



**Abaris Realty, Inc.**

7811 Montrose Road, Suite 110, Potomac, MD 20854

301-468-8919 • Fax: 301-468-0983

Web Site: [www.abarisrealty.com](http://www.abarisrealty.com)



## APPROVED REVISED MOVE POLICY

TO: CLARKSBURG CONDOMINIUM II UNIT OWNERS

FROM: SHIREEN AMBUSH, PCAM *SAA*  
PROPERTY MANAGER

DATE: FEBRUARY 20, 2017

As all unit owners were previously notified, the Board of Directors met on February 15, 2017 at which time they reviewed and discussed the proposed revised Move Policy for the Condominium. After hearing comments from unit owners, the Board voted unanimously to adopt the revised Move Policy. The final, approved Move Policy is enclosed for your records and is effective immediately.

Please keep this approved Policy handy for future reference along with all other governing documents and policies of the Condominium. On behalf of the Board, I thank you for your attention to this matter. Please do not hesitate to contact me if you should have any questions.

**CLARKSBURG CONDOMINIUM II**  
**APPROVED REVISED**  
**MOVE POLICY**  
**ADOPTED FEBRUARY 15, 2017**

WHEREAS, Section 2.4.10 (xiii) of the Bylaw, empowers the Board of Directors of Clarksburg Condominium II to make, promulgate and amend from time to time reasonable rules and regulations, all as the Board of Directors deems appropriate, in accordance with the provision of Section 11-111 of the Maryland Condominium Act and as more, particularly described in the Bylaws.

WHEREAS, there is a need to provide for income to fund the repairs and additional wear and tear on the building from moving into and moving out of the buildings.

WHEREAS, there is a need to establish procedures and a policy for the move-in/move-out process to enhance the security of the building and the residents of the Buildings.

WHEREAS, Article VI, Section 6.2.2 requires that a lease form is approved by the Council of Unit Owners includes a provision that the lease is subject to all provisions of the Declaration, the Bylaws and the Rules and Regulations of the Condominium and that the owner promptly delivers a copy of the executed lease to the Council.

WHEREAS, Article IX, Section 9.1. I of the Bylaws establishes a Duty to Furnish Information and establishes an Obligation to Maintain a Roster.

NOW, THEREFORE, BE IT RESOLVED THAT the Board of Directors hereby adopts the following rules and regulations for moving and leases:

**RULES AND REGULATIONS REGARDING MOVING AND LEASES**

1. Owner/Resident shall pay to the condominium a non-refundable fee of \$100 for each change in household/resident into or out of the building.
2. Owner/Resident will deliver to Council or its agent a completed Resident Information Sheet along with payment as described above prior to move-in. Keys and pods and updating of the entry/security system will not be completed until fees and information sheet are received. The Resident Information Sheet need not contain information that is in conflict with Section 5.0 of the Admissions and Continued Occupation Policy (ACOP) of the Housing Opportunities Commission (HOC) of Montgomery County.
3. Owner/Resident shall deliver payment to the Council or its agent prior to move-out.
4. Owners must schedule move-in or move-out with the Council or its Agent two weeks prior to moving, unless the Council or its Agents approve a shorter notice period. Under no circumstances will moving be permitted without the prior approval of the Council or its Agent.
5. Moving shall only be permitted between the hours of 9:00 a.m. and 9:00 p.m.

6. Owner/Resident is required to use an elevator key when using the elevator for moving at any time. A refundable deposit shall be required for use of the elevator key. Owner/Resident shall be responsible for posting a contact phone number on a form provided by Council so other members of the building may contact the owner/resident while the elevator is being utilized for a move. The owner/resident shall be responsible for all damages to the elevator due to misuse.
7. Owners/Residents that vacate the building must return all entry keys and pods to the management office upon vacating. New keys and/or pods and updating of entry/security system will not be issued or revised, until keys and pods are returned and move-out fee is paid.
8. Tenants will not be permitted to move-in until an executed lease approved by the Council of Unit Owners, is received by Council or its Agent along with the completed Resident Information Form and Move-In.
9. **Any owner or tenant who violates the provisions of the move policy (including scheduling) may be subject to a fine of \$200 only after due process which includes written notification to the unit owner and an opportunity for a hearing before the Board of Directors.**

WHEREUPON, the Board of Directors of the Council of Unit Owners of Clarksburg Condominium II, Inc. hereby adopts this Policy Resolution on the 15<sup>TH</sup> day of February, 2017.

Council of Unit Owners Clarksburg  
Condominium II, Inc.

## GUIDELINES FOR USING THE ELEVATOR FOR MOVE-INS/MOVE-OUTS

- Move-ins/move-outs are a rarity in our building. We are not an apartment complex with rentals, where moving ins/move-out are a regular occurrence. So we ask you to be aware of this, and sensitive to the needs of other building residents.
- The building only has one elevator (it does not have a separate freight elevator). So, in using the elevator to move-in/move-out, you, of necessity, are preventing others from using it. This is of concern, as there are many people in the building who have mobility limitations and rely on the elevator to get in and out of the building. We place a notice in the mail box area when an elevator will be used for move-ins/move-outs to notify residents that the elevator may not be available, so they can schedule their activities accordingly. Nonetheless, situations may arise when someone must use the elevator briefly to enter/leave the building. Please be aware of and sensitive to this (and let contractors, movers, etc. who are using the elevator know of this situation). Please be prepared to yield the use of the elevator on a reasonable basis to accommodate such situations.
- The elevator is extremely sensitive to being held open without turning it off by using the key. If held open too long without using the key, the elevator mechanism shuts down and requires trained service representatives to come out to our building and reactivate it. This is expensive; the cost is charged to the Condominium Association and is a cost borne by all (including you, directly or indirectly through your Condo Association assessment, if you are a owner, or through your rental fees, if you are a renter).  
**Bottom Line: Please do not hold the elevator open, when loading – use the key.**
- If, in additions to your unit, you own or rent a garage, please consider moving in through the garage instead of using the front entrance. Doing so has advantages: it minimizes interference with the front entryway and does not interfere with others entering and leaving the building. Also, using the garage provides a loading/unloading/staging area for the movers, to permit more efficient and effective moving operations. Try not to leave the garage area unattended, however, as open garage doors permit entry into the building and compromise its security, which is an important concern to building residents.
- If you must use the front entryway, please try to minimize interference with others entering and leaving the building. Please DO NOT use the rubberized floor mat outside the door to secure the door in an open position (or wedge something into the door to keep it open), as this creates a security hazard (defeats our building's secure entry devices). If you must have the door in the open position, please station someone from your party at the door to ensure that no unauthorized persons enter the building. This requires tact, as you may be questioning residents who are entitled to enter, and you may not know who they are.