

**RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE ASSOCIATION OF UNIT OWNERS OF  
CARDINELL VIEW LOFTS CONDOMINIUM**

**MOVE-IN & MOVE-OUT RESOLUTION – 2022-01**

*(Replaces any previously adopted policies.)*

At a regular meeting of the Board of Directors held on May 19, 2022, the Board made the following findings:

WHEREAS the Association of Unit Owners of Cardinell View Lofts Condominium is located in Multnomah County, Oregon and is subject to ORS Chapter 100, the Oregon Condominium Act.

WHEREAS the Association of Unit Owners of Cardinell View Lofts Condominium is an Oregon Nonprofit Corporation created to oversee the affairs and operations of the Condominium.

WHEREAS the Association Chair and Secretary, by signing below, attest that pursuant to the Association Bylaws Article IV, Sections 5 and 11, all Directors were provided notice of the meeting and a quorum of the Board was present in person at the meeting in accordance with the Association's Bylaws.

WHEREAS Bylaws Article IX Sections 2(a) provides the Board with authority to act against an Owner, who may be assessed individually for common expenses incurred through such tenant's fault or direction and for fines, charges and expenses incurred in enforcing the Declaration, Bylaws, and rules and regulations with respect to such tenant.

WHEREAS the Board believes it is in the best interest of the Association to clarify the Association's procedures relating to Move-in & Move-Out procedures; and

WHEREAS Pursuant to ORS 100.405(4)(a) and Bylaws Article 5 Section 2(m), the Association is entitled to promulgation of rules and regulations for the Condominium.

WHEREAS Bylaws Article 8 Section 2 and ORS 100.405(4)(k) provides that the Board of Directors on behalf of the Association, shall take prompt action against any violator to enforce the provisions of the Declaration, Bylaws, and rules and regulations adopted pursuant thereto, including prompt action to collect any unpaid assessment.

NOW THEREFORE IT IS HEREBY RESOLVED that the following procedure for processing Move-ins & Move-Outs is set forth below:

1. All Owners are required to notify the management office of any move-in and/or move-out. **A fee of \$175.00 will be assessed for each move-in or move-out.** This fee covers the updating of the entry call box and door access system. A 2-hour window in which the elevator is shut down is provided for exclusive use by the residents moving in or out of the building. A representative of the Association will be scheduled to be onsite to assist with the access to the elevator controls, perform a walk of the property prior to the move and a walk of the property after the move is

completed. Any damages will be noted at that time and provided to Property Management to follow up with the Owner for appropriate billing. The representative onsite will not physically be controlling the elevator controls, but will show the tenants, Owner and/or their hired movers how to control the elevator. The elevator cannot be manually held open or rammed by any moving furniture or other personal property in such a way as causes damage resulting in the closing arms becoming out of alignment. The cost for these types of repairs is approximately \$300 to \$900 depending on the extent and the Owner will be responsible for the cost of repairing any such damage caused. The representative onsite is not responsible to perform the operation of the elevator doors.

2. All move-ins and move-outs must be scheduled at least 5 days prior to the event and are subject to availability and approval by the Board and/or Property Manager. Payment for the move-in and move-out is to be received at the management office a minimum of 24 hours prior to the move-in or move-out or the event will be canceled.

3. All move-ins and move-outs requiring the exclusive use of the elevator controls may be scheduled in 2-hour blocks times. Additional hours are billed at a minimum rate of \$75.00 per hour, or other increased rate as may be determined by the Board of Directors to keep up with current costs. Owners wishing to modify or change their schedule must notify and confirm with the management office a minimum of 48 hours prior to the scheduled move to avoid payment of the full fee.

4. Owners are required to be present during the move-in and move-out.

5. Non-Owner-Occupied Units — The tenant is required to be present and/or the management company.

6. Moving companies or contracted moving services who are present at the property for a move-in or move-out without the Owner, tenant or management company present will be refused access to the building for the move-in or move-out.

7. This section shall serve as notice that Owners or Occupants who perform a move-in or move-out without going through the steps noted in this policy will be fined an administrative fee of \$100 in addition to the move-in / move-out fee for violation of the process immediately upon being reported.

**The Board of Directors**, Association of Unit Owners of Cardinell View Lofts Condominium, an Oregon nonprofit corporation, hereby directs that a copy of this resolution be sent to every unit owner of record.

Approved and adopted on: 05/19/2022.

By:

DocuSigned by:  
Lauren Anderson 05/19/2022  
Chairperson Date

DocuSigned by:  
Sunil Khanna 05/19/2022  
Secretary Date