

**Market Street at Town Center Condominium  
Unit Owners Association**

**Policy Resolution No. 07-10  
Move-In and Move-Out Procedures**

**WHEREAS**, Article III, Section 2 of the By-Laws of The Unit Owners Association of Market Street at Town Center Condominium (“Association”) provides the Board of Directors (“Board”) with the powers and duties necessary for the administration of the affairs of the Association, including the power to adopt rules and regulations deemed necessary for the benefit and enjoyment of the Condominium;

**WHEREAS**, Article XI, Section 3 of the By-Laws of the Association provides that the Common Elements shall be used in compliance with the rules and regulations which may be promulgated and amended by the Board;

**WHEREAS**, the Board finds it in the interest of all residents to encourage careful moving and to prevent move-related damage to common areas;

**WHEREAS**, the Board also seeks to avoid common-area damage caused by deliveries of large items, such as furniture and appliances;

**NOW, THEREFORE, BE IT RESOLVED THAT** the following move-in, move-out, and large item delivery policies be adopted by the Board:

**1.1 Scheduling Moves and Deliveries**

- Moves and deliveries to be scheduled on weekdays are to be scheduled with the Community Manager at least one (1) week in advance of the anticipated move or delivery.
- Moves and deliveries to be scheduled on Saturdays are to be scheduled with the Community Manager at least two (2) weeks in advance of the anticipated move or delivery.
- Move-ins, move-outs, and deliveries of large items may be scheduled by the Community Manager at the following times:
  - Monday through Friday between 9:00 A.M. and 5:00 P.M.
    - No more than two (2) moves will be scheduled to occur on any given weekday.
  - Saturdays between 9:00 A.M. and 3 P.M.
    - No more than one (1) move will be scheduled to occur on a Saturday.
  - No moves or deliveries will be scheduled on Sundays unless explicit written permission is granted by the Board.

- **Violation Charges.** A move occurring at a time other than that authorized by the Community Manager will be subject to a charge of \$50.00.

## 1.2 Authorized Routes

- The Loading Dock Elevator (Elevator 4) is the only elevator authorized for move-in, move-out, and large item delivery. No item requiring a hand truck or more than one person to move it is to be moved on any elevator other than the Loading Dock Elevator.
- Stairways A, C, and D may be used only (a) if explicit permission is granted by the Community Manager and (b) if rules regarding use of stairwells are followed:
  - No Stairway Doors are to be propped open.
  - No furniture or items are to be left on stairs, on landings, or in hallways.
- No item requiring a hand truck or more than one person to move it is to transit the Condominium Lobby.
- **Violation Charges.** Use of unauthorized routes for move-in, move-out, or delivery of large items will result in a charge of \$50.00.

## 1.3 Required Prior to the Move-in Date

- **Fees**
  - All move-in and move-out fees must be **paid prior to the move-in date.**
  - At the time an occupant moves into a unit, a non-refundable fee of \$400 will be collected. This fee is associated with any change of occupancy, and is referred to as the ‘**Move-in/Move-out Fee.**’ The fee must be paid prior to the move-in date. Owners leasing their units are responsible for paying the fee.
- **Resident and Pet Registration**
  - The resident must complete the ‘Owner/Resident Information Form.’
  - Residents with a pet must complete the ‘Pet Registration Form.’
- **Owners Leasing their Units**
  - A copy of the lease must be on file in the Community Manager’s Office prior to the move-in date.
- **Violation Charges**
  - A move occurring at a time other than that authorized by the Community Manager will be subject to a charge of \$50.00.
  - Use of unauthorized routes for move-in, move-out, or delivery of large items will result in a charge of \$50.00.

**THE UNIT OWNERS ASSOCIATION  
OF MARKET STREET AT TOWN CENTER CONDOMINIUM  
RESOLUTION ACTION RECORD**

Resolution Type: Policy      No. 07-10

Pertaining to: Move-in and Move-out Procedures

Duly adopted at a meeting of the Board of Directors held on the 27th day of April, 2010.

Motion by: \_\_\_\_\_                      Seconded by: \_\_\_\_\_

VOTE:	YES	NO	ABSTAIN	ABSENT
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ATTEST:

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Date