

THE SIERRA CONDOMINIUM
SUMMARY OF MOVING PROCEEDURES

Living in close proximity to other residents requires each resident to exercise concern and consideration for fellow residents. Most of the rules and policies adopted by the Board simply reflect such common sense consideration. Other rules or policies (such as those regarding leasing of homes and resale) reflect requirements of the recorded Condominium Instruments of The Sierra Condominiums, the Rules and Regulations of The Sierra Condominium and the Virginia Condominium Act. The ability to enjoy living at The Sierra and the protection of the property values and Owners' investments are objectives at the heart of the rules under which the community operates.

Moving Procedures

- Reservations are required for all moves.
- It is the unit owner's responsibility to correctly convey all move rules to the unit renter in a timely manner.
- All move fees must be adhered to or financial implications as outlined in community policies will be implemented. The move fee is \$200.00 dollars, and can be accepted in the form of either a check or money order.
- Moves can be conducted only during office hours, which are currently:
 - MONDAY – FRIDAY : 11am to 7pm
 - SATURDAY : 10am to 3pm
 - SUNDAY : NO MOVES ARE TO BE CONDUCTED
- Office hours are subject to change. Please check with the Sierra Onsite Manager, and confirm elevator reservation and move date before making any arrangements.
- Move dates must be scheduled and confirmed five more days before the move. Call the Sierra Onsite Manager, to schedule and confirm move. The manager can be reached via phone at 703-575-8701 or via email at manager@sierracondo.net.
- Management must receive the following information prior to the move:
 - Signed and dated elevator move form
 - Lease, if unit is rented
 - Lease addendum, if unit is rented.
- Only one elevator will be designated as the service elevator. This is elevator number one, and is padded for your convenience. This service elevator must be used to handle all moves and deliveries of associated items. Any item too large for the service elevator will have to be carried up the stairwell.
- The assigned service elevator and loading dock area will be reserved for the exclusive use of the Owner or Resident during the time of the scheduled move. Use of the second

elevator is prohibited and the Unit Owner is subject to charges and other remedies as outlined in the Association governing documents.

- Moving operations should be completed within the timeframe assigned for the move. All furniture, furnishings, and packed or stored belongings should be moved in on the scheduled move date and time. Additional move days may be granted but are based on scheduling availability and additional move in fees may apply.
- If other furniture, stored belongings or large items are to be delivered after the moving day, delivery reservations must be scheduled through the managing agent.
- Front desk staff will be available to assist you with information and direction during your move during front desk hours.
- Carrying and moving of furniture and personal belongings will remain the responsibility of your professional moving firm. Please remember that you are responsible for disposing of all packing materials, cartons, wrapping, or other debris following your move. DO NOT dispose of moving boxes and trash on the Sierra premise. Trash cannot be left in the loading dock area.
- Damages to common areas in the Sierra are the responsibility of the unit owner.
- The electronic eye that controls the loading dock gate is very sensitive and easily broken. If the electronic eye in the loading zone is damaged from a move in or out, the unit owner is responsible for the cost to repair. In addition, no trash should be placed where it will interfere with the electronic eye that controls the loading zone gate.
- The loading zone is strictly for loading and unloading – please move the vehicle to street parking or assigned parking is possible. Do not park in loading zone area. During the loading/unloading process trucks should park parallel to the building when loading/unloading where the no parking marks are located – please do not block the shared access road between our building and the building next door. If a vehicle is parked in the loading zone after the loading/unloading process it will be towed.

Thank you for your effort to keep The Sierra Condominium a safe and happy place to live.

