

**POTOWMACK CROSSING II CONDOMINIUM
MOVE-IN GUIDELINES**

POLICY RESOLUTION NO. 2014- 2

WHEREAS, Article III, Section 2 of the By-Laws of Potowmack Crossing II Condominium (“By-Laws”), as recorded among the land records of City of Alexandria, Virginia in Book Number 1508, page number 577, *et seq.*, empowers the Board of Directors (“Board”) of Potowmack Crossing II Condominium (“Association”) to govern and manage the business and affairs of the Association, to adopt and publish rules and regulations, and to provide for the operation of all the property and services of the condominium; and

WHEREAS, the Board of Directors has determined that there is a need to establish orderly procedures for persons moving into Association Units; and

WHEREAS, the Board has determined that it is in the best interest of the Association to adopt formal Move-In Guidelines;

NOW, THEREFORE, BE IT RESOLVED THAT the Board duly adopts the following Move-In Guidelines:

I. MOVE-IN GUIDELINES

- A. Effective June 1, 2014, a two hundred dollar (\$200.00) charge will be required for all new move-in activities at Potowmack Crossing II Condominium.
- B. For all new unit owners, this charge is due and payable to Potowmack Crossing II Condominium at the time of settlement.
- C. If a unit owner is renting his or her unit, the charge is due and payable with the next month’s condominium fee, whenever a new occupant moves into the unit. The charge will not apply to a renewal lease with the current tenant. The \$200.00 payment and New Registration Form must be sent to the Managing Agent within fifteen (15) days of the execution of a lease agreement.
- D. Upon receipt of this fee, the new unit owner will be given a parking sticker. Any vehicle that does not display a parking sticker will be subject to towing at the vehicle owner’s expense. Any unit owner whose account is not current with the Association may have his or her parking privileges suspended and may be denied a parking sticker.
- E. Open entrance doors to the building must not be left unattended during the move-in process.
- F. All trash, boxes or crating must be placed inside dumpsters after the move is completed. Boxes or crating must be broken down before being placed inside the dumpsters.

- G. No vehicle is permitted on any common lawn or court yard areas. Any landscape damage will be charged to the unit owner.
- H. No vehicle may park illegally in the moving process, such as in front of walkways, driveways, door entrances or in the handicap parking space(s).
- I. It is the responsibility of each unit owner to provide renters with the governing documents, rules and regulations of the Association. Each unit owner shall be held responsible for any violation of Association governing documents, rules and regulations by his or her tenant(s).

The procedures outlined herein may be curtailed or abbreviated on a case-by-case basis as deemed appropriate by the Board or the Association's managing agent.

The effective date of this Resolution shall be *June 1*, 2014.

**POTOWMACK CROSSING II
CONDOMINIUM**

By: _____

Nancy J. Malir President
Nancy J. Malir, President

**POTOWMACK CROSSING II CONDOMINIUM
MOVE-IN GUIDELINES**

Policy Resolution No. (2014-2)

Duly adopted at a meeting of the Board of Directors held on April 23, 2014.

Motion by: Katherine Pilkington Seconded by: Meredith Jones

OFFICER	TITLE	YES	NO	ABSTAIN	ABSENT
Nancy J. Malir	President	X			
Meredith Jones	Secretary	X			
^a Katherine Pilkington	Treasurer	X			

Resolution Effective: upon distribution.

ATTEST:

Meredith Jones 4/23/2014
Meredith Jones, Secretary Date

Resolution effective: June 1, 2014

CERTIFICATE OF MAILING OR DELIVERY

I hereby attest that this Policy Resolution was mailed and/or hand-delivered to the addresses of record of the Owners on this 5th day of May, 2014.

**POTOWMACK CROSSING II
CONDOMINIUM**

5/5/14
Date



Scott Burka, Manager