

**RESOLUTION
OF WOODY CREEK TOWNHOMES SUBDIVISION FILING NO. 1
REGARDING MOVE-IN/MOVE-OUT POLICY AND PROCEDURE**

SUBJECT: Adoption of a resolution setting forth a policy regarding move-in/move-out procedures.

PURPOSE: To provide notice of the adoption of a policy regarding the procedure to move into, and out of Woody Creek Townhomes.

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

EFFECTIVE DATE: 2/24/2019

RESOLUTION: The Association hereby adopts the following Policy:

WHEREAS, pursuant to Article VIII, Section 1 (a) of the Bylaws, the Board has the authority to adopt rules and regulations concerning and governing the Common Area and facilities; and,

WHEREAS, C.R.S. 38-33.3-302(1)(j) provides that the Association may impose and receive a payment, fee, or charge for services provided to Owners and for the use, rental, or operation of the General Common Area; and,

WHEREAS, Article VIII, Section 2 (g) of the Bylaws provides, in part, that the "It shall be the duty of the Board of Directors to... cause the Common Area to be maintained"; and,

WHEREAS, the supervision and administrative costs associated with moves in and out of the Community are for the benefit of the Association, particularly when a large portion of the Units are rented out; and,

WHEREAS, the Board of Directors has determined that excessive moves in and out of the Community cause increased operational and administrative costs, as well as increased wear and tear on the Common Area and use of the trash dumpsters, and hereby finds that the charging of a move-in/move-out fee for each move within a Unit is in the best interest of the Association.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. Move-In/Move-Out Procedures.

- a. *Notice and Scheduling of Move-In/Move-Out.* Each owner shall notify the Association at least five (5) business days in advance of any move-in or move-out of a resident of such Owner's Unit by contacting the Association's management company. However, as moves will be scheduled by the Association on a first-come, first-served basis, Owners are encouraged to provide more advanced notice of an anticipated move, in order to secure the requested date of the move-in/move-out.
- b. *Moving Hours.* Moving hours are limited to the 8:00 a.m. to 8:00 p.m.
- c. *Personal Property.* All boxes must be broken down and placed in the trash or otherwise disposed of.
- d. *Deliveries.* Deliveries or pickups of less than eight (8) pieces which are handled by a professional delivery service or an individual are not considered a "Move" for purposes of this Policy.
- e. *Rental Unit Requirements.* Any Owners renting his/her Unit must submit a lease to the Association's Manager on or before the move-in date of the tenant of such Unit. All renters and landlords are responsible for providing contact info to the Association's Manager, including any management companies that landlord has retained.

2. Damage Deposit and Responsibility. Each Owner shall remit to the Association a damage deposit of \$500 upon move-in of any Owner or tenant of such Owner (which covers both move-in and move-out). The damage deposit shall be fully refunded to the Owner upon 30 days of move-out, less any damages incurred or dumping of household items in the dumpster occurs. In the event the Association incurs any costs in the maintenance, repair, or replacement of the Common Area, or any portion thereof, due to the negligent or willful act or omission of an Owner or tenant or excessive dumping occurs, then the Board reserves the right to levy such costs against the Owner as a penalty for the infraction pursuant to Article VIII, Section 1 (a) of the Bylaws.

**PRESIDENT'S
CERTIFICATION:**

The undersigned, being the President of the Association, certifies that the 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 4.24.2019, and in witness thereof, the undersigned has subscribed his/her name.

Woody Creek Townhomes Association No. 1
a Colorado non-profit corporation,

By: _____
Its: President

