

Georgetown Village Condominium

ADMINISTRATIVE RESOLUTION NO. 00-01

MOVING PROCEDURES AND DEPOSITS

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 moving deposits;

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 On-Site Manager or Community Association 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. This financial responsibility shall not be limited by the moving deposit posted in accordance with Section II below. 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 Deposits*

- A. No later than fifteen (15) days prior to moving in or out of a unit, the unit owner shall post with the GVC Management Office a deposit in the amount of two hundred dollars (\$200) to cover any potential damage to the common elements during the move.
- B. The moving deposit shall be paid by check or money order, made payable to Georgetown Village Condominium.
- C. Should the On-Site Manager determine that damage to the common areas occurred as a result of the move, the On-Site 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.
- D. The cost for any replacement or repair to the common elements necessary to remedy damage caused by the move shall be deducted from the damage deposit, and the balance of the deposit (if any) shall be returned to the unit owner within fifteen (15) working days of the completion of the repair work. GVC will make every effort to effect such repair in a timely fashion. If the moving deposit is not sufficient to cover the full costs of replacement or repair, the On-Site Manager shall notify the unit owner of the balance due, which shall be payable in full within ten (10) calendar days of the notice.
- E. If the On-Site Manager determines that no damage occurred during the move, the full moving deposit shall be refunded to the unit owner within ten (10) working days of the move.
- F. In the case of leased units, the provisions of Section II.A.-E., above, shall apply to each move-in and move-out by tenants. As an alternative to posting a deposit each time a tenant moves in or out, a unit owner who leases his or her unit to others may choose to post a deposit with the GVC Management Office, which will be retained by the GVC Management Office to be applied against future move-ins and move-outs to obviate the need for posting a deposit on each separate occurrence. No interest shall accrue on this deposit.

Adopted by the Board of Directors

March 14, 2000

Effective June 1, 2000