

Georgetown Village Condominium

ADMINISTRATIVE RESOLUTION NO. 20-01

MOVING PROCEDURES AND MOVING ADMINISTRATIVE FEE

WHEREAS, Georgetown Village Condominium (GVC) has established certain rules, specifically at Section III.H. of the GVC Rules, governing moving into or out of the Condominium;

WHEREAS, the Board of Directors deems it necessary to establish appropriate procedures to implement these moving rules, particularly with respect to the provision for a Moving Administrative fee to defray the cost associated with Physical and administrative costs resulting from residents moving into and out of the community; and

NOW, THEREFORE, BE IT RESOLVED THAT: the following procedures for moving in and moving out of the Condominium be adopted.

I. *General*

- A. Pursuant to Section III.H.1. of the GVC Rules, residents shall only be permitted to move into, or out of, units between the hours of 8:00 a.m. and 6:00 p.m., unless otherwise approved, in advance, by the General Manager.
- B. Pursuant to Section III.H.4. of the GVC Rules, all residents who are moving in or out must notify the GVC Management Office, in writing, of the date and time when they are to be moving in, or out, of their unit. Such notice shall be provided no later than fifteen (15) days prior to the move.
- C. Pursuant to Section III.H.5. of the GVC Rules, persons moving in or out must remove all trash generated during the move to the proper trash receptacles. The resident shall remove from the Condominium any debris too large to be placed in the trash receptacles (such as cartons, lamps, sofa, mattress, etc.). Any costs incurred by the Association for removing such debris shall be charged to the unit owner of the moving resident's unit.
- D. Pursuant to Section III.H.2. of the GVC Rules, any unit owner whose residents are moving in or out shall be financially responsible for the costs of repair or replacement of all damage to the common elements of the Condominium incurred during the move. Failure on the part of any unit owner to reimburse the Association will be considered as an unpaid assessment against the unit, and will be subject to collection procedures adopted by the Board.

II. *Moving Fee*

- A. No later than fifteen (15) days prior to moving into a unit, the unit owner shall post with the GVC Management Office a move-in administrative fee in the amount determined by the Board
- B. The moving fee shall be paid by check or money order. The fee should be accompanied by Lease and/or Settlement Sheet.
- C. The fee must be paid as a prerequisite to receiving any Association services (i.e. Parking Stickers, Pool Passes, Participation in the In-Unit Service Program, phone programmed to the front door entry system)
- D. Should the General Manager determine that damage to the common areas occurred as a result of the move, the General Manager shall furnish to the unit owner within five (5) working days of the move an itemized list containing a detailed description of the damage and an estimate of the cost of repairing same.
- E. The cost for any replacement or repair to the common elements necessary to remedy damage caused by the move shall be billed to the owner, which shall be payable in full within ten (10) calendar days of the notice. The General Manager will make every effort to effect such repair in a timely fashion.

III. Administrative Resolution 00-01 is hereby rescinded, and this Administrative Resolution 20-01 is hereby adopted, effective April 1, 2020.

**Adopted by the Board of Directors
March 10, 2020
effective April 1, 2020**