

**WATERGATE AT LANDMARK CONDOMINIUM
UNIT OWNERS ASSOCIATION**

**POLICY RESOLUTION #106
PACKAGES AND COMMERCIAL DELIVERY**

August 27, 2019

RESOLVED by the Board of Directors (“Board”) of the Watergate at Landmark Condominium Unit Owners Association:

WHEREAS, Article 3, Section 3.2 of the Bylaws assigns the Board with “all the Powers and duties necessary for the administration of the affairs of the Unit Owners Association” and further states that the Board “may do all such acts and things as are not by the Condominium Act or by condominium instruments directed to be exercised and done by the Association”; and

WHEREAS, the Board deems it necessary, therefore, to establish appropriate provisions and restrictions related to such;

1. Package Delivery and Commercial Delivery - Definitions

- a. “Package” shall mean items brought by UPS, FedEx, or other non-governmental entities that deliver items on behalf of others but are not commercial deliveries.
- b. “Commercial Delivery” shall mean the delivery of appliances, furniture or other large items coming from any commercial or other business establishment selling or disposing of them.

2. Package Delivery

- a. Package delivery companies are expected and required to attempt direct delivery to residents at their units. Only after direct delivery has been attempted and residents found to not be at home may delivery companies bring packages to the Resident Services Office.
- b. As a convenience to residents, the Resident Services Office will accept packages and floral arrangements for WAL residents when residents are not available to accept delivery at their units. While reasonable care will be used in storing all packages, Resident Services Office cannot assume any liability for said packages. The Resident Services Office will accept perishable deliveries but cannot guarantee storage of such packages in a manner that will preserve their condition. Due to space restrictions and safety concerns, the Resident Services Office may not accept any package identified as larger than 16” X 24” x 20” or heavier than twenty (20) pounds.
- c. The Resident Services Desk cannot accept Certified or Registered Mail.
- d. Residents opting into the Parcel Delivery Alert System through completion of an authorization form are eligible to receive email and phone alerts when a package for them has been delivered to the office.

e. Packages are held for a period of 14 days after they have been received by Resident Services. If the package(s) are not picked up by the end of the 14-day period, a courtesy call will be given. If the package(s) remains unclaimed after the courtesy call, the unclaimed packages are returned to the sender during the following week's inventory.

3. Commercial Deliveries

- a. Commercial Deliveries shall be made Monday through Friday 9:30 a.m.– 5:30 p.m.; Saturdays, Sundays and Federal Holidays 10:00 a.m.– 4:30 p.m. Exceptions would be made for medical or other life-saving deliveries.


- b. All commercial deliveries for Watergate at Landmark residents must be made at the Buildings' loading docks. Each occupant must advise anyone making deliveries to use the loading dock area at the service elevator of the particular building.

- c. The Service Elevators are not available Monday through Friday from 7:30 - 8:00 p.m. and Saturdays, Sundays or Federal Holidays from 4:30 to 5:30 p.m. due to trash pulling necessitating elevator closures.


Features provisions transferred from AR 3 General Rules of Conduct and Use of Units and Common Elements (June 26, 2001) and PR98 Unit and Watergate Usage Policies (7-25-17) to stand alone.

Book of Minutes _____, of the Board Meeting of August 27, 2019

ATTESTED:



Vivian Moran, Secretary



Gary Dahl, President

8/28/19

Date

8/28/19

Date