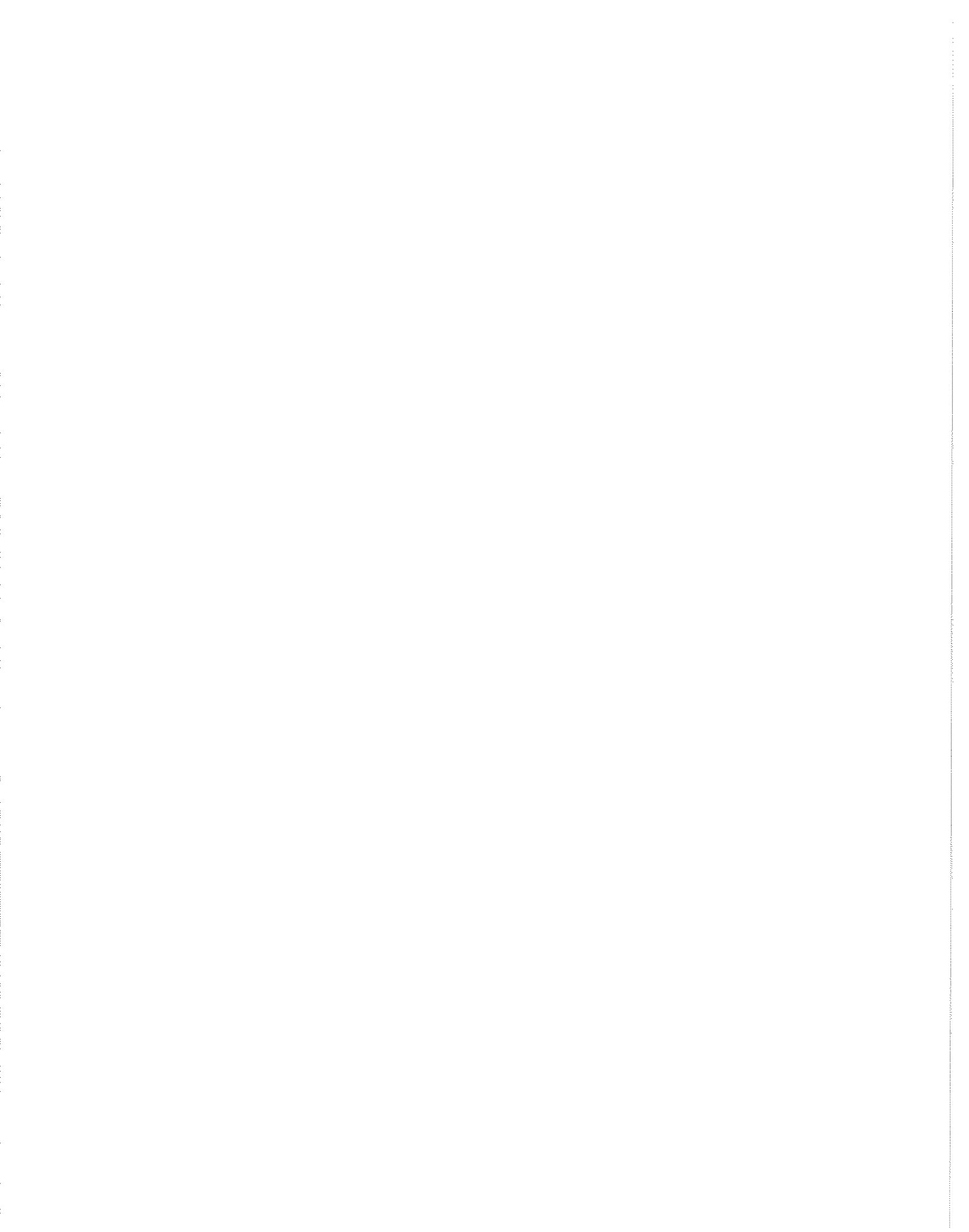


**SENTINEL OF LANDMARK  
CONDOMINIUM ASSOCIATION  
ELEVATOR AND LOADING DOCK USAGE  
POLICY**



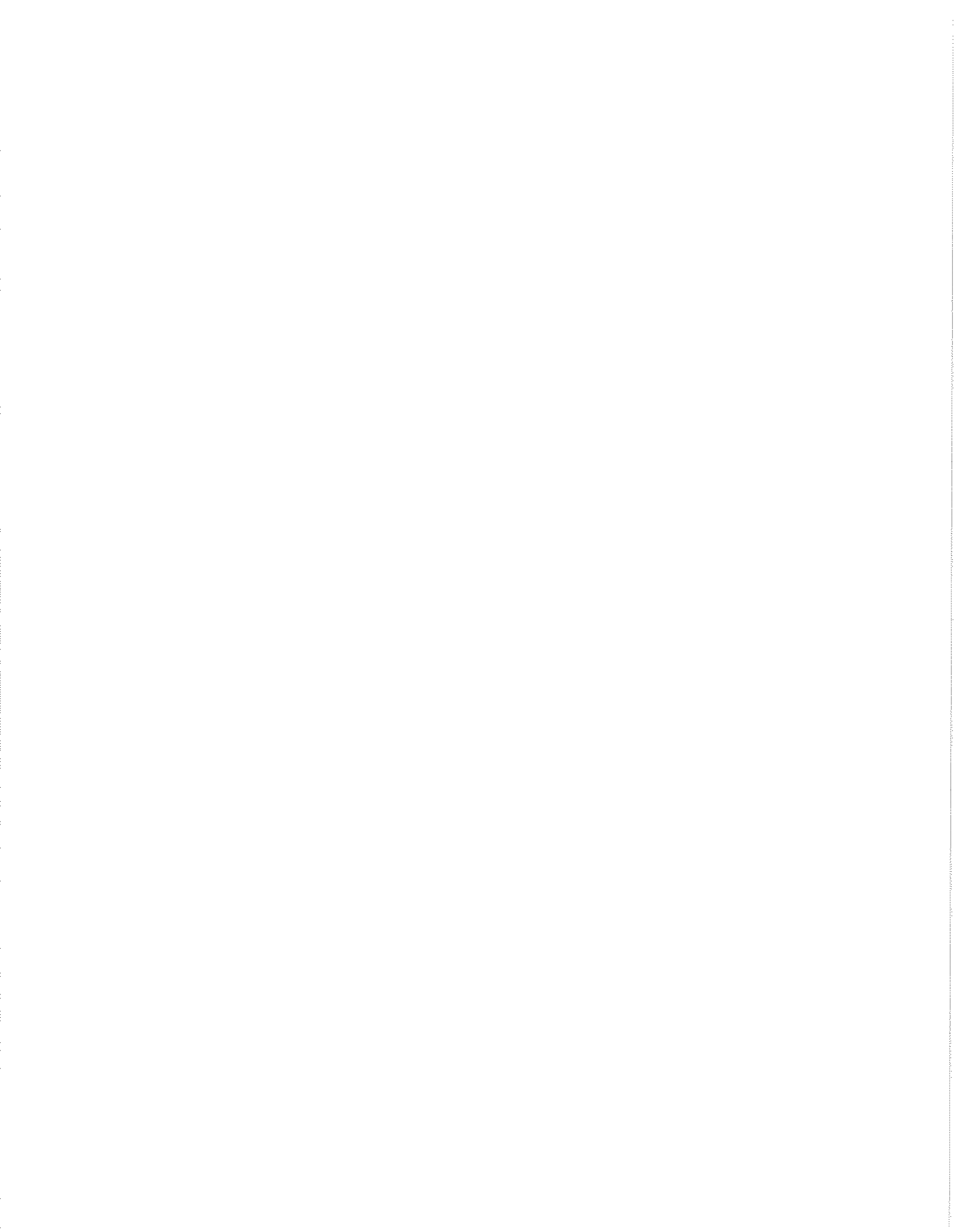
**ADOPTED AS POLICY  
JANUARY 27, 1998**

**REVISED  
NOVEMBER 28, 2006**



## Table of Contents

<b>Section</b>	<b>Page</b>
<b>1. Purpose-----</b>	<b>3</b>
<b>2. Scope-----</b>	<b>3</b>
<b>3. Effective Date-----</b>	<b>3</b>
<b>4. General-----</b>	<b>3</b>
<b>5. Elevators and Deposits-----</b>	<b>3</b>
<b>6. Loading Docks-----</b>	<b>4</b>
<b>7. Moves, Fees and Deposits -----</b>	<b>4</b>
<b>8. Deliveries-----</b>	<b>5</b>
<b>9. Exceptions-----</b>	<b>5</b>
<b>10. Towing-----</b>	<b>5</b>
<b>11. Enforcement-----</b>	<b>5</b>



## 1. Purpose:

- 1.1 The Sentinel of Landmark Unit Owner's Association has expressed concern about damage to the hallways, doors, and elevators in the building. This policy establishes a set of guidelines for all unit owners, residents, and guests to follow in order to protect these common elements and provide for a safe environment. Controlling activities such as moving in and out of the building, accepting deliveries, and transporting large items within the building will result in a safer and cleaner community. This document explains when it is appropriate to take extra steps to provide for the safety of others and protect the property, and how to successfully prepare for and facilitate these activities.

## 2. Scope:

- 2.1 Our unit owners, residents and guests usually use the elevators and loading docks everyday without incident. Sometimes, however, there is contention and concerns are raised as to whether best practices are being observed to share our resources and protect our investment. This document is not intended to be the final decree for every occurrence for use of these facilities. It does provide guidelines, procedures and rules for the most commonly intrusive activities. Discretion is left for those activities where common courtesy and convenience should apply but policy not ignored.

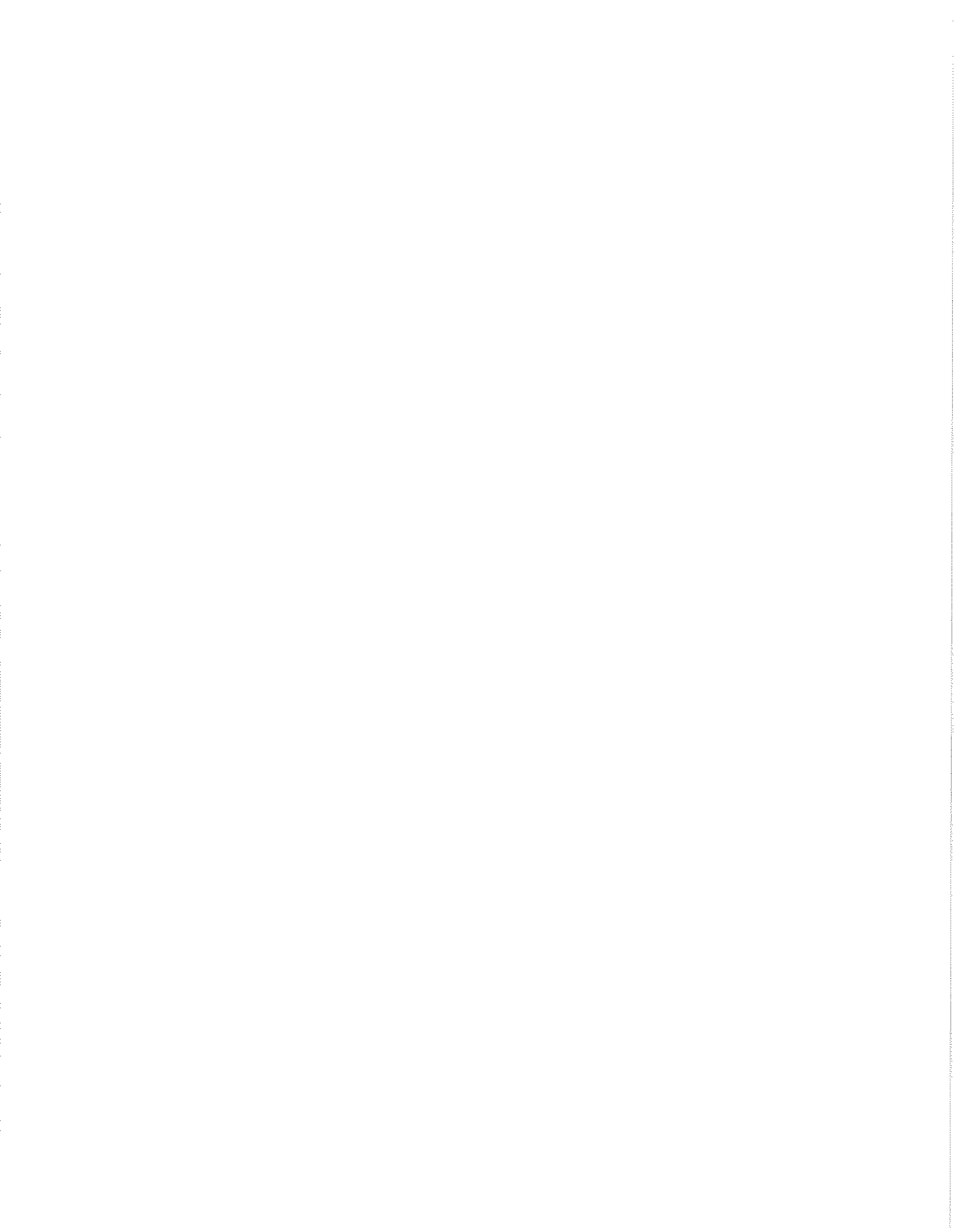
## 3. Effective Date: September 30, 1999

## 4. General:

- 4.1 Residents may use any elevator to transport items that can be carried in ones arms. Folding grocery carts, luggage carts, and Christmas trees may also be moved freely about the building without notifying Management.

## 5. Elevators: (NOTE-The freight elevator is the larger elevator-one on the East wing and one on the West wing, behind the loading docks.)

- 5.1 Only properly outfitted (i.e. protective padding installed and light fixtures removed) freight elevators may be used to transport large, heavy, and bulky items between floors. Do not use the passenger elevators or the stairs. This practice will help ensure the safety of our residents and protect our building from unwanted damage.
- 5.2 Unless otherwise reserved the freight elevator issued as a passenger elevator. Residents may reserve exclusive use of a freight elevator by submitting a written request to Management forty-eight hours in advance. Approval is withheld only when there is a scheduling conflict. Residents may request and be granted use of a freight elevator without forty-eight hours notice if Management deems the request prudent and necessary and there are no scheduling conflicts. ***Persons having a properly reserved freight elevator have priority over all other uses.***
- 5.3 Freight elevators may only be reserved Monday through Fridays between the hours of 8:00 a.m. and 5:00 p.m. and on Saturday between the hours of 8:00 a.m. and 12:00 p.m. Freight elevators may not be reserved on Sundays or Federal Holidays.
- 5.4 The freight elevator is put into reserved mode by using the key obtained in the Management Office. A **\$30.00 deposit** is required to obtain the freight elevator key. Upon return of the key the deposit will be fully refunded.
- 5.5 When a freight elevator is reserved, Management will post a notice in all elevators and on the bulletin board twenty-four hours in advance detailing the day and hours of the reserved freight elevator. On the day of use, Management will ensure that the reserved freight elevator is properly outfitted and all safety equipment is in place.



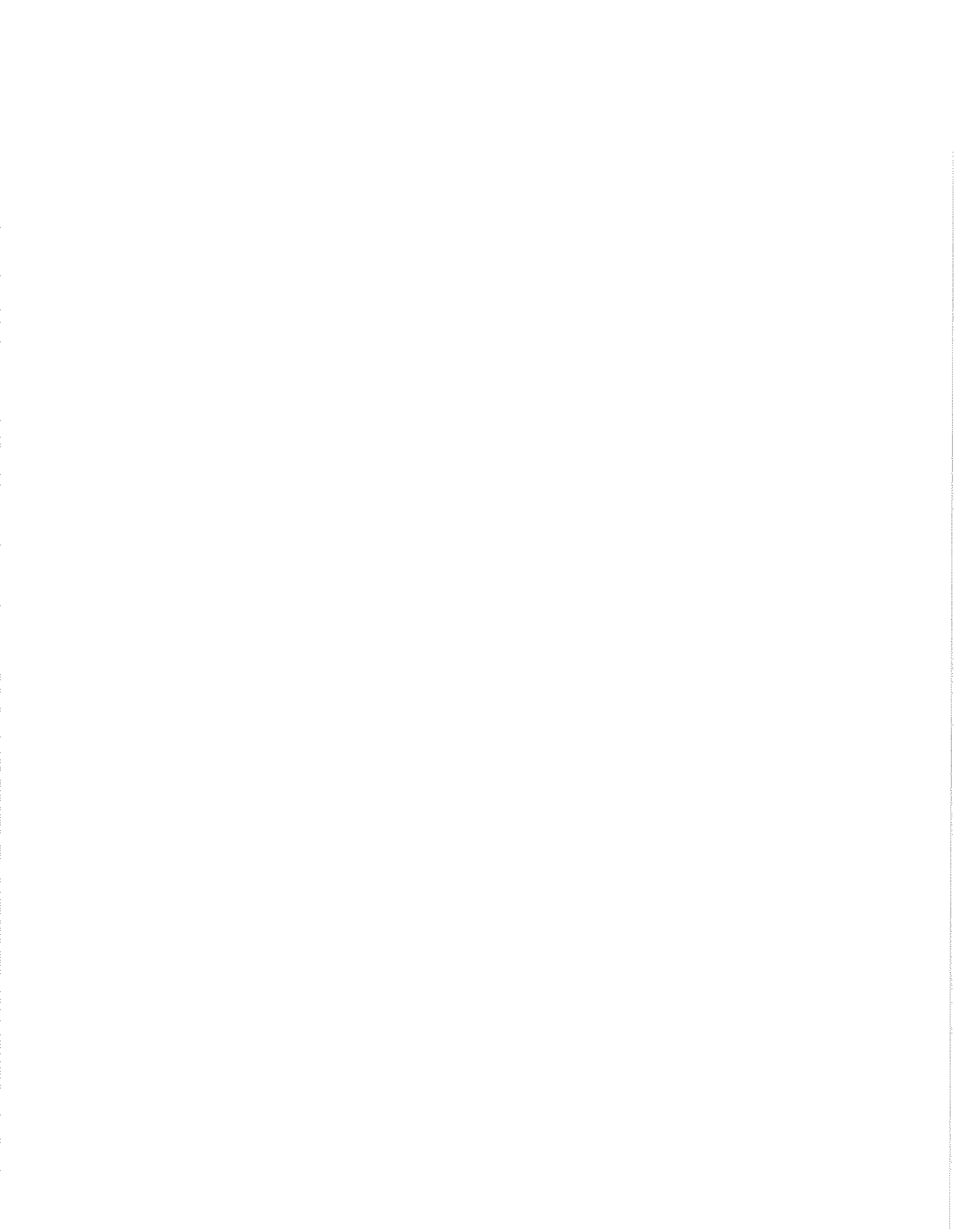
5.6 On Saturdays, during scheduled move hours, pads will be hung in both freight elevators.

## 6. Loading Docks:

- 6.1 All large, heavy, and bulky items must be brought into and out of the building through one of the loading docks. The accompanying wide doors and nearby freight elevators allow easy unencumbered access to the building.
- 6.2 Unless otherwise reserved, use of the loading docks is on a first-come first-served basis for up to one-half hour. Residents may reserve use of a loading dock by submitting a written request to Management forty-eight hours in advance. Approval is withheld only when there is a scheduling conflict. Residents may request, and be given permission, use of the loading dock without forty-eight hours notice if Management deems the request prudent and necessary and there are no scheduling conflicts. ***Persons having a properly reserved dock have priority over all other uses.***
- 6.3 Loading docks may only be reserved for Monday through Friday between the hours of 8:00 a.m. and 5:00 p.m. and on Saturday between the hours of 8:00 a.m. and 12:00 p.m. Loading docks may not be reserved for Sundays or Federal Holidays.
- 6.4 Management will post notices as stated, in all elevators and on the bulletin board twenty-four hours in advance detailing the day and hours of the reserved loading dock. During the time a loading dock is reserved, and in use, a notice provided by Management detailing the dates and times of use is to be displayed and visible on the windshield of the vehicle parked in the loading dock.
- 6.5 Persons using a loading dock are responsible for the disposal of all materials, including boxes, packaging, and the materials left after use. Furniture, appliances, shelving, boxes and the like are not to be discarded on the loading docks. All items should either be hauled away or disposed of in the trash room adjacent to each loading dock. Nothing is to be left on the loading dock or living level trash rooms. A charge, in accordance with the Virginia Condominium Act, Article 3, Section 55-79.80:2 will be assessed if items are left on the loading docks.

## 7. Moves:

- 7.1 When beginning to occupy or vacate a Sentinel of Landmark Condominium unit all rules pertaining to the use of the loading docks and elevators are to be adhered to.
- 7.1.1 All moves into or out of the building will be through the loading docks. A loading dock and freight elevator in the same wing as the unit being occupied or vacated must be reserved. (An elevator does not need to be reserved for East Wing Lower Level units.)
- 7.1.2 A freight elevator must be reserved when moving from one unit to another on different floors within the building. Do not use the stairs. A loading dock does not need to be reserved unless large, heavy, or bulky items are being brought into or out of the building.
- 7.1.3 Management is to be notified forty-eight hours in advance when moving from one unit to another on the same floor. A freight elevator does not need to be reserved unless large, heavy, or bulky items are being brought into or out of the building.
- 7.2 **A onetime non-refundable fee of \$200.00** will be assessed to the new owner or resident when moving into the building.  
**A onetime refundable deposit of \$100.00** will be assessed to the new owner or resident when moving into the building. If no infractions of the rules and regulations occur during residency this deposit is refundable upon move-out.



## 8. Deliveries:

- 8.1 All commercial deliveries will be made through the loading docks and all rules pertaining to the use of loading docks and elevators are to be adhered to.
- 8.2 A loading dock and freight elevator in the same wing as the unit accepting the delivery should be reserved. (An elevator does not need to be reserved for East Wing Lower Level units).

## 9. Exceptions:

- 9.1 The Management staff will monitor deliveries by florists, caterers, medical suppliers, United States Postal Service and other package delivery services (such as Federal Express and United Parcel Service). Management reserves the right to determine whether some of these deliveries may use the front door on a case-by case basis.
- 9.2 If the Trash Collection Service arrives while a loading dock is occupied, whether reserved or not, the individual(s) using the loading dock will be required to vacate the loading dock until the trash collection has been completed.

## 10. Towing:

- 10.1 Vehicles associated with activities that violate this policy are subject to towing by Management if parked in one of the front parking lots, driveways, or sidewalks. ***Please see the "Sentinel of Landmark Parking and Towing Policy" for additional parking restrictions.***

## 11. Enforcement:

- 11.1 Residents should not try to enforce this policy on their own accord. If someone appears to be in violation of this policy contact Management, the security guard, or the answering service to alert the on-call staff member to have the situation resolved.
- 11.2 Persons using any elevator or loading dock not in accordance with these rules will be subject to a \$50.00 charge by the Association and the activity not in compliance will be stopped immediately by Management.
- 11.3 Persons, without cause, deliberately and maliciously interfering with anyone properly using a loading dock or elevator in accordance with these rules may be subject to a \$50.00 charge by the Association.
- 11.4 Management reserves the right to inspect elevators and loading docks for damage and improperly disposed materials at the conclusion of each use. If any damage or improperly disposed materials are found, the Association reserves the right to charge the individual(s) responsible a fee equivalent to the cost of repairs and for proper disposal of the materials left behind.

