

**COUNCIL OF UNIT OWNERS OF PALLADIAN CONDOMINIUM AT
ROCKVILLE TOWN SQUARE**

RULES FOR MOVING-IN, MOVING-OUT, AND LARGE DELIVERIES

Approved November 30, 2009, Effective January 1, 2010

I. INTRODUCTION

PURPOSE: The purpose of these rules is to insure that move-ins, move-outs, and deliveries occur with minimum disruption to residents and to protect the Association from the cost and liability for damages to persons or property resulting from move-ins, move-outs, and large deliveries, including but not limited to damage to the building, its furniture and fixtures.

For purposes of these rules a large item delivery is the delivery of any item that is not accepted by the concierge office.

II. SCHEDULING / MOVING PROCEDURES

- A. The Management Office must be notified at least 5 business days in advance of a scheduled move-in or move-out date and must be given as much advance notice as possible of delivery dates for furniture and other large items. The new resident and the departing resident shall inform the Management Office whether there will be a single move day or multiple move days.
- B. Move-in, move-out, and deliveries of large items are restricted to the hours of 9:00 a.m. through 4:00 p.m., Monday through Friday. These activities can be scheduled at other times only with the permission of the Management office, and subject to such conditions that the Management Office may reasonably impose, including but not limited to charging a staffing fee to provide staff needed to secure the elevator and conduct required inspections.
- C. The Management Office will keep the loading dock open and the freight elevator secured for a period of no more than four hours for each move or delivery. Unless good cause is shown for requiring use of the loading dock and/or freight elevator for more than 4 hours, the Management Office may charge the unit owner \$60 for each additional hour or any portion thereof that the loading dock and/or freight elevator is so used. The Management Office may cease securing the freight elevator for a move or delivery if so securing the elevator becomes an unreasonable inconvenience for the other residents of the building. The loading dock doors must not be propped open or otherwise be left opened or unattended.

- D. All move-ins, move-outs, and large deliveries must occur through freight elevator accessed from the rear loading dock.
1. Only small items hand-carried by a unit resident may be transported through the residential garage elevator entry.
 2. Under no circumstances may commercial moving vans or delivery trucks unload in the residential garage.
 3. Move-ins, move-outs, and deliveries of large items may not occur through either of the first floor lobbies.

III. MOVING AND SERVICE FEES

- A. A non-refundable moving fee of \$100 will be charged to a unit owner each and every time a resident moves into or out of the owner's unit. This moving fee shall serve to cover wear and tear to the building, its furnishings and fixtures resulting from the resident's move-in and move-out. A combined move-in/move-out fee in the amount of \$200 shall be paid at the time the move-in is scheduled with the Management Office, or earlier. When a resident occupying a unit as of January 1, 2010 subsequently moves out, the unit owner shall be charged a \$100 non-refundable moving fee, payable prior to the move.
- B. The Management Office will not connect any new resident to the front and side door intercoms until the moving fee is paid.
- C. No fee will be charged for deliveries occurring subsequent to the initial move-in period.

IV. PENALTIES.

If a move or large delivery is not scheduled with the Management Office, or the required moving fee is not paid prior to a resident's move, a fine in the amount of \$100 will be levied against the unit owner in addition to any applicable non-refundable moving fee. Such fine and moving fee shall be collectible in the same manner as any other assessment.

V. INSPECTIONS

- A. The Management Office shall inspect the lobby, freight elevator and relevant hallways prior to and after every scheduled move-in, move-out, and delivery of large items to determine if any damage to the building, its furniture or fixtures has occurred during the move or delivery. The cost of repairing

damages, other than ordinary wear and tear, shall be charged to the relevant unit owner.

- B. If a move or large delivery is not scheduled with the Management Office, upon becoming aware of the move or delivery the Management Office shall conduct an inspection of the lobbies, the elevators, and the relevant hallways and determine if there exists any damage not previously documented. If such damage, other than ordinary wear and tear, is found it shall be presumed to have been caused by the unscheduled move or delivery and the Management Office shall charge the cost of repairing such damage to the relevant unit owner. This damage charge shall be in addition to any applicable moving fee and/or any penalty.

VI. LIABILITY

- A. Neither the Management Office nor the Association is responsible for any loss or damage to a resident's possessions occurring during the course of a move or delivery.
- B. Unit owners are responsible for all damages to persons, the condominium common areas, and other property occurring during the course of a move by, or delivery to, the resident of the unit. Unit owners, therefore, are encouraged only to use, and require their Tenants to use, movers and merchants that have insurance adequate to cover any such damage.