

THE COLONNADE COMMUNITY ASSOCIATION, INC.

(Rules Regarding Moving)

Policy Resolution No. 23- 11

WHEREAS, Article 6, Section 6.1 of the Bylaws (“Bylaws”) of The Colonnade Community Association, Inc. (“Community Association”) states that the Board of Directors (“Board”) shall have the power to adopt and publish rules and regulations related to the use of the community facilities and the personal conduct of unit owners and their guests and to establish penalties for violations of such rules and regulations;

WHEREAS, Section 6.5 of the Second Amended and Restated Declaration of Covenants, Conditions, Restrictions and Easements (the “Declaration”) of the Community Association empowers the Board to adopt rules and regulations;

WHEREAS, the Community Association deems it to be in the best interest of the Community Association to amend the existing Moving Rules.

WHEREAS, these rules apply to all owners and their guests with the unit owner responsible to ensure their guests abide by these rules.

NOW, THEREFORE, BE IT RESOLVED THAT the Board adopts the following policy:

When planning a move into, out of, and between units at the Colonnade, the unit owner must schedule the move in writing via email with the on-site management office by emailing colonnade@abarisrealty.com no less than one (1) week in advance of the move date. Only unit owners may schedule a move.

Prior to scheduling a move in, the unit owner shall provide a copy of the HUD-1 form from a settlement company, copy of the deed transferring title to the unit owner, or copy of the negotiated lease. A ‘refundable-upon-inspection’ check of five hundred dollars (\$500.00) for the move-in security deposit must be paid prior to your move-in date. Checks should be made payable to “The Colonnade” and submitted with the necessary paperwork.

All above mentioned forms and monies **MUST** be paid prior to the move-in date. Moves are scheduled on a first-come, first-served basis. Schedule your moving date as early as possible, especially in the high-volume spring and summer months.

Moves:

- Are permitted Mondays through Fridays, 8:00 AM – 7:00 PM and Saturdays from 10 am - 6 pm. Moves are not permitted on Sundays or holidays or outside the hours stated.
- When using the elevator in 11 Arch Place, the unit owners or guest must use the side entrance located on Granite Place. There is no parking allowed directly in front of the entry

on Granite Place, but 'Moving' vehicles may park at the back end of Granite Place to unload.

- Moves must be scheduled even if the elevators will not be used.
- The elevator located in 23 Arch Place may NOT be used for moves. If the elevator in 23 Arch Place is used for moves then you will be fined \$1500.00 as it is not a moving elevator.
- Parking in front of the entryway to the freight elevator (see sign on the door) on the side of 17 Granite Place is not permitted as it blocks access to the garage. Vehicles illegally parked there will be ticketed and/or towed and the vehicle owner and or unit owner is responsible for all fines and towing expenses.
- Under no circumstances should any vehicle block the garage entrance. The garage entrance is a fire line and must, in all cases, be kept clear for emergency vehicles. Vehicles illegally parked there will be ticketed and/or towed. Vehicles registered to the unit owner or guests illegally parked may result in a violation fine to the unit owner. All vehicles associated with the move, including the unit owners vehicle, must be parked legally.

When any move is in progress, all exterior doors will remain closed unless items are being actively transported into or out of the building. Under no circumstances should any exterior door be propped open as this compromise the security of the building.

All personal belongings and moving materials are to be placed directly in the elevator. When items are removed from the elevator, they should be placed directly in the unit. At no time should personal belongings or moving materials be left in any hallway or stairwell unaccompanied as this creates a fire code violation.

Each unit owner is responsible for the proper removal of trash, debris, crating or boxes resulting from the move. Discarded mattresses or furniture are not allowed be left on the property. Arrangements for the proper and legal disposal of bulk items at the owner's/resident's expense can be made by calling Potomac Disposal at 301-294-9700 to schedule a pickup. Under no circumstances should any bulk trash items be left in the garage or placed inside the trash compactor.

Management does not loan dollies, tools, carts, pads, other equipment, or manpower for moves.

As much as is possible, those involved in the move should realize that the Colonnade is a multiple unit dwelling and that talking back and forth in the halls and elevator can be heard by others in the building. Please be reminded that while your move is in progress, noise should be kept minimal. Our residents expect to enjoy the quiet peace of their homes at all times.

The unit owner will be held fully responsible for any damage caused to any portion of the common elements (including but not limited to hallway and stairwell walls, floors and ceilings as well as the elevator) during the course of the move. Such damage shall be deducted from the move policy deposit and if the damages exceed the deposit amount, they will be billed to the appropriate condominium and thereafter assessed to the unit owner's condo fee account.

This policy does not apply to furniture delivery, which is defined as the delivery of any item that weighs in excess of fifty (50) pounds or that exceeds the dimensions 4 feet high, 3 feet wide and 5 feet in length. However, if you intend to use the freight elevator for your furniture delivery, you must notify the on-site management office in writing via email *at least 3 business days in advance* so that arrangements can be made to place the pads in the elevator to protect the walls from any damage.

Policy for Garage Gate Openers and Door Fobs

- Garage gate openers and door fobs are the property of the Colonnade Community Association.
- Property Management is responsible for purchasing these devices.
- New residents must receive the appropriate number of openers and door fobs based on the size of their unit and parking spaces from the prior owner or, if leasing, the current owner.
- Failed gate openers or fobs may be returned to property management for a no - cost replacement.
- Residents who lose an opener or a door fob will pay a 'replacement fee' of \$30.00.
- Owners selling a unit must convey all openers and fobs in their possession to the new unit owners at settlement. The new unit owners must then bring the openers and fobs to the on-site Property Management Office to be registered and activated.

Any violation of the provisions contained in this move policy including failing to schedule your move one week in advance, will result in a fine in **the amount of up to five hundred dollars (\$500.00)** after due notice and opportunity for a hearing. These penalties must be significant as any failure to properly schedule a move significantly impairs community access for an extended period of time.


The effective date of this Resolution shall be NOV. 28th, 2023.

**THE COLONNADE COMMUNITY ASSOCIATION,
INC.**

By 
Michele Rubinstein, President

FOR ASSOCIATION RECORDS

I hereby certify that a copy of the foregoing Resolution was mailed and/or hand-delivered to each residential unit owner at their addresses of record on this 28 day of November, 2023.



Kwame Yiadom, Community Manager

RESOLUTION ACTION RECORD

Duly adopted at a meeting of the Board of Directors held November 28, 2023

Motion by: Katherine Mera Seconded by: Emanuelle Pallia

VOTE:	YES	NO	ABSTAIN	ABSENT
<u>Michelle Robinson</u> Director	✓			
<u>Will O'Neil</u> Director	✓			
<u>Katherine Mera</u> Director	✓			
<u>Emanuelle Pallia</u> Director	✓			

ATTEST:
[Signature]
Secretary

11/28/23
Date

Resolution effective: Dec 1, 2023.