

MARKET STREET AT TOWN CENTER CONDOMINIUM

UNIT OWNERS ASSOCIATION

Policy Resolution No. 16-18

Rules Regarding the Delivery of Parcels

WHEREAS, Article III, Section 2 of the Association's Bylaws provides that the Board of Directors shall have all of the powers and duties necessary for the administration of the affairs of the Unit Owners Association; and

WHEREAS, Article III, Section 2 (f) of the Bylaws states that the Board shall have the authority to adopt and amend the Rules and Regulations; and

Whereas, Article XI, Section 6 of the Bylaws provides that the Association shall not be considered a bailee of any personal property stored on the common elements and shall not be responsible for the security of such property or for any loss or damage thereto, whether or not due to negligence, except to the extent covered by insurance in excess of any applicable deductible; and

WHEREAS, the Association deems it to be in the best interest of the Association to adopt procedures for the delivery of packages to residential units and to clarify the Association's responsibility with respect to the receipt and delivery of packages;

NOW THEREFORE, BE IT RESOLVED THAT the following delivery of parcels policy be adopted by the Board:

I. STANDARD PROCEDURES

- A. These procedures govern the delivery of parcels to residents of the Condominium that do not fit inside the owners mailbox or are not delivered by the United States Postal Service. These procedures do not apply to mail deliveries that fit inside the resident's mailbox that are delivered by the United States Postal Service.
- B. Upon receipt of a parcel addressed to an individual resident, the Association's concierge will note acceptance of the item from the carrier on the resident's behalf and the date of delivery in a log book. The Concierge will then notify the resident of the delivery via an orange slip in the resident's mailbox, a telephone call to the resident, or any other form of written notification to the resident. The concierge may use additional methods of notification if the resident cannot be reached or if the parcel remains unclaimed.

- C. To retrieve a parcel, residents must come to the concierge desk in person to sign the log book indicating retrieval of the parcel. The Concierge will then retrieve and deliver the package to the resident at the front desk. Residents may retrieve parcels during the times Concierge personnel are on duty at the front desk, but at least 10 minutes prior to the time the Concierge is scheduled to go off duty. If a package is being picked up by someone other than the resident to whom the package is addressed, the person picking up the package must be present a photo ID to the Concierge before the package will be released.
- D. Due to space constrictions, residents are expected to retrieve parcels promptly upon notice. Parcels will be stored in the package room for up to seven (7) days from the date of receipt of the parcel as noted in the log book. Any parcel left unclaimed for more than seven (7) days is subject to disposal by the Association without liability. All packages received and awaiting retrieval for a resident, must be picked up at the same time.
- E. Management shall have the right to remove stored parcels prior to expiration of the seven (7) days if the storage of items reaches capacity; prior to removing any stored parcel, Management or the Concierge shall provide three (3) days notice to the resident to whom the item is addressed.
- F. The Concierge will not accept delivery of any item that exceeds 25 pounds in weight unless the resident has made prior arrangements with Management and the resident agrees to pick up the package by close of business hours the same day the package was delivered to the Condominium. The Concierge will not accept any item that exceeds 25 pounds in weight from a resident for return to a seller or another party.
- G. Use of the Lobby entrances to deliver furniture, appliances, or other large items is prohibited, and the Association has the right to stop all such deliveries. Residents are required to advise their delivery companies of this policy. The resident is required to make alternate arrangements for delivery of such items as described in "Section II: Large Item Deliveries" of this policy.
- H. While the Association will accept packages marked "perishable", the Association will not assume any liability for the contents, condition, caring for, or storing of perishable packages.
- I. The Association has right to dispose of any parcel believed to constitute a safety hazard to residents or immediate surroundings; for example, packages containing chemicals, acids, flammable or toxic materials, or any "hazardous material" as defined by federal regulations.
- J. The Association reserves the right to refuse to accept delivery of any package believed to contain contraband or contain materials that violate the Association's Condominium Instruments, Rules and Regulations, including, but not limited to, any materials the

- K. Association has cause to believe are being used for commercial purposes in violation of this Policy and the Associations Bylaws.
- L. The Association, its directors, agents, officers, employees or other designees shall not be liable to any resident for any parcels stored in the package room or any items kept by the Association for residents.

II. LARGE ITEM DELIVERIES

When a resident is expecting a delivery of a large item, such as appliances, furniture, a mattress, or large scale electronics, the resident is required to notify Management at least 48 hours in advance of the anticipated delivery and to make a reservation to use the loading dock elevator (Elevator 4) for delivery. No other elevator is to be used for delivery of large items.

III. COMMERCIAL/NON-RESIDENTIAL USE DELIVERIES

Residents are prohibited from utilizing the Concierge services detailed in this Policy Resolution to conduct of any commercial/non-residential use of their Unit, unless otherwise expressly approved by the Board of Directors.

This Resolution shall become effective on November 1, 2018.

Enacted this 27th day of September, 2018.