

Belle Meade Terrace Condominiums Homeowners Association
Policy Resolution
Moving Fees and Procedures

WHEREAS, Article II Section 1.(e) of the Bylaws provides that the Board has the power to adopt and amend the rules and regulations covering the details of the operation and use of the property;

WHEREAS, Article II Section 1.(b) of the Bylaws provides that the Board has the power to determine the common expenses required for the affairs of the Condominiums, including, without limitation, the operation and maintenance of the property;

WHEREAS, in order to provide services provided upon a move into a unit and for the upkeep and maintenance of the common elements used or affected in the course of moving furniture to units, the Board wishes to establish procedures for imposing a moving fee to be assessed against unit owners.

NOW, THEREFORE, BE IT RESOLVED THAT the following procedures apply when a unit resident moves into or out of a Unit in the Association.

1. Move-in or move-out is defined as the moving of furniture or other items into or out of the building associated with the beginning or end of the occupancy of a unit by an individual resident.
2. All move-ins and move-outs must be scheduled with Management and take place Monday through Sunday between the hours of 10:00 a.m. and 6:00 p.m. The managing agent shall have the authority to prohibit any moves that have not been properly scheduled and authorized.
3. In order to schedule and reserve a move, the resident must notify Management in writing of the desired date and time of a reservation at least seven days prior to the date requested. In order to complete the reservation request, the unit owner must provide the lease, rental form, full name of tenant, home or cell and work phone numbers, name of moving company if applicable, and contact information for the moving company representative, including phone number.
4. All move-ins shall require payment of a non-refundable move-in fee of \$150.00.
5. Upon receipt of the reservation request, Management will review whether other parties have made similar requests and will coordinate the reservations. Provided that the reservation request is in proper order and Management has received the appropriate payment of the move-in fee, written confirmation of the reservation will be provided.

6. Within one week after the move-in, the Board's designated representative will perform an inspection of the Common Elements. The owner whose unit is being moved into or moved out of will be liable for all costs incurred by the Association in repaired any damage to or performing any cleanup of the common elements, including disposal of any trash that results from a move.
7. During the move, residents are strictly prohibited from driving or parking any vehicle on a sidewalk or lawn, or blocking any driveway or entrance to a building. Residents must also remove all furniture, trash, or personal belongings from the common elements. Residents are strictly prohibited from placing furniture of any kind, cardboard boxes, or any moving materials in the trash closets.
8. The Association will repair any damage and/or dispose of trash and deduct the cost thereof from the \$150.00 fee. If the cost of repair or cleanup exceeds \$200.00, the owner will be assessed for the amount that exceeds the deposit.
9. Amounts collected pursuant to this Resolution will be used to provide funds for repairing damages and the extra costs that may be incurred by the Association as the result of moves into the Association or for such other purposes the Board determines. Such damages may include, but are not limited to, the cost to repair nicks, gouges, marks to the walls and damaged light fixtures.
10. All fees collected under this Resolution shall be collectible in the same manner as any assessment.