos.com/uploads/7/4/3/9/7439271/by-laws.pdf

FOOTHILLS PROPERTY MANAGEMENT

ADDRESS:
PO Box 111
Clemson, SC 29633
864-654-1000 (Office)
864-654-2245 (Fax)

CONTACT:
Lisa Bisuel
e-mail: lisa@clemsonhousing.com

WEBSITE

Our website is an unsecured public website and currently does not require a username and password. To visit the Tall Ships Web Site Click the link or go to: http://tallshipscondos.com

REPORTING PROBLEMS

To report a problem email Foothills Property Management at: info@clemsonhousing.com

There are two kinds of problems: the ones inside your unit, which are your responsibility, and the ones in the common areas, such as the elevators, hallways, and grounds, which the Association is obligated to fix. Please see the detailed list in Appendix IV ‘Area of Responsibility’ more specific information.

For issues inside your unit, you can consult the Yellow Pages or the Recommended Providers List at http://keoweecares.org Which lists contractors and service people that have been recommended with ratings by Keowee Key residents. There is additional information on Keowee Key Property Owner’s Association (KKPOA) rules as well.

Any common Area problems should be reported via a Maintenance Request Form to Foothills by email, fax or US mail. The form is located in Appendix I at the end of this document. If the expenditure is more than $750.00 it will need Board approval unless it is deemed an emergency. Foothills will respond within 48 hrs, letting you know either when it will be repaired or when to expect a contact from the contractor. For after hours building emergencies, do not call a Board Member. Board members are not equipped to perform any building maintenance functions. Contact Foothills at the number above. They have a 24 hour answering service that will answer your call and alert the proper personnel.
COMMITTEES

SOCIAL COMMITTEE: Sylvia Stuart, Chairperson  864-944-5735

LANDSCAPING & IMPROVEMENTS COMMITTEE: Sylvia Stuart, Chairperson  864-944-5735

ARCHITECTURAL COMMITTEE (In Development): Jaime Cruz  202-445-2273

BUILDING REFERENCE INFO

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INTRODUCTION: The Association’s elected Board of Directors is charged with formulating and enforcing the Rules and Regulations, which set the standard and tone for the quality of life at Tall Ships. The developer originally formulated a set of rules and regulations, which each owner accepted when he purchased his unit in 1985. Since the Association was formed, the Board of Directors has periodically reviewed the rules and regulations in conjunction with the Association’s attorney and has made changes with input from the owners and the Association’s attorney.

GENERAL POLICY

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 a condominium or leasing a condominium should be aware of the quality of lifestyle that is inherent in the rules and regulations. These rules apply to the units, the storage cubicles associated with them and to the Common Areas.

All residents, whether Owner or Lessee are expected to exercise appropriate restraint, moderation, tolerance, and consideration in their conduct and living habits as they affect those individuals who live in proximity. The Master Deed for Tall Ship Condominium Association provides effective legal remedies for the Board of Directors and the Association to use where intercession is necessitated because of residents’ complaints and the infractions of the Rules and Regulations.

OWNERS: It is your responsibility 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 these rules and regulations to any lessee or new owner before the person leases or purchases the unit. To obtain additional copies, please contact a board member, or visit the Tall Ships website at: http://www.tallshipscondos.com/

As an owner, you are a member of the Tall Ship Condominium Association, Inc. The Board of Directors welcomes you to the Association and encourages your active participation. Please retain this document and refer to it often along with the Master Deed and the By-Laws. If you, your lessee, or your potential buyer has a concern about a rule or regulation, please contact a member of the Board of Directors. Our Board meetings are the second Tuesday of each month at 9:00 a.m. in the Lakeview Room at the N. Marina facility. All are welcome to attend to make known their concerns, interests, etc. We do ask, however, that all requests of the Board of Directors be placed in writing. We ask that you make certain Foothills Property Management always has your current e-mail address, phone numbers for home and office and an emergency contact person who may have a key to your unit.

LESSEES: The unit owner should have given you a copy of this document prior to leasing your unit. We welcome you to Tall Ship, and we trust that you will find the standard of living most acceptable and enjoyable. As a resident of Tall Ship, you are governed by these rules and regulations, which are enforced by the Board of Directors. Many owners have provisions in their contracts in which you may have to pay a fine if you violate a rule or regulation. Please make certain that the management company has your name, address, and emergency numbers.
ENFORCEMENT OF RULES AND REGULATIONS

As stated in Section XXVII of the Master Deed, owners shall be liable for the expense of any maintenance, repair, or replacement rendered necessary by their act, negligence or carelessness, or by that of any member of their family, or their guests, employees, agents, or lessees.

Therefore, the Board of Directors shall have the following sanctions available for violations and repeated violations of the Rules and Regulations:

- Notify the violating unit owner to stop the violating action
- Notify the violating unit owner to have any damage resulting from the violation corrected at the owners' expense by a designated time
- Notify the violating unit owner that damage resulting from the violation has been corrected with all costs for the correction billed to the violating unit owner
- Removal of pets or vehicles in violation of rules and regulations with all costs for removal billed to the violating unit owner
- Imposition of a reasonable fine

RULES & REGULATIONS

MASTER KEY: The Tall Ship Board has a master key policy in place that must be adhered to. Please read the section on this policy before you make any lock changes to the entry of your unit.

REGIMES & FEES: Each quarter, you will receive an invoice(s) for the quarterly Regime Fee and if applicable, Assessments, as well as any related charges, late fees or interest. Payment is due by Due Date shown on the invoice. If an account is in arrears (at least 30 days overdue), you will receive a notice of late payment and a late fee will be assessed in addition to a monthly interest charge. An account is considered to be in default after 60 days and further penalties apply. For detailed information, see the complete Delinquency Policy in this document. For more information on Fees and Regimes, visit the Fees page of our website at: http://www.tallshipscondos.com/fees.html

UNIT INTERIOR: You are responsible for the interior of your unit; i.e., unfinished floor to ceiling and unfinished wall to unfinished wall. However, Board approval is necessary for any structural changes. Plans must be submitted to Foothills and subsequently approved by the Board. Some modifications may require review by a licensed architect or other structural entity. Structural changes include, but are not limited to:
1. the relocation of any walls
2. the modification of fireplaces, electrical circuitry, and/or, different source of power for heating, air conditioning and cooking
3. The installation of wiring (including electrical, cable, or antenna wires), pipes or ducts through interior or exterior walls.
UNIT CONSTRUCTION: Owners who wish to modify their unit must fill out a Design Review Application located in Appendix IV. Here are some of the basic rules some of which are further detailed in the application.

- **Dumpsters** - No dumpsters are allowed on the premises for units under construction. They present a hazard and attract animals.

- **Alarms** - Disconnecting or removing the monitored Smoke Detector(s) or Annunciator Horn is strictly prohibited. Removal of the alarm places all owners in danger in the event of a fire. It is recommended that the smoke detector(s) be covered ONLY during the portion of construction projects that will generate a lot of dust. This will prevent false alarms, which impacts all the residents in a building. Leave uncovered otherwise.

- **Flooring** - All new flooring must have a sound deadening layer installed. The gypcrete (gypsum concrete mix) flooring is required to maintain our fire code rating. All flooring and any sublayers must be placed on top of the gypcrete.

- **Wood Ceilings** - Wood ceilings must also be placed over the existing drywall in order to maintain our fire code rating.

- **Exterior Deck Paint** - The deck area may be repainted, however, you must get approval from Foothills and conform to the specifications for color and type.

- **Contractors** - *All contractors* must comply with all SC local and state laws regarding insurance and workman’s compensation.

COMMON AREA CLEANUP & DAMAGE: The unit owner is responsible for any common area clean-up or damage caused by the owner, renters, or outside contractors.

UNIT EXTERIOR: The Association is responsible for the exterior of the building and the common areas. The balcony outside your door walls is your responsibility. See the table Appendix IV for more details. If you need assistance for interior work, contact a local contractor or Foothills Property Management. For additional and detailed information, please refer to your master deed and by-laws.

COMMON AREA ALTERATIONS: Note that you must have Board approval to alter any of the common areas. Common areas include, but are not limited to; exterior walls, attics, stairwells, walkways, alcoves, and the grounds around the buildings. The Board has approved the installation of combination screen/storm doors. These are available through most building supply warehouses. The doors should be brown to blend with the building.

SMOKE DETECTORS AND SIRENS: There are two type of smoke detectors in each unit; monitored and unmonitored. Most units have one monitored detector, but a few units have two. There is also an annunciator horn (siren) installed in each unit, usually on the wall in the dining room. See the photos and additional information below.

- In the event that the monitored smoke detector in your unit should be activated, 911 will be automatically notified by the monitoring service and the audible siren inside each unit will alert the other occupants.

- The unit sirens are linked together and every unit’s siren will be activated regardless of which monitored smoke detector senses a problem. 911 will then call out the fire department.

- **Please do not try to test the monitored smoke detectors**, as this will initiate an alarm.

- The monitored detector batteries are remotely sensed and monitored. The batteries will be replaced annually by the association, usually in the fall. Replacing batteries in the unmonitored detectors are the owner’s responsibility.
In the event of a false alarm, do not notify the fire department; call KKPOA Patrol at (864) 944-7978. If the alarm sounds, exit the unit immediately.

Disconnecting or removing the monitored Smoke Detector(s) or Annunciator Horn is strictly prohibited. Removal of the detector and/or alarm places all owners in danger in the event of a fire. A $250.00 fine and replacement costs will be charged to the unit owner for violations to this policy.

It is recommended that the monitored smoke detector(s) be covered ONLY during the portion of construction projects that will generate a lot of dust. This will prevent false alarms, which impacts all the residents in a building. Leave uncovered otherwise.

**STORAGE IN COMMON AREAS:** Visible exterior common areas around property such as stairs, balconies, alcoves, walkways, railings and grounds are to be kept free of all items that create clutter or otherwise detract from the appearance of the property. This includes, but is not limited to: boxes, storage receptacles, garden hoses, trash containers, yard tools, and personal property items such as clothing, laundry, towels, bathing suits, potted plants, scooters, bicycles, etc. These items are permitted on the balconies.

**ALCOVES & WALKWAYS:**
It is a violation of policy to store personal items in the walkways or alcoves, including delivered packages. Any packages left for more than a few days will be picked up by Foothills and stored. The owner will have to pickup the package at the Foothills Office. If you are planning to have packages delivered while you are away, please make arrangements with a neighbor or friend to accept or retrieve the package for you. At this time owners are allowed to have a decorative item outside their door.

**LONG TERM VACANCY:** Owners who leave their unit unoccupied for extended periods of time are required to follow general safety guidelines. These guidelines include, but are not limited to:
1. During winter months set the minimum temperature no lower than 55 degrees to prevent frozen or burst pipes.
2. Turn off water heater circuit breaker
3. Turn off main water supply to prevent leaks
4. Turn off major appliance circuit breakers
**SATELLITE DISHES:** Following the directive from Keowee Key that all dishes must be out of view by 2017, as of January 1, 2017, Tall Ship will not allow any dishes on common property. Dishes cannot encroach or be mounted to any common property, including walls, roofs, or the common grounds. If an owner wishes to use dish services it must be placed on his/her balcony. Any new dishes must be approved by the Board of Directors. This policy is in keeping with the current FCC regulations with respect to condo and common property.

**DISH & CABLE LINES:** Lines must never lay on the ground and must be buried. Exposed lines are a safety hazard and unsightly. Lines cannot penetrate outside walls. Holes allow water to seep in and cause rot, and would void our warranty on the newly renovated exteriors. Any holes made in outside walls will be repaired at the owners expense. Owners who relocate lines must repair existing holes at his/her own expense. For dishes located on the balcony, the cable should be flat wire and be routed into the unit through the sliding door.

**STORAGE CUBICLES:** Flammable materials in the cubicles are prohibited. These materials present a fire hazard which could spread very quickly to adjoining cubicles and to the stack of units above them. Signs listing the materials that are forbidden are posted in the storage areas and cubicles will be inspected periodically for the presence of such materials. The Association’s By-Laws grant it the right to enter, inspect for, and if found, remove flammable materials. The Association will make reasonable efforts to contact the owner in advance of such an entry.

**STORAGE CUBICLE ACCESS:** Whenever a unit or its associated storage cubicle needs to be entered for safety or emergency repairs, the unit owner will be notified by mail within 48 hours or ASAP of the entrance and the reason for concern and repair if necessary. It is the responsibility of the Unit Owner and the Association to report damage to their respective insurance companies in a timely fashion.

**PETS:** All pets must be on a leash and under the control of the pet handler when in Common Areas, including parking lots, walkways and elevators. You must clean up after your pet at all times.

**DECK DECORATION POLICY:** Decks must reflect the architectural motif of the community and are subject to regulation by KKPOA CARE and Tall Ship Association, Inc. As designed, railings are white with blue tarps and the deck stucco walls and ceiling must retain their original coloration. As designed, decks are open and may not be wholly or partially enclosed by any material or means whether temporarily or permanently. Use of outdoor curtains or any other hanging decorative and or functional material that was not part of the original deck design is prohibited. Ceiling fan color and style are the owner’s discretion within reason.

**GRILLS:** Charcoal grills, smokers, and fryers may not be used on the rear decks or walkways. Gas and electric grills are permitted on the rear deck only. See the Renters Rules for further restrictions on grill usage.

**FIREPLACES:** Owners who burn are responsible for maintaining the integrity of their chimney and flue system. Periodic inspections and/or cleaning should be performed. No gas conversion is allowed. Propane or Gas Logs are strictly prohibited inside any unit.
PORCH/BALCONY CLEANING: It is a violation of the master deed to sweep or throw anything off the balconies/decks. Please use a broom and dustpan or a vacuum cleaner to clean these areas.

VENDORS/EXCESSIVE NOISE: Tall Ships observes the KKPOA construction moratorium which runs from 7pm to 7am Monday through Saturday and all day Sunday. Voices on the balconies carry across the lake and therefore owners and renters need to be respective of their neighbors. Loud sustained noises such as yelling or loud music are prohibited. South Carolina’s Oconee County Noise Ordinances also prohibit sustained loud noises that present a public nuisance.

NON MOTORIZED VEHICLES: The riding of bicycles, tricycles, skates, skateboards, roller-blades, scooters, and other such wheeled vehicles is prohibited on condominium walkways and parking lots. Repeat offenders will be reported to Security.

ALCOHOLIC BEVERAGES: Consumption of alcohol shall be limited to the interior of units or balconies. Alcohol consumption in parking lots, walkways, elevators or any other common areas is prohibited.

BIRD FEEDERS: Tall Ships does not allow seeded bird feeders on the balcony areas or on the grounds due to the seeds attracting rodents. Hummingbird bottles are permissible.

REPORTING VIOLATIONS: To report violations of the rules and regulations, please contact Foothills Property Management. Please put your observation or concern in writing.

SALE OF UNIT: It is the responsibility of the owner, at the time of sale, to obtain a Certificate of First Refusal from the Board President. The closing attorney should contact the Foothills Property Management who will provide a fee payment form and certify there is/is not any unpaid Tall Ship Association financial obligation.

RETENTION OF THIS DOCUMENT: Please keep this document where it will be accessible at all times.
RECORD KEEPING: The recording of unit owner payments of regime fees, assessments, or both (hereinafter “fees”) for Tall Ship Association, Inc. shall be maintained by the management company under contract with Tall Ship Association, Inc. (hereinafter “TSA”).

MONTHLY MONITORING: The management company shall report to the TSA Board of Directors at each monthly meeting concerning delinquencies in payment of fees. The Board of Directors shall determine when the management company should invoke the formal collection process set forth in this policy. Otherwise, the management company shall proceed with the informal collection process until otherwise instructed by the TSA Board of Directors.

INFORMAL COLLECTION PROCESS:
1. The management company shall send out a past due notice to a unit owner whose payment of fees is more than 15 days in arrears.
2. The management company shall follow-up the late notice with a telephone call or e-mail.
3. The management company shall notify delinquent unit owners after any portion of the payment of fees are more than 30 days in arrears that the TSA Board of Directors may file a lien on the owner's unit once the payment of fees is more than 60 days in arrears.
4. The management company shall assess a late fee, per Section XXIII of the Master Deed, at a rate of 1% per month on any past due balance. The management company shall show any late fee on any quarterly invoice for regime fees or on any invoice for assessments. Late fees are compounding.
5. The management company shall report the names of all unit owners who have been subject to the informal collection process at the monthly meeting of the Board of Directors. The management company may also confer with the treasurer of the TSA Board of Directors at any time before a Board of Directors meeting. The Board of Directors in conjunction with the management company may work with delinquent unit owners to develop an acceptable repayment plan.

FORMAL COLLECTION PROCESS:
1. After obtaining approval from the TSA Board of Directors, the management company shall start the process of filing liens on the owners whose delinquent accounts are more than 60 days past due. The owner will be sent a letter of intent to file a lien from the Board, and given 15 days to pay any past due balances. If payment is not received, a lien will be filed. In addition, after 60 days, the account is in default per the TSA Bylaws, and TSA voting rights will be suspended. Property foreclosure proceedings will begin after any portion of an account is 90 days past due, or if any prior agreed upon payment plan is not maintained.
2. As provided under Section XX of the Tall Ship Master Deed, the Board of Directors may take any necessary legal action against delinquent unit owners in order to enforce any lien, including foreclosure of such lien. All expenses of the TSA in connection with any delinquent fee legal actions, not limited to court costs and attorney’s fees, shall be paid by the delinquent unit owner.
PURSUANT TO SECTION XII OF THE MASTER DEED, WHICH AUTHORIZES THE BOARD OF DIRECTORS TO ESTABLISH REASONABLE RULES AND REGULATIONS GOVERNING THE USE OF THE GENERAL COMMON ELEMENTS, THE BOARD HAS ESTABLISHED THE FOLLOWING PARKING RULES.

A. COURTESY SPACES: Parking lots are common areas and any owner can legally park in any space at any time. However, as a courtesy to our residents, Tall Ship owners may have one assigned, non-exclusive, courtesy parking space per unit (Owner pays for sign).

5. Parking spaces are non-transferable. Once a unit is sold, any owner may claim the space. Once the space has been claimed, another owner cannot reclaim it.

6. A sign from another owner cannot be removed without the express permission from the current owner. This is a Policy violation and is subject to a fine.

7. Owners and renters are strongly encouraged to honor the courtesy spaces of other owners.

8. A sign that is reversed indicates the owner is not in town and others can park in the space. However, it is a violation of policy to remove the sign for any reason.

B. COMMERCIAL AND OTHER VEHICLES: Parking of vehicles over 20 feet in length, equipment, commercial trucks, mobile or motor homes, recreational vehicles and campers, boats and other watercraft, trailers, snowmobiles, or inoperable vehicles shall be prohibited in all Tall Ship parking lots. An exception shall be made for a commercial vehicle that is making use of a parking lot during the day to provide services to a unit owner. No commercial vehicle, however, shall be permitted to park in a Tall Ship parking lot overnight. Any vehicle covered by this provision may be parked in the temporary parking/storage area near the East Gate of Keowee Key. Arrangements to park vehicles in the temporary parking/storage area near the East Gate must be made through the Marina Office at Keowee Key.

C. "STORED" CARS: Part-time owner/residents may not leave cars in the parking lot during their absence and will need to make other arrangements for storage.

D. RENTAL TRUCKS: Rental trucks or other large trucks used for moving shall not be parked overnight in the Tall Ship parking lots. Contact the Marina Office at Keowee Key to make overnight parking arrangements.

E. LOADING AND UNLOADING: Parking for purposes of loading and unloading a vehicle shall be permitted. No vehicle should be parked in any loading or unloading area or any cross-hatched area for an extended period of time or overnight.

F. LIMIT ON NUMBER OF VEHICLES: No more than two vehicles per unit may be parked in the Tall Ship parking lots.

G. VIOLATION OF RULES:

1. Any vehicle parked in violation of these Rules shall be subject to being towed at the owner's risk and cost.

2. A notice will be placed on the violating vehicle, and the Board may arrange to have the vehicle towed if it is not moved within 12 hours of notice.

3. Any vehicle parking in violation of these rules shall be subject to a $50 fine per violation payable to the Tall Ship Association, Inc.

H. EXCEPTIONS TO THE ABOVE RULES: The Board of Directors may consider exceptions to these rules on a case by case basis. Any person seeking an exception shall present a case to the Board at its monthly meeting. If the Board determines that extenuating circumstances warrant such an exception, the Board shall authorize the president, or another officer who the president may delegate, to grant a temporary exception.
MASTER KEY POLICY

POLICY: There will be a single master key to fit all 120 units in the Tall Ship Condominiums. All units must have a lock that fits the master key. It is a violation of Tall Ship policy to obtain an entry lock that does not fit the master key. Such violation is subject to a fine and replacement of the lock at the owner’s expense.

The master key is necessary to permit emergency personnel into an unoccupied unit, or an occupied unit whereby the occupant is unable to respond. Emergencies include but are not limited to fire, water, medical, and structural issues.

REY-KEYING A UNIT: Any owner who wants to have his or her lock re-keyed must advise their locksmith that the lock must retain our master key capability.

DOOR HANDLE REPLACEMENT: The new lock and/or door handle must be stay within a reasonable uniformity with the building motif.

MASTER KEY USAGE: The use of the master keys will be restricted to the following:

1. Our management company Foothills Property Management will keep one copy that can be provided to any bonded and/or insured service personnel such as for pest control, fire alarm monitoring, and chimney inspectors. This key is signed out with date and time and signed in when returned. The key must be returned by the end of the day.

2. The Keowee Fire Department will have a key for emergencies, and the Board President will keep a copy for after hours and emergency and convenience for all homeowners.

3. The President of the Association will retain the primary copy in the event a new copy needs to be generated.

4. Before entering any unit, the person trying to gain access will ring the doorbell, knock on the door, or both, to gain access when an owner is available. If an owner is unavailable when access is necessary, such as fire alarms, chimney inspections, or pest spraying, then we will enter the unit after attempting to locate an owner to gain access.

Adopted 4/19/2005; Amended 11/07/2017
LANDSCAPE POLICY, GUIDELINES & PROCEDURES

POLICY:

• A Landscape Request Form must be submitted for all tree and landscape work. The form is located in Appendix II at the end of this document.

• Tree Pruning – Requests for tree pruning purely for aesthetics or view enhancement are usually not granted. Trees are typically only pruned if the tree has diseased areas, are encroaching a building or walkway, or have branches or areas that are posing a danger to the public.

• Tree removal – Trees are only removed in the event they are dead, unsafe, have an infestation, or have an abnormality that affects the general aesthetics of the Tall Ship landscape. Occasionally trees are removed as part of a managed thinning of our wooded area in order to preserve its health. These services are provided at TSA’s expense. Properly managed, the wooded area surrounding our condominium buildings greatly adds to the natural beauty of our property. Consequently, there is no provision in this policy to handle removal of healthy trees. If there is a situation that requires removal of a healthy tree for whatever reason, it will be routed to both the TS Board & KK CARE for approval.

• Common Areas – The Board will administer landscaping maintenance recommendations for all common areas.

GUIDELINES:

• Generally speaking the views are quite unique from each condominium and this is the reason why the units attracted their respective owners in the first place. We have those that predominately view the woods, those that predominately view the lake, and those with some variation of both. The Board recognizes that a “view” is not a right but it certainly is one primary reason why one purchases a condo on the lake.

• These landscaping Policies & Procedures are geared to respect the thoughts of the owners of each building as it relates to their distinct view while at the same time allowing those owners a method of addressing landscaping issues deemed necessary to preserve that view and ultimately the units’ value.

• Maintenance of the common areas shall at all times, be maintained by the TSA in such manner as to prevent them from becoming objectionable when compared to similar areas in the neighborhood.
COMMUNICATION POLICY

OBJECTIVE:

To keep all owners well informed, and generate an *esprit de corps*.

VEHICLES:

1. The Social Committee
2. The Tall Ships web site
3. The Tall Ships publication, *The Beacon*
4. The Handbook
5. Email notices to either an individual owner, an individual building, or all owners.
7. Special Notices by US Postal Service mail
8. Special Notices attached to individual unit doors

PROCEDURES:

1. Utilize the social committee representatives to act as a greeter to new residents.
2. Introduce new people at our social functions.
3. Create and maintain the Tall Ships web site at [http://www.tallshipscondos.com](http://www.tallshipscondos.com) to post Board Minutes, the Current Budget, Disclosure Statements, Announcements, the By-Laws, this Handbook, The Beacon, and useful reference materials.
4. Disseminate *The Beacon* in print on community bulletin boards and to those without an email account, via the web site, and via email.
5. Post Board Minutes, Special Notices, and The Beacon on community bulletin boards.
6. Create and distribute emails using the Tall Ship Association ([tallshipassociation@gmail.com](mailto:tallshipassociation@gmail.com)) address.
7. Tag individual unit doors with notices specific to the unit or building affected.
8. Utilize the web site to poll owners and/or to solicit their inputs on major issues.
TRASH COLLECTION SCHEDULE & RULES

All trash rooms are located on the first floor. The door is just inside the stairwell across from the elevator.

TRASH COLLECTION SCHEDULE: MONDAY TUESDAY THURSDAY FRIDAY

TRASH COLLECTION RULES:

1. Except as noted below, place all trash in secured plastic bags. Place the trash in one of the containers provided and close the lid.
2. Keep the trash room door closed. Our trash attracts a variety of bugs and wild animals.
3. Do not store any trash in the walkways, alcoves, or outside by your door. Trash in any common area is strictly prohibited. Trash attracts bugs and wild animals.
4. Place empty aluminum cans in the container provided. A volunteer picks these up and delivers them for recycling.
5. No cardboard boxes are allowed in the trash rooms unless they are broken and/or cut down and bagged.

LITTERING: Dumping trash and littering anywhere on common property is strictly prohibited. Please respect the grounds and shrubbery around Tall Ships. Do not use as a dumping ground for trash, cigarettes, soda cans, etc. We should all take pride in our community. Remember that because we live close to the woods and the water, we share our space with all kinds of bugs and wildlife. To avoid attracting them, we have to be particularly careful to contain our trash.

RECYCLING OPTIONS:

OPTION 1: Keowee Key Recycling Station

Separate your glass, plastic, and metal cans and drop them off behind Storage Lot #1 off of Maintenance Road. No paper or cardboard is allowed.

OPTION 2: County Convenience Centers

Oconee County has 11 manned recycling and convenience centers. These centers take larger items, heavy and mixed metals, mixed paper, corrugated cardboard, glass, plastic, eyeglasses, printer ink cartridges, old cell phones, used motor oil and car batteries, and much more. The manned center most convenient to Keowee Key is located at 397 Stamp Creek Road in Salem (to the North on highway 130 about four miles) across from Pat’s Cash & Carry.

For location or hours information and a complete list of items accepted by the County’s Convenience Centers go to: http://www.oconecounty.com/images/Forms/Recycling%20Brochure.pdf

PEST CONTROL: All buildings are treated on the outside for pests on the 3rd Monday of every month. The pest control vendor does not routinely treat the inside. If an owner needs treatment inside, contact Foothills Property Management so scheduling can be arranged. If an owner has a particular infestation problem in between treatments the exterminator will come back. The infestation must be identified as to what pest is causing the problem.
RULES FOR RENTERS

Please Post in Your Condo in a Visible Location

1. A maximum of two adults per bedroom is allowed.

2. Parking spaces with BLUE SIGNS are reserved for owners. Renters and owners alike are limited to two vehicles per Unit. Trailers, motor homes, and commercial vehicles are not allowed in the Tall Ships' parking lots as set forth in the Tall Ship Association, Inc.'s Parking Regulations. Violation of the Parking Regulations may subject you to a fine and towing of any vehicle in violation of the Parking Regulations.

3. All exterior areas are to be kept free of clutter and personal items including storage boxes, clothing, bathing suits, towels, toys, etc. Please do not litter.

4. No alcoholic beverages may be consumed in the parking lot, walkways, elevators, or any other common area.

5. Please be considerate of the neighbors; loudness and rowdy manners will not be tolerated.

6. All pets must be on a leash and under the control of the pet handler when in Common Areas, including parking lots, walkways and elevators. Pets are allowed only by authorization from the owner. You must clean up after your pet at all times.

7. Bicycles, tricycles, skateboards, roller blades; scooters; and similar recreational vehicles are prohibited in the walkways, sidewalks and parking areas.

8. Fireplaces may only be used with the written consent of the owner. Any damages resulting from their use will be the responsibility of the unit's owner(s).

9. Charcoal grills, smokers, or fryers may not be used on the balconies or walkways.

10. Trash is picked up on a regular basis. Take all trash to the first level and place it in receptacles in the trash room beneath the stairwell. Please replace the cover on the receptacles and close the door on the trash room to prevent intrusion by animals. All trash rooms are located on the first floor. The door is just inside the stairwell across from the elevator.

11. No trash shall be placed in walkways, alcoves, or outside front doors.

12. The Association reserves the right to evict tenants violating these rules or causing a public nuisance.

13. In the event the unit fire siren is activated, exit the building immediately. 911 will be automatically notified and the Fire Department dispatched.

WE THANK YOU FOR YOUR COOPERATION,
TALL SHIP BOARD OF DIRECTORS
HELPFUL INFORMATION

HEAT PUMPS/AIR: During the summer, owners should pour a cup of bleach into the air conditioner's air handler. This may be accessed using the white PVC fitting extending from the front of the unit or by removing the filter and pouring the liquid slowly in the tray at the bottom of the coils. A cup of white vinegar can be used during the winter months if desired. Note that not all units have had the fitting attached to the units. The bleach prevents build up of algae in the condensate drain, which if not treated will block the drain causing overflow into the unit, below you.

VISITORS: If you expect visitors or a vendor, notify the North Security Gate or enter the visitor in the Visitor Management System (VMS) and the gate will then admit them. The VMS system is accessible via the link: https://vms.securitasinc.com/#/my%20Visitors The Keowee Key website also includes a link to VMS under the KK Services menu. Security is instructed to deny entrance to unexpected visitors without the resident's permission.

PARKING: The parking areas are designed for vehicles only. Trailers, RV's, and boats are not allowed to be stored. Contact KK Security for instructions on parking these items. Tall Ships parking lots are subject to a two vehicle per unit rule for any overnight parking. See the complete list of Parking Rules and Regulations in this document.

WINDOW CLEANING: The windows are normally cleaned once a year after pollen season. The dates of window cleaning will be posted in the mailbox station and the Trash Room door.

WATER LEAKS: Most units have a main water shut off located inside the vanity of the front bath. There are however a few that can only be shut off from the main outside. Those units will need to contact KKUS for shut off. Owners are responsible for all leaks in lines that exclusively serve their unit.

RENTING UNIT: All owners who rent their unit(s) must register with KKPOA. There is an annual fee to register your unit with KKPOA. Contact KKPOA Administration for further Details.

ANNUAL MEETING: Our Annual Meeting is 2:00 p.m. on the 2nd Sunday of December of each year for the purpose of electing directors and transacting any other business authorized to be transacted by the members. All owners are expected to either attend the meeting or return the proxy.

NEWSLETTER: Our newsletter (The Beacon) is published quarterly or as needed.

VENDOR SERVICES: Many of the residents of Keowee Key have recommended companies that have provided services to them. You may find this list useful and it is available on our web site, or at: http://keoweecares.org

CARPET CLEANING: When having carpets cleaned, please caution the workmen to be careful of our painted railings. If the vacuum tubing has to be passed over railings, please have them protect the railings with towels or something similarly soft to prevent damaging the painted surfaces. Owners are responsible for any damage to the railings by carpet cleaners, or damage to any common property caused by their vendors.
SPRINKLER SYSTEM MALFUNCTIONS: From time to time the sprinkler system can malfunction. If you observe the system has a broken head, or does not shut off, please notify Foothills and/or one of the board members. There is a wrench that can be used to shut the water supply to the system in the Square Rigger second floor storage room next to the elevator. Also in this storage room is a map showing the location of the cut-off valves. If the problem occurs on the weekend or after business hours (as it invariably does), someone should shut the water off until the problem can be corrected.

DEAD CAR BATTERIES: KKPOA Patrol will provide car starting services for free. Call (864) 944-7978 for assistance.
APPENDIX I

Tall Ship Association
Maintenance Request Form

TO: Foothills Property Management
FROM: Owners Name:___________________________________________
Unit:________________________________________________________
Phone:_______________________________________________________
Date:________________________________________________________
Description of Problem:________________________________________
________________________________________________________________
________________________________________________________________
________________________________________________________________
________________________________________________________________
________________________________________________________________

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APPENDIX II

Tall Ship Association
Landscape Request Form

Reference is made to Handbook Section entitled Landscape Policy, Guidelines & Procedures.

The Tall Ship Board of Directors acknowledges receipt of the following landscape request made by:

Name: ________________________________
Date: ________________________________

Unit and Telephone Number

Location and description of tree(s), bush(es) or plants for requested action ________

____________________________________________________________________
____________________________________________________________________

Please circle the appropriate action.

1. Pruning of trees

2. Removal of one or more trees
   (subject to approval of KKPOA CARE Tree Committee and Tall Ship Board of Directors.)*

3. Planting of one or more trees, bushes, or plants

*Trees can only be removed if deemed unsafe or are dead. All tree removal work must be accompanied by a permit from KKPOA CARE. Tree(s) replacement selection will be in accordance from a list provided by KKPOA CARE Committee and subject to Tall Ship Board of Directors approval.

Approve / Disapprove

Date

11-2017
APPENDIX III

Tall Ship Association
Satellite, Cable, & Indemnification Agreement

1. No antennas shall be installed.

2. Satellite dishes must be installed on the owner’s balcony using flat wire through the sliding glass door. Dishes cannot encroach or be mounted to any common property, including walls, roofs, or the common grounds.

3. All new satellite dishes must be approved by the Tall Ship Board of Directors.

4. Drilling holes into the outside walls of the stucco for any purpose including cable drops, is prohibited.

5. Cables running down walls, gutters, or eaves are prohibited.

6. All cable connections must be installed into the approved building entry points. Contact Foothills for the specific location in the building you reside in.

The undersigned Unit Owner/Tenant hereby agrees to indemnify and hold harmless the Tall Ship Condominium Association, its agents, employees and contractors for any loss or damage to common property or other resident’s property or for any loss to Association residents or personnel. Unit Owner/Tenant will be required to reimburse the Association for any loss or damage or expense occurring which may arise directly or indirectly from the installation of cable services.

___________________________        ______
Signature:                        Unit #          Address:

___________________________
Date:                            Signature of Property Mgr.

MAIL TO: Foothills Property Mgt., P. O. Box 111, Clemson SC 29633
Or FAX TO: 864-654-2245

Rev. 11/21/2017. (Replaces previous editions)
DESIGN REVIEW APPLICATION

____ Initial Applications  ____ Appeal

TALL SHIP ASSOCIATION, INC.
Condominium Association
PO Box 111
Clemson, SC 29633

NAME ____________________________
ADDRESS ____________________________

TELEPHONE: HOME ( ) ______________ WORK ( ) ______________

GENERAL DESCRIPTION OF PROPOSED CHANGE:

Provide documentation for the proposed change to your unit, including the purpose or reason for the change, the type and color of materials to be used, location on the property, and any other pertinent information required to evaluate the proposed change in accordance with Guidelines described in Attachment A.

________________________________________________________________________
________________________________________________________________________
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________________________________________________________________________

ESTIMATED CONSTRUCTION DATES: START ______________ COMPLETE ______________

OWNER'S SIGNATURES: ____________________________ DATE:

______________________________ DATE: ____________________________
Prior Board Approval of Remodeling Required

The Board’s guiding principle is to quickly approve remodels without design changes after ensuring that the owner has not harmed himself or others by damaging the structure or invading common elements.

The general rule (with exceptions) is that owners should be permitted to remodel, as the Board encourages property value enhancement. The key risk lies with distinguishing your property from common property and in distinguishing common structural supports. Unfamiliarity by you or your contractor with community rules can subject you to onerous restoration costs and loss of the benefit of your remodeling expenses.

An owner is legally mandated "[n]ot to make or cause to be made any structural addition or alteration to his Unit or to the General Common Elements without prior consent of the Board of Directors" under Master Deed Article XIV, ¶1.b. Moreover, an owner is to "make no alteration, decoration, repair, replacement or change of the General Common Elements, or to any outside or exterior portion of the building" under Article XIV, ¶1.c. The Board is authorized to assess removal and restoration costs against owners failing to secure prior written consent under Article XV.

Procedural Steps for Seeking Board Approval

Pursuant to the foregoing Master Deed provisions the following steps were adopted by the Board:

1) An owner submits the proposed remodeling plan to the property manager.

2) The property manager will review and submit the remodeling plan to the Board at their next meeting. A routine request conforming to the rules would not require the owner’s presence but, of course, an owner is welcome to attend.

3) If the request raises any issues of structural integrity, fire hazard, building code requirements, etc.; the Board may have to seek a professional architectural opinion with the expense of same to be borne by the owner if the owner chooses not to delete/alter the offending section. This possibility would necessarily delay a decision to a future Board meeting.

4) Upon conditional Board approval of the project, the owner executes a Hold Harmless Agreement acknowledging that the Board merely finds no violation of Master Deed provisions and that the owner remains liable for damages and injuries arising out of or from the owner’s construction or completed project.

5) After receipt of the Hold Harmless Agreement, the Board’s written permission will be issued to the homeowner through the property manager.

6) A project is subject to Board inspection for compliance both during and after completion per Article XXIV, ¶1.d.
Unacceptable Modifications Automatically Disqualifying Approval

a) Penetration of exterior common walls whether temporary or permanent. Examples include but are not limited to: kitchen vents, bathroom vents, cable TV wires, dish antennas, etc. This would void our stucco warranty.

b) Replacement or alteration of windows or exterior window framing is prohibited as this would void our stucco warranty.

c) Installation of hardwood flooring, tile flooring or any other hard surface flooring without installation of sound deadening acoustic material of at least ½ inch to ¾ inch thickness. (For example, cork, rubber, recycled rubber, or any other AIA recommended material.)

d) Installation of an exterior front entry door not in conformance with the original community design.

e) Changing the color or design of any exterior common wall including balconies, railings and canvas screens.

Understanding Common Area versus Private Unit Area

The owner’s private property the ‘Unit’ is controlled by the owner. Basically the rest is common property controlled by Tall Ship Association, Inc. and the unit owner through his voting power. The unit owner cannot unilaterally alter common property. An owner’s private property is delineated by the definition of "Apartment" in Master Deed Article III,¶1(a) and by the definition of "Unit" in Article III,¶1.(o). These definitions circumscribe the limits of the authority of the Board to regulate your remodeling.

After reading the definitions, the owner’s understanding should be that a Unit is the empty space inside the sheetrock of the walls, ceiling and floor. The Board controls the rest. Your Unit includes chimney, pipes, vents, ducts, wires, HVAC systems, etc., which are actually in the common area. To allow owners to access their pipes, wires, and vents, there is an easement to allow access to these elements for remodeling and maintenance. See Article III,¶1.(o)(i) and (iii). However, that access puts a burden on the owner to restore the common area. See Article XIV,¶1.a. For example, if an owner removes his sheetrock or his neighbor’s in order to repair a pipe or other element, the owner needs to replace the sheetrock and pay for any other damage.

Guidelines on Remodeling Submissions

(1) General - Describe the project in general terms. For example, describe a kitchen remodel with replacement of kitchen cabinets, pantry removal, appliance installation, removal of walls to place relocate sink under kitchen window. For example, new flooring in living room with removal of elevated fireplace stoop, installation of marble fireplace apron, installation of hardwood flooring, installation of 3/4 inch recycled rubber sound deadening
matting.

(2) **Walls** - Describe any and all changes, both temporary and permanent, to all walls. For example: A wall is to be moved, eliminated, replaced, re-sheetrocked, or opened during construction and restored. Some interior walls inside the Unit's common walls are structural.

(3) **Mechanical** - Describe any electrical, plumbing, and HVAC changes, additions or deletions.

(4) **Exterior Doors** - Describe or attach drawings/pictures of any changes to exterior doors such as the front entry and sliding glass doors to the balcony.

(5) **Flooring** - Describe any changes, replacements, repairs or improvements in floor covering. Subflooring should be installed with screws. Note that hard surface flooring requires acoustic remediation matting of ¾ inch.

**Failure to Obtain Permission**

Whether permission has been obtained or not, any and all Units are subject to Board inspection for compliance "with this Master Deed and the By-Laws of the Association" per Article XXIV,¶1.d.

"(A)ny structural addition or alteration without the required written consent ... [gives the Board] the right to levy an assessment against the co-owner of the Unit, and the Unit, for such necessary sums to remove any unauthorized structural addition or alteration, and/or restore the property to good condition and repair" per Article XV.

Additional Master Deed provisions allow for assessment of the Association's court courts and attorney's fees to collect assessments.

**EXAMPLES OF ITEMS NOT CONSIDERED REMODELING**

- Painting
- Wall Papering
- Hanging pictures
- Hanging a small shelf
- Inside Window Covering such as drapes, shutters or blinds.
  - See Article XI,¶1(o) for use restrictions. Also such things as window tinting or exterior awnings are not allowed under Article.XI,¶1.(l).
- Minor plumbing repair not requiring invasion of the common area such as replacement of a garbage disposal, hot water tank or toilet
- Replacing an individual appliance such as a stove or refrigerator
- Outside HVAC compressor replacement using the same footprint
- Inside HVAC unit replacement not requiring re-plumbing or re-wiring
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<th>TS HOA</th>
<th>Owner</th>
<th>KKPOA</th>
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<td>Balconies/decks</td>
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<td>including dryer vents</td>
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