

RESOLUTION OF THE  
AVILA PARK CONDOMINIUM ASSOCIATION, INC.  
MOVING & DELIVERY POLICY

**SUBJECT:** Adoption of policy and procedures for moving and deliveries.

**PURPOSE:** To prevent damage to common areas of the building during the moving of household goods, furniture, or any bulky items. It applies to moves into the building, moves out of the building, moves inside of the building, and deliveries to the building.

**AUTHORITY:** The Declaration, Articles of Incorporation and Bylaws of the Association and Colorado law.

**EFFECTIVE DATE:** March 1, 2021

**RESOLUTION:** The Avila Park Condominium Association hereby adopts the following procedures for addressing for moving into, moving out of, and deliveries to the building:

1. **Notification:** The Avila Park Management Company must be notified one week in advance of any planned moves/deliveries. They will put up the pads and provide an elevator key.
2. **Elevator:** Do not keep the elevator “locked down” when you are not using it. Be considerate of people in the building who have disabilities and who require the elevator. After each trip, the elevator must be released to allow for others to use it. Doors may not be pushed open.
3. **Building Access:** Moving through either the Lobby or Parking Garage is not permitted. All moves must take place through the North Side door of the Basement.
4. **Moving Items:** Items must be carried or put on a dolly and never drug or pushed over the floor.
5. **Common Areas:** Avila Park provides several common areas throughout the community. These common areas must be kept clear for the use and access of Owners, Occupants, and guests of the Avila Park Community.
  - a. Common areas must be cleaned at the end of each day.
    - i. Hallways vacuumed. Elevator floor and Stairwells mopped.
6. **Hours:** Monday through Saturday: 8 am – 8 pm; Sunday: 10 am – 3 pm
7. **Deposits and Fees:** A damage deposit of \$250 shall be paid in advance to the Management Company and shall be refundable. A non-refundable fee of \$75.00 will be due at the time of the deposit. This non-refundable fee covers:
  - a. Elevator Pads being hung and removed
  - b. Pre and Post Move in/out inspection(s)
  - c. Updating the call box/ entry system (fobs)
  - d. Elevator Key Management
  - e. Other administrative duties
8. **Security:** Exterior North door and Interior Passage doors must be secured when no one is present
9. **Lockboxes:** Lock boxes may be hung on the resident’s door. No lockboxes will be allowed in the lobby or attached to any of the common areas of the HOA.
10. **Signs:** No real estate signs are permitted in the common areas. One sign is allowed to be displayed in the resident’s window.
11. **Responsibility:**
  - a. Owners responsible for the actions for anyone moving into or out of their unit.
12. **Enforcement:**
  - a. The Avila Park Property Manager shall be responsible for the enforcement of the Abandoned Article Policy.
  - b. Any Owner or Occupant found in violation of any section this Moving & Deliver Policy shall be subject to the following fees at the expense of the unit owner.
    - i. Fine – Tier 3 per each section of the Enforcement Policy

- ii. Damages – All repair or replacement costs required to restore the common areas to their condition prior to the damage shall be the responsibility of the unit owner.

**President's Certification:** The undersigned, being the President of the Avila Park Condominium Association, Inc., a Colorado nonprofit corporation, certifies data foregoing resolution was adopted by the Board of Directors of the Association, at a duly called and held meeting of the Board of Directors on 02/17/2021 and in witness thereof, the underside has subscribed his/her name.

**AVILA PARK CONDOMINIUM ASSOCIATION,  
INC.**

A Colorado nonprofit corporation

By: Natalie Per  
President