

**ASSOCIATION OF UNIT OWNERS OF RIVERBEND ON THE
WILLAMETTE CONDOMINIUM
Resolution Number Seven-Move-In, Move-Out, Construction, Remodeling, Deliveries**

WHEREAS various Articles, including Article 3, Section 3.7 Powers and Duties, and Article 7, Section 7.3.13 Association Rules and Regulations, of Bylaws (Bylaws) for Riverbend on the Willamette, a nonprofit corporation formed under the laws of the State of Oregon, provides for the Association to have authority to manage the affairs of the community and authorizes the Board of Directors of the Association to establish and promulgate rules and regulations;

AND WHEREAS, it is the intent of the Association to have rules that provide for the maintenance of a clean, healthy, and attractive community;

AND WHEREAS, it is the intent of the Association to provide a set of procedures to accommodate owners with the movement of materials in and out of the buildings while at the same time recognizing the needs of others occupying the building;

AND WHEREAS, it is the intent of the Board of Directors to ensure that the Association's property is protected from damage caused unintentionally or intentionally during moves, remodeling, construction activity, or deliveries;

NOW, THEREFORE, BE IT RESOLVED THAT the following procedures apply:

1. Owners are required to give the Association **notice of any construction or remodeling activity at Riverbend**. Exclusive use of an elevator requires advance reservations through the Association office and is subject to payment of deposits and/or fees to reimburse the Association for these services. An application form is to be completed in advance for Move-In/Move-Out/Remodeling/Deliveries with appropriate fees and/or deposits funds are to accompany the application. A sample application form is attached to this resolution {*See Exhibit B*}. The Association will approve the scheduling. The Association requires requests to be received a minimum of two (2) business days in advance.
2. Included in the application form is a statement that parties have received a copy of the Association's rules and regulations and understands that the rules and procedures are to be followed.
3. New owners or tenants moving into a unit are charged a non-refundable move-in fee of \$350 and a move-out fee of \$350. These funds provide for minor damage repair, on-site personnel oversight and floor and elevator protection.
4. The elevator must be reserved at least two (2) business days prior to the desired time of use.

5. **Moving, Delivery, Construction, & Remodeling hours are between 8:00 AM and 5:00 PM. No moving & delivery activity is permitted on Sundays or Major holidays. No construction & remodeling activity is permitted on Saturday, Sunday, or Major holidays.**
6. New owners or tenants must provide the approximate time of the activity.
7. Protective coverings on the walls and floors of elevators and hardboard protectors for the lobby carpets are required. Riverbend has coverings available.
8. Owners, tenants and movers are responsible for any damage to the building they may cause. Lobbies, elevators, and other common areas must be vacuumed or swept (as appropriate) when they have completed their work. If the Association is required to do any cleanup due to this activity, a minimum charge of \$50 will be made to the owner's account.
9. An Association maintenance man must be scheduled to meet with movers at the beginning and the end of each day that activity occurs. The unit owner is responsible for paying the Association for these services.
10. **All packing materials and boxes must be removed from the building.** The Association does not provide service for removing boxes and other materials.
11. At the end of the activity, the elevator must be returned to the lobby and cleaned of all debris.
12. If an item is over 8 feet in length, movers can make arrangements with the elevator company so that the item can be placed on top of the elevator. The elevator company has an additional charge for this service an advance arrangements are necessary. The owner is responsible for paying this additional charge.
13. Contractors are not to do any work on the premises without first placing floor protectors down. **Contractors are required at the beginning of each workweek to install floor protection and elevator pads.** Front lobby doors are not to be used for on-site delivery of material. No doors are to be left propped open. Elevator pads and floor protection are to be removed by the contractor at the end of the workweek (Friday) or the janitorial staff will do so at the owner's expense.
14. At the end of the move or delivery, prior to quitting the building, the owner/resident/mover must check with the maintenance person to ensure all of the Association's requirements have been met.

Adopted by Board of Directors July 1, 2003. Revised 12/11/06