

**THE UNIT OWNERS ASSOCIATION
PRESCOTT CONDOMINIUM**

POLICY RESOLUTION NO. 2009 – 05 (Amendment)

(Move-In/Out Procedures)

WHEREAS, Article III, Section 2 of the Bylaws provides the Condominium's Board of Directors with the power to adopt any rules and regulations deemed necessary for the benefit and enjoyment of the Condominium;

WHEREAS, Article XI, Section 2 of the Association Bylaws provides that the Common Elements shall be occupied and used in compliance with the Rules and Regulations which may be promulgated and amended by the Board of Directors;

WHEREAS, for the benefit and protection of the Association to ensure that due care and attention to condominium property is exercised by all unit owners and residents during the move-in/out process to protect the condominium property from damage and to protect Unit Owners and Residents from disturbance, the board of Directors deems it desirable to formally adopt a policy resolution to enact these move-in/out procedures.

NOW THEREFORE, BE IT RESOLVED THAT the Board duly adopts the following move-in/out procedures:

1. All move-ins/outs must be arranged at least seven (7) day in advance of such move with the Association managing agent. While the managing agent will endeavor to coordinate the move on the date specified, in some cases the specific date requested may not be possible. If more than one person requests the same moving date and time, priority will be determined by timeliness of the completed request and payment.
2. Owner/tenants are responsible for reserving (with the City of Alexandria) the necessary number of parking spaces (limited to Cameron and Henry streets) to accommodate the truck delivering or picking up household goods. Commercially operated or rented moving vans shall not use the guest parking lot for move in or move out.
3. The managing agent will coordinate providing an elevator key, collection of the move-in/out fee set for the below, new resident information and any Lease Addendum that may be required (if tenants are moving into the Unit). No moves may be performed without such coordination and the managing agent may withhold permission and the elevator key unless such conditions are met.
4. Move-in/out hours shall be from 8:00 AM until 6:00 PM on Mondays through Saturday and 9:00 AM through 6:00 PM on Sundays.
5. Nothing shall be used to prop open any entry doors or otherwise disable the elevator(s) except by use of the elevator key.

6. Those moving into or out of the building are responsible for supervising the actions of their moving crew. This includes the presence of a resident or representative while movers are going in and out the entry doors to prevent unauthorized entry into the building. Every effort should be made to minimize noise and reduce disruption to other residents. At no time during the move shall the common areas be blocked to prohibit access by other residents.
7. Unit Owners are responsible for any damages or losses that occur to the units or common elements from such moves. If damages are caused by a Unit Owners Tenants move, the Unit Owner will be responsible for any damages or losses.
8. A \$300.00 non-refundable move-in/out fee shall be collected prior to issuance of the elevator key for each move-in/out. The fee will be used to offset Association expenses incurred to perform repairs or cleaning resulting from wear and tear experienced during the move in or move out. Failure to coordinate the move in or move out and to pay the prescribed fee will result in a \$500 charge to cover expenses associated with the wear and tear experienced during the move and to compensate the Association for time and expenses incurred by the property manager.
9. In the case of move-ins associated with rentals, the Unit Owner leasing the Unit shall, in accordance with the Association's Unit Leasing Policy, submit a copy of the tenant's Lease, completed Lease Addendum and Lease Registration Form prior to such move.
10. Owners are responsible for ensuring renters adhere to the policies outlined in this resolution. Moves by renters (in or out) that occur in non-compliance with this policy shall subject the Owner of the unit in question to a \$500 assessment. These funds will be used to cover expenses correcting wear and tear generated during the move in and/or move out, property management expenses and for damages and additional legal action if required.

The effective date of this Resolution shall be January 1, 201⁵~~4~~

**THE UNITS OWNERS ASSOCIATION OF
PRESCOTT CONDOMINIUM**

John Merca
, President

Resolution Action Record

Duly adopted at a meeting of the Board of Directors held 11-5-2014

Motion By: JAN Roche Seconded by: Peter LePAGE

	Vote: YES	NO	ABSTAIN	ABSENT
Director JAN N. ROCHE	<u>X</u>	<u> </u>	<u> </u>	<u> </u>
Director P.J. LETAGE	<u>X</u>	<u> </u>	<u> </u>	<u> </u>
Director Guy GROUME	<u>C</u>	<u> </u>	<u> </u>	<u> </u>
Director Brenda BLOCK YOUNG	<u>X</u>	<u> </u>	<u> </u>	<u> </u>
Director John MERCER	<u>X</u>	<u> </u>	<u> </u>	<u> </u>

ATTEST:

11-21-2014

 Secretary Date

Resolution effective: January 1, 201⁵₄