

THE SIERRA CONDOMINIUM
SUMMARY OF MOVING PROCEDURES

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 Condominium, 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 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.
- All move fees must be adhered to or financial implications as outlined in community policies will be implemented. \$200 for move-in fee and \$50 deposit for elevator key.
- Moves can be conducted between Front office hours as posted. Please call managing agent to confirm hours.
- Move dates must be scheduled and confirmed five or more days before the move. Call the Sierra General Manager, Lavania Brown at 703-575-8701 or lbrown@sierracondo.net.
- One elevator will be designated as the service elevator. This service elevator must be used to handle all moves and delivery of associated items. Any items 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 2nd elevator is prohibited and the Unit Owner is subject to charges as outlined in the association documents.
- Moving operations should be completed within the timeframe assigned for move in. 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 directions 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 owner of the unit.
- 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 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 area is strictly for loading and unloading – please move the vehicle to street parking or assigned parking if 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 markings 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.

NOTE: *The rules highlighted here are summaries only, intended to acquaint you with their existence. You are encouraged to contact the Community Manager for the full content of applicable rules and resolutions.*