

TALL SHIP ASSOCIATION

Handbook including Rules, Regulations, And Restrictions



**Please keep this document
in a readily accessible place**
Updated June 15, 2010

Note: Changes to the previous edition are highlighted in yellow

Note: If you are reading this document on your computer, you can hold down the CTRL key and click (or double-click) on the desired topic.

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IN CASE OF FIRE, MEDICAL EMERGENCY, OR NEED OF LAW ENFORCEMENT

1. PHONE 911

- **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 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 **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. PHONE YOUR SECURITY GATE to alert them that 911 has been called.

- **SOUTH SECURITY GATE 944-2112** - For Phase I, South Point, Spinnaker Cove and Sunset Bay.
- **NORTH SECURITY GATE 944-2456** - For Phase II.

3. TURN ON YOUR PORCH LIGHT AND/OR EMERGENCY FLASHERS ON CAR so rescue personnel can quickly find your residence.

BOARD OF DIRECTORS

President	Barry Stuart	barstu@juno.com	944-5735	Sq. Rigger
Vice-Pres.	Frank Patterson	Frank.Patterson@charter.net	944-2352	Yawl
Secretary	Judy Coolidge-Fill	mmejcf@yahoo.com	944-5344	Schooner
Treasurer	Lester Essex	lester@my-garage.us	944-8110	Clipper
			633-5800 (work)	
Director	Rob Routman	routman1320@charter.net	770-587-4632	Frigate
		rroutman@uscupstate.edu	770-364-3685 (cell)	
Director	Kathy Stanton	Katpet78@aol.com	944-6758	Yawl
Director	Bob Stojetz	stojetzsc@msn.com	864-879-4644	Clipper

GOLDSMITH PROPERTY MANAGEMENT CONTACT: Carol Ackerman
cackerman@goldsmithpm.com P.O. Box 1827, Greenville, SC 29602
Phone: 1-864-672-1297; Fax: 1-864-297-6207

Tall Ships Web Site: <http://tallshipscondos.com>
(Please register with the webmaster, at info@tallshipscondos.com)

REPORTING PROBLEMS:

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.

For the former, you can consult the Yellow Pages, or the **Recommended Providers List** at <http://www.keoweeares.org/provider1.htm> which lists contractors and service people that have been recommended, in writing, by Keowee Key residents.

Common Area problems should be reported to our property manager, [Goldsmith, Inc.](#) **A request for maintenance should be in writing either by email, fax or US mail (form on page 18).) If the expenditure is more than \$750.00 it will need board approval unless it is deemed an emergency.** This is what will happen:

1. Goldsmith will call back within 48 hrs, letting you know either when it will be repaired or when to expect a contact from the contractor.
2. After completion of the repairs, Goldsmith will contact you to see whether the work was completed satisfactorily. If not completed per contract, Goldsmith will follow up and complete.

COMMITTEES:**Social Committee:**

Sylvia Stuart, Chairperson 944-5735

Landscaping & Improvements Committee:**BUILDING REFERENCE INFO**

<u>Building Clusters</u>	<u>Name</u>	<u>Units</u>	<u>Numbering</u>
Cluster #1 – 487	Cutter	15	121 thru 325
Cluster #1 – 491	Square Rigger	15	126 thru 330
Cluster #2 – 499	Ketch	15	131 thru 335
Cluster #2 – 495	Yawl	15	136 thru 340
Cluster #3 – 503	Schooner	18	101 thru 306
Cluster #3 – 509	Frigate	18	107 thru 312
Cluster #3 – 519	Clipper	24	113 thru 320

RULES, REGULATIONS, AND RESTRICTIONS
Tall Ship Condominium Association 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. How are such rules formulated? The developer originally formulated a set of rules and regulations, which each owner accepted when purchasing a 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.

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/>

OWNERS RESPONSIBILITIES:

The Tall Ship Board has a **master key policy** in place that must be adhered to. Please read the section on this policy (page 21) before you make any lock changes to the entry of your unit.

- Each quarter, you will receive an invoice for your 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. For 2010 this fee is \$600 per quarter. If an account is in default (at least 30 days overdue), you will receive a notice of default. A late fee will be assessed in addition to monthly interest charge. For detailed information, see the complete bad debt policy in this document on page 17.
- 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, including but not limited to:
 - a.) the relocation of any walls
 - b.) the modification of fireplaces, electrical circuitry, and/or, different source of power for heating, air conditioning and cooking

The Association is responsible for the exterior of the building and the common areas. Maintenance of the balcony outside your doorwalls is your responsibility. See the table in Appendix ii for more details. If you need assistance for interior work, contact a local contractor or [Goldsmith Management](#). For additional and detailed information, please refer to your master deed and by-laws.

- In the event that the smoke detector in your unit should be activated, '911' will be notified by the monitoring service and an audible alarm outside the building and inside each unit will alert other occupants. '911' will then call out the fire department. Please do not try to test the smoke detectors, as this will initiate an alarm. The batteries are remotely sensed and monitored. The batteries will be replaced annually by the association. In the event of a false alarm, do not notify the fire department; call 911 and North Security Gate 944-2456. A fire alarm siren has been installed in each unit, usually on the wall in the dining room. If the alarm sounds, exit the unit immediately.

- Note that you must have Board approval to alter any of the common areas. 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.
- 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 company in a timely fashion.
- 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. Their closing attorney should contact the [Property Manager \(Goldsmith\)](#) who will provide a fee payment form and certify there is/is not any unpaid Tall Ship Association financial obligation.

NEW OWNERS: 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 have a concern about a rule or regulation, please check with the Board of Directors before you purchase the unit. Our Board meetings are the second **Tuesday** of each month at 9:00 a.m. **Check posting on bulletin boards for location.** 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 [Goldsmith Management](#) always has your current 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 your 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.

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

RETENTION OF THIS DOCUMENT: Please keep this document where it will be accessible at all times.

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.

Residents 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.

Because a fire starting in one of the basement's storage cubicles could spread very quickly to adjoining cubicles and to the stack of units above them, flammable materials are not to be stored in those cubicles. 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.

ENFORCEMENT OF RULES AND REGULATIONS

The Board of Directors shall have the following sanctions, among others, available for violations and repeated violations of the rules and regulations:

- Imposition of reasonable fine.
- Notification to violating unit owner to have the problem corrected at the owner's expense by a designated time.
- Notification to a unit owner that the problem has been corrected with reasonable costs for the correction billed to the violating unit owner.
- Removal of pets or vehicles in violation of rules and regulations.
- Temporary suspension of the violating unit owner's voting rights or the right of use of the common areas (parking facilities).

HELPFUL INFORMATION

- During the summer, pour a cup of bleach into your 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. 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. See http://www.tallshipscondos.com/air_handlers.pdf for details
- Garbage is collected four times a week (Monday, Wednesday, Friday, and Sunday). **Please take all recyclable items to the facility behind storage lot #1 off Maintenance Rd.** Cardboard cartons should be broken down and taken to the Manned Convenience Center located off highway 130 south of Salem. Moving boxes can be broken down and hauled away for a fee. Please contact [Goldsmith Management](#) for more information.
- If you expect visitors or a vendor, notify the North Security Gate **(944-2456)** and they will then admit them. Security is instructed to deny entrance to unexpected visitors without the resident's permission.
- The parking areas are designed for vehicles only. RV's and boats are to be stored in the Storage Area under the power lines. Contact Security. Oversized vehicles may be temporarily (one day or less) parked in the marina parking lot east of Tall Ships. Motorcycles are to be parked in the marina parking lot.
- 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.
- The buildings are treated to remove mildew every two years. When the building is treated, you may wish to move or cover items on the balcony to prevent damage from the spray, which contains bleach. The dates of treatment will be posted in the postal area and the Trash Room door.
- Most units have a main water shut off located inside the vanity of the front bath.
- 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.
- Visible exterior areas around property such as stairs, balconies, 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.

HELPFUL INFORMATION

- 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.
- **No alcoholic beverages** shall be consumed in parking lots, walkways, elevators or any other common areas. Consumption of alcohol shall be limited to the interior of units or balconies.
- Because we have neighbors directly beneath us we should NEVER hose off or sweep dirt off of the porch areas. We should use a broom and dustpan or a vacuum cleaner to clean our porch areas.
- Our car wash facility is located at the Clipper Building end of the marina parking lot. You must bring you own, rags, and soap. Use of the facility is restricted to owners and long-term renters. Please rewind the hose when finished.
- 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.
- 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.
- Our newsletter (The Beacon) is published as needed.
- 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://www.keowee cares.org/provider1.htm>
- **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 [Goldsmith](#) 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), **please notify Security immediately so the problem can be corrected.**
- 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.

TRASH COLLECTION & FIRE ALARM BATTERIES

Living as close to the woods and the water as we do, we share our space with all kinds of wildlife. To avoid attracting them, we have to be particularly careful to contain our trash. Please help:

- **TRASH COLLECTION SCHEDULE: MONDAY WEDNESDAY FRIDAY SUNDAY**
- **EXCEPT AS NOTED BELOW, PLACE ALL TRASH IN PLASTIC BAGS, PUT THESE IN THE CONTAINERS PROVIDED – AND CLOSE THE LIDS.**
(Trash is collected four times a week – on Monday, Wednesday, Friday and Sunday. The contractor will only empty the containers – they won't pick up items left outside of the containers.)
- **KEEP THE DOOR TO THE TRASH ROOM CLOSED**
- **TAKE THE LARGER TRASH ITEMS TO THE COUNTY'S RECYCLING CENTERS.**
(Includes large cartons, or anything that won't fit comfortably into our existing containers.)
- **IF YOU ARE INTO RECYCLING TIE OR PUT YOUR NEWSPAPERS INTO PAPER BAGS AND DROP THEM OFF BEHIND STORAGE LOT #1 OFF MAINTENANCE ROAD. SEPARATE MAGAZINES AND CATALOGS FROM NEWSPAPERS AND SEPARATE GLASS AND PLASTIC.**

Manned centers most convenient to Keowee Key are located to the north on highway 130 about three miles north of Keowee Key at Burnt Tanyard Road, and to the south on Ustorit Drive a short distance off old Clemson Road (Newry Cutoff) just past the concrete plant.

- **FIRE ALARM BATTERIES ARE CHANGED IN *APRIL*** The technicians will require access to your unit

WE THANK YOU FOR YOUR COOPERATION,

TALL SHIP BOARD OF DIRECTORS

PEST CONTROL SCHEDULE
3rd Monday every other month

**CUTTER, SQ. RIGGER
KETCH, & YAWL**

January

March

May

July

September

November

**SCHOONER, CLIPPER
& FRIGATE**

February

April

June

August

October

December

PARKING RULES

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. PURSUANT TO SECTION XI (o) OF THE MASTER DEED, COPIES OF THESE RULES WILL BE FURNISHED TO ALL UNIT OWNERS.

RESERVED SPACES

Tall Ship permanent and part time owners may purchase a personalized curb parking sign for a small fee. All requests for a sign should be directed to our property manager, [Goldsmith's Inc.](#). All residents (including owners) are requested to turn the sign over during an extended absence. This can be accomplished by pulling out on the center of the sign, allowing it to flex so that the mounting slots on the ends clear the mounting bolts in the curb.

“STORED” CARS

Part-time owner/residents may not leave cars in the parking lot during their absence. Other arrangements for storage will have to be made **with Boating Office (944-0863)**.

MOTOR HOMES

At no time shall a motor home be parked in the Tall Ship parking lots, with the exception that such a vehicle may park for no more than one hour to load or unload. **Please call Boating Office (944-0863) to arrange for storage.**

RENTAL TRUCKS

Rental trucks or other large trucks used for moving shall not be parked overnight in the Tall Ship parking lots. Contact Security for overnight parking arrangements.

OVERSIZED VEHICLES

No vehicles over twenty feet long or which have more than four wheels shall be parked in the Tall Ship parking lots. Motorcycle parking is restricted to the marina parking lot.

TRAILERS

No trailers shall be parked in the Tall Ship parking lots at any time.

LIMIT ON NUMBER OF VEHICLES

No more than two vehicles per unit may be parked in the Tall Ship parking lots.

EXCEPTIONS TO THE ABOVE RULES

The Board of Directors may consider exception to these rules on a case-by-case basis, if it determines that extenuating circumstances warrant such an exception. The Board authorizes the president, or another officer whom the president may delegate, to grant a temporary exception if in the president's or other officer's judgment, an exception is warranted. The Board will consider the exception request at its next meeting.

LANDSCAPE POLICY, GUIDELINES & PROCEDURES

POLICY

- Tree Pruning – Owners requesting this type of landscaping maintenance must first be willing to absorb the expense of the requested maintenance and then review those requests with the Board. If the work affects only the unit of the party requesting the work then no further owner approval is required. If more than one unit is affected than approval of the simple majority of the owners affected must approve the maintenance work. The Board will then review the request and notify the owner/owners of their decision.
- Tree removal – Dead, unsafe, or trees that have an infestation approved the committee chairperson will or some abnormality that affect the general aesthetics of the Tall Ships landscape, or the managed thinning of our wooded area in order to preserve its health will be removed at TSA 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 Board & 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.

TALL SHIP ASSOCIATION
Landscape Request Form

Reference is made to Table of Contents 14 and 15 entitled Landscape Policy,

Guidelines & Procedures.

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

Date and Name

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
- 1 Removal of tree(s) (subject to approval of KKPOA CARE Tree Committee and Tall Ship Board of Directors.*
- 1 Planting of tree(s), bush(es), or plant(s)

*If KKPOA CARE Tree Committee approves tree(s) removal and requires tree(s) replacement, the cost of removal and replacement will be at the resident's(s) expense.

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

RULES FOR RENTERS

Renters are welcome in the Tall Ships, but they are expected to be considerate of their neighbors, and to abide by the rules that apply to all of us.

1. There can be no more than **two** adults per bedroom.
2. Parking spaces with BLUE SIGNS are reserved for owners, and renters and owners alike are limited to two vehicles per unit. Motorcycles, trailers and motor homes are not allowed in the Tall Ships' parking lots.
3. All exterior areas are to be kept **free of clutter** including storage boxes, clothing, bathing suits, towels, 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. No pets are allowed except **by authorization from the owner**.
7. Bicycles, tricycles, skateboards, roller blades, scooters; and **similar recreational vehicles** are prohibited in the walkways and parking lots.
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 may not be used on the balconies or walkways**.
10. The Association reserves the right to evict tenants violating these rules or causing a public nuisance.

A NOTE TO OWNERS:

In November, 2007 Keowee Key's board of directors outlawed time-sharing; it is a restriction that applies to single family homes and condominiums alike. If you wish to make your unit available to renters, you are required to complete a Transient Use Waiver, submit it to KKPOA and have it approved before the rental contract is executed (a single filing will cover all future rentals automatically). The Transient Use Waiver form may be obtained from the KKPOA office, or downloaded from <http://tinyurl.com/2baa77>

WE THANK YOU FOR YOUR COOPERATION,

TALL SHIP BOARD OF DIRECTORS

COMMUNICATION POLICY

Objectives:

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

Vehicles:

- The Social Committee
- The Tall Ships web site
- The Tall Ships publication, *The Beacon*
- The Handbook
- New Owners Information Packets

Procedures:

Utilize the social committee representatives to greet new residents; post periodic social functions at the mail boxes and trash room doors.

Introduce new people at our monthly social function

Post the social calendar for the year.

Create and maintain the Tall Ships web site at <http://www.tallshipscondos.com> to post:

Board Minutes, the Current Budget, Disclosure Statements, Announcements, the By-Laws, this Handbook and useful reference materials.

Disseminate *The Beacon* published as needed in print and via the web site

Post Board Minutes at the mail boxes and trash room doors.

Provide an area on the website for owners to advertise their condos, for rent or for sale.

Utilize the web site to poll owners and/or to solicit their inputs on major issues. .

BAD DEBT POLICY**1/21/03**

[Goldsmith](#) is authorized to send out 30, 60, and 90 day form letters to homeowners who are in arrears. These letters are to comply with legal rights of the homeowners and to carry the maximum interest and fine allowed by South Carolina law.

30 day letter should just be a reminder with appropriate apology.

60 day letter should include a copy of the homeowner's ledger and a statement regarding fines and interest. Should request a reply.

90 day letter should inform the homeowner that we are turning the account over to our attorney within 15 days and at that time a lien will be placed against their property, and a lien-filing fee will be assessed.

180 day the attorney should start foreclosure proceedings.

If it is deemed practical, access to amenities may be revoked.

Entrance Fee

A \$1,500 entrance fee will be collected at the time of sale of each property, and will be deposited into the reserve account for future repairs and replacement of common property. The Keowee Key Property Owners' Association (KKPOA) may also impose a buy-in fee. It is the responsibility of the seller to disclose this information to the buyer.

Master Key Policy

The Board of Director's adopted the following policy on 4/19/2005.

1. There will be a single master key to fit all 120 units in the Tall Ship Condominiums.
2. To implement this policy, the following steps will be taken.
 - a. All owners will make a key available to the Board if not already available. This key will be used to assure that your current key will still fit after the master key is made, and will be returned to you.
 - b. Any unit that we cannot secure a key for, will have a key made at the owner's expense.
 - c. Any unit that has a different brand lock will have it replaced with the compatible Schlage brand and 2 keys provided to the owner at the owner's expense.
 - d. Any owner who wants to have his lock re-keyed must either use the Association's designated locksmith, or advise their locksmith that the lock must retain our master key capability.
3. The use of the master keys will be restricted to the following:
 - a. Maintenance will keep one copy to provide to bonded service personnel such as Orkin, Blue Ridge Security, and chimney inspectors.
 - b. 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.
 - c. Further, every effort will be made to comply with the owner's wishes on unit access. If the owner is unavailable when access is really necessary, such as fire alarms, chimney inspections or pest spray, then we will enter your unit. **All Board Officers will have a key for after-hour emergencies.**

**Tall Ship Association
Maintenance Request Form**

TO: Goldsmith Management
FROM: Owners Name: _____
Unit: _____
Phone: _____
Date: _____

Description of Problem: _____

**Tall Ship Association
Maintenance Request Form**

TO: Goldsmith Management
FROM: Owners Name: _____
Unit: _____
Phone: _____
Date: _____

Description of Problem: _____

TALL SHIPS CONSENT & INDEMNIFICATION AGREEMENT

1. No antennas or satellite dishes shall be installed without the Association’s approval.
2. Satellite dishes will be installed only at ground level, in locations that minimize unsightliness. Feed lines will be buried whenever possible, and white video feed lines will be employed where necessary to make the installation as discreet as possible. **Balcony-mounted dishes will not be permitted.**
3. New subscribers will be attached to existing dishes whenever and wherever possible.
4. As a promotion to attract new customers, satellite companies typically provide the receiving equipment at no cost and absorb the ‘normal’ installation charges. The terms of such promotional packages change frequently, however, and potential customers should evaluate the offers carefully. Any charges not covered by a promotion are payable by the person who ordered the service.
5. Similarly, any and all damage incurred by the installation of a dish shall be the responsibility of the person who ordered the service.
6. Once multiple connections are made to a dish, the antenna itself shall be deemed ‘common property’ and will be left in place when the unit’s occupant moves away. Any satellite receiving and recording equipment, however, is his. Should he wish to have satellite service at his new address, he does not have to set up a new account.
7. Any service required by the equipment or the feed lines connecting it to the antenna will be payable by the individual subscriber. Should the dish itself require maintenance, the charges will be pro-rated among the units connected to it.
8. To insure that satellite dish installations meet the Association’s standards, such antennas will be installed only by contractors approved by the Association.

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 the antenna or dish.

Signature: _____ Unit # _____ Address: _____

Date: _____ Signature of Property Mgr. _____

**MAIL BOTH COPIES TO: Goldsmiths Property Mgt., P.O. Box 1827, Greenville SC 29602
Or FAX TO: 1-864-297-6207**

For Association use: DISH DIRECT Remote Code ____ Installed by: _____

TALL SHIPS CONSENT & INDEMNIFICATION AGREEMENT

1. No antennas or satellite dishes shall be installed without the Association’s approval.
2. Satellite dishes will be installed only at ground level, in locations that minimize unsightliness. Feed lines will be buried whenever possible, and white video feed lines will be employed where necessary to make the installation as discreet as possible. **Balcony-mounted dishes will not be permitted.**
3. New subscribers will be attached to existing dishes whenever and wherever possible.
4. As a promotion to attract new customers, satellite companies typically provide the receiving equipment at no cost and absorb the ‘normal’ installation charges. The terms of such promotional packages change frequently, however, and potential customers should evaluate the offers carefully. Any charges not covered by a promotion are payable by the person who ordered the service.
5. Similarly, any and all damage incurred by the installation of a dish shall be the responsibility of the person who ordered the service.
6. Once multiple connections are made to a dish, the antenna itself shall be deemed ‘common property’ and will be left in place when the unit’s occupant moves away. Any satellite receiving and recording equipment, however, is his. Should he wish to have satellite service at his new address, he does not have to set up a new account.
7. Any service required by the equipment or the feed lines connecting it to the antenna will be payable by the individual subscriber. Should the dish itself require maintenance, the charges will be pro-rated among the units connected to it.
8. To insure that satellite dish installations meet the Association’s standards, such antennas will be installed only by contractors approved by the Association.

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 the antenna or dish.

Signature: _____ Unit # _____ Address: _____

Date: _____ Signature of Property Manager _____

(Property Mgr.: Please return registered copy to Applicant)

For Association use: <input type="checkbox"/> DISH <input type="checkbox"/> DIRECT Remote Code ____ Installed by: _____
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TALL SHIP ASSOCIATION AREA OF RESPONSIBILITY

Item	Association	Owner	KKPOA
A/C units		x	
Balconies		x	
Chimneys (exterior)	X		
Common walls	X		
Conduits		x	
Balcony railings		x	
Doors	X	x	
Electrical	X	x	
Entrance bridges	X		
Exterior walls	X		
Fireplaces		x	
Floors(exterior)	X		
Foundations	X		
Gutter repair/cleaning	X		
Hot water tanks		x	
Interior fixtures/equipment		x	
Landscape	X		
Painting/exterior	X		
Parking area	X		
Paving	X		
Pipes/Water & Sewer	X	x	x
Chimney cleaning		x	
Railings (exterior)	X		
Ramps	X		
Roads			x
Roofs	X		
Screens		x	
Sewer lines outside	X		
Structural members	X		
Vents		x	
Walkways	X		
Window cleaning	X		
Windows	X	x	