

ENCORE OF McLEAN, A CONDOMINIUM
UNIT OWNERS ASSOCIATION

POLICY RESOLUTION NO. _____

DATED: 5/17, 1990

WHEREAS, Article 3, Section 3.1 of the Bylaws for Encore of McLean, A Condominium Unit Owners Association ("Association") assigns to the Board of Directors "all of the powers and duties necessary for the administration of the affairs of the Unit Owners Association and may do all such acts and things as are not by the Condominium Act or the condominium instruments required to be exercised and done by the Association;"

WHEREAS, Article 3, Section 3.1(c) of the Bylaws provides that the Board of Directors shall, on behalf of the Association, provide for the operation, care, upkeep and maintenance of all the Property and services of the Condominium;

WHEREAS, Article 3, Section 3.1(f) of the Bylaws enables the Board to adopt and amend any Rules and Regulations; and

WHEREAS, there is a need for the Association to have the authority to accept packages and deliveries on behalf of the residents of the Condominium in the event that such resident is unable to accept the package or delivery.

NOW, THEREFORE, BE IT RESOLVED THAT: the following rules, regulations and procedures for the acceptance of deliveries are adopted:

1. The employees in the Association office acting on behalf of the Unit Owners Association will accept all deliveries in the event that the resident is not able to accept such

delivery and has completed the authorization slip attached as Exhibit A.

2. Deliveries will be held for 10 days. If such deliveries are not picked up within this time period, the delivery will be returned to the sender at the resident's expense. Exceptions will be made for residents who notify the Association in writing on the form attached as Exhibit B, that they will be out of a town or otherwise unable to retrieve the delivery for a period of time greater than the 10 - day deadline.

3. Any perishable or breakable item that is delivered and accepted by the Association for a resident will be stored by the Association and reasonable care will be given; however, the Association is not responsible for the delivery in the event that damage occurs.

4. The Association will not accept delivery of excessively large items such as furniture or appliances. It is the responsibility of the resident to make arrangements for deliveries of this type.

5. Deliveries received by the Association office can be picked up only by the person to whom the delivery is addressed, or by a family member, provided that the person picking up the delivery is in possession of the delivery slip in the form attached as Exhibit C. Proper identification will be required for the protection of all residents. Arrangements for someone other than a family member to pick up a delivery should be made through the Association office prior to picking up the delivery.

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Exhibit A

ENCORE OF MCLEAN, A CONDOMINIUM
UNIT OWNERS ASSOCIATION

PERMISSION FOR DELIVERIES TO BE
ACCEPTED BY THE ASSOCIATION OFFICE

(This form must be received by the Association office in order for personal deliveries to be accepted for an Association member. The Association will not accept deliveries unless this form has been completed, signed and returned to the Association office. Please list all family members or residents who could receive a delivery for whom the Association office can accept deliveries.

NAME(S): _____

UNIT: _____

PHONE: _____

I hereby authorize the employees of the Association office to accept delivery of all packages or deliveries sent to the persons listed above in the event that I (we) are unable to accept delivery.

I understand that deliveries will be held for 10 days and will then be returned to the sender, at my expense. This expense will be assessed to my unit and will be collected as a common expense.

I acknowledge and fully understand that the Association office is not responsible for any damages to perishable or breakable deliveries and that reasonable care will be given to all perishable or breakable items delivered.

Signature of Unit Owner/Resident

Approved/Manager

Date

POLICY RESOLUTION NO. _____

Exhibit B

ENCORE OF MCLEAN, A CONDOMINIUM
UNIT OWNERS ASSOCIATION

REQUEST FOR EXTENSION OF STORAGE OF
DELIVERIES ACCEPTED BY THE ASSOCIATION OFFICE

(This form must be filed with the Association office in the event that the owner or tenant will be out of town or unable to claim any deliveries which are accepted by the Association office within the time deadline specified in Exhibit A. Exhibit A must be on file with the Association office along with this exhibit.)

NAME(S): _____

PHONE: _____

UNIT: _____

I will be out of town _____ to _____ and request that all deliveries be held by the Association office until _____. I understand that if I fail to pick up these deliveries within _____ days of my return, that the deliveries will be returned to the sender at my expense.

Signature of Unit Owner/Resident

Approved/Manager

Date

POLICY RESOLUTION NO. _____

Exhibit C

ENCORE OF McLEAN, A CONDOMINIUM
UNIT OWNERS ASSOCIATION

NOTICE OF PACKAGE/DELIVERY

TO:
UNIT:

Please be advised that the Association has accepted a delivery on your behalf on _____, 19____, and this package will be held until _____, 19____. Please be reminded that the Association Office will hold this delivery for 10 days. If the delivery is not picked up within this time period, the delivery will be returned to the sender at your expense.

Please be reminded that the office hours are _____ on Monday through Friday.

Thank you,

Encore of McLean, A Condominium
Unit Owners Association
Association Office

Management

Date: _____

CLARIFICATION AS OF JANUARY 17, 1990

WHEREAS, on February 1, 1989 the Encore Unit Owners Association Board of Directors passed a resolution that prohibits any new dogs residing at the Encore and "pup fathers" all dogs that were in residence and registered with the front desk at that time, and

WHEREAS, there have been several requests from residents for clarification of this resolution;

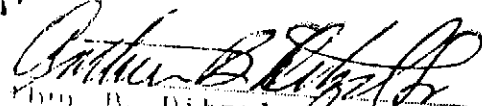
HEREFORE, let it be known to all unit owners and residents of the Encore of McLean, that the intent of the resolution is as follows:

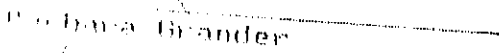
No new unit owners or new residents may bring dogs into the Encore, and

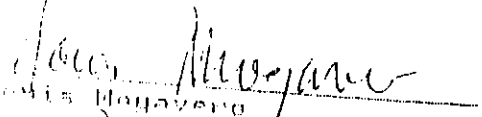
No visitors may bring their dogs into the Encore when they are visiting residents of the Encore, and

Duly dogs that were registered with the front desk management on or before February 1, 1989 are permitted in the Encore of McLean.

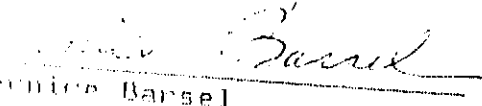
Approved by:



Arthur B. Ditzel, Jr. President

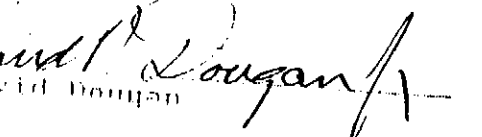

Barbara Brander Vice President


Lois Moyano Treasurer


Patricia Gravallese Secretary


Bonnie Barsel Director at Large


Martin Elliott Director at Large


David Dougan Director at Large