
VILLAGE SQUARE ASSOCIATION, INC

Rule 2008-2

UNIT CONSTRUCTION AND MOVING POLICY

1.0 OUTSIDE CONTRACTORS WORKING IN UNITS (Residential and Commercial)

- A. The Manager must be notified during normal working hours prior to any significant work in a Unit involving an outside Contractor or which requires a building permit or inspection from Summit County. The Manager will require each Contractor to fill out an information form prior to starting work and sign a current copy of any Contractor Guidelines issued by the Manager and approved by the Board. The Manager shall specify the required amounts of liability coverage, and the amount of cleaning and damage deposit (not less than \$200.00), before the work may proceed.
- B. Any work being done inside the Unit which requires a permit from Summit County must have such permit posted and/or filed with the Manager prior to the work commencing.
- C. Any Unit Owner or occupant contracting to have work done in a Unit will assume full responsibility for the following:
- 1) Compliance with these Rules and Sections 6.2 and 7.6 of the Declaration,
 - 2) Any and all applicable Summit County regulations

2.0 OUTSIDE SERVICE PERSONNEL; CATERERS, ETC (Residential and Commercial)

A. Any Owner or occupant utilizing outside caterers or service personnel in connection with use of the Conference Center, the Plaza or in any Unit (other than for consumption by occupants of the Unit – i.e. pizza delivery) will assume full responsibility for the following:

1. Advising the Manager during normal business hours in advance of the occupant's intended use of caterers or other service personnel.
2. Caterers, etc., must use the Garage and the elevator for access to the Conference Center, or any Unit.
3. Complying with all applicable laws, rules and regulations including those of Summit County.

3.0 MOVE-IN AND MOVE-OUT OF FURNISHINGS (Residential and Commercial)

A. In order to insure the peaceful occupancy and safety of our Unit Owners and occupants, the Board may take any act or exercise any remedy afforded the Association under the Governing Documents to monitor and regulate all substantial move ins and outs.

B. All significant Unit move ins and outs shall take place between the hours of 9:00 AM and

5:30 PM, Monday through Saturday. There shall be no significant moving during the evening or night hours, and there shall be no significant moving on Sundays unless the Manager is assured there will be no disruption. The Manager shall maintain a Unit move-in/move-out log to provide a written record and to record the receipt and disposition of any damage and cleaning deposits. The Manager shall in its discretion extend the time for moving in or out for small articles and limited deliveries which do not disrupt others.

C. The Unit Owner shall be responsible for seeing that all requirements are met before any significant move in or move out occurs. Advance arrangements must be made by the Unit Owner with the Manager before any Unit move takes place.

D. All Owners, occupants and contractors or other representatives of an Owner moving substantial amounts of furniture or construction materials into or out of the Building must do so in a manner which minimizes disruption to others. In significant cases the Manager must be notified in advance. At the Manager's reasonable discretion, up to a \$200.00 damage and cleaning deposit to the Manager. If paid by check, such check shall be made payable to "The Village Square Association, Inc." The Unit Owner shall be responsible for the cost of any and all damage repairs and clean-up, whether caused by the Owner, an occupant or by a third party performing the deliveries. Following the complete delivery, the deposit shall be returned after a joint inspection by the Owner or occupant and the Manager to determine any repairs or cleaning necessitated by the Owner's deliveries. In the event of repair or cleaning claims by the Association, the Association shall hold the deposit until the claim is resolved to

the satisfaction of the parties. If the cost of the repairs and cleaning is less than the amount of the deposit, the difference shall be refunded to the Owner as soon as practicable. In the event the cost of such repairs and cleaning exceeds the deposit, the Owner shall pay such excess to the Association within 15 days following written notice to the Owner. If not so paid, the unpaid amount may be assessed against the subject Unit as provided in the Declaration.

- E. As to any persons moving into Village Square other than an Owner, Owner must submit a copy of the executed lease for review by the Manager to insure said lease is consistent with the provisions of Section 7.5 of the Declaration. The Owner may redact financial information in such lease such as the rental rate being paid. The occupant who is moving into the building must provide the Manager a copy of homeowner's insurance policy prior to the move and a receipt for all applicable Governing Documents.

- F. It shall be the responsibility of the Unit Owner for assuring that all the requirements of these Rules are complied with relating to moves, and the Manager, on behalf of the Association, shall have the right to reasonably deny access to Village Square to any person or company attempting to make move-ins or deliveries which do not comply with the intent of these Rules.