

## Welcome to Olde Raleigh Commons

### Things You Should Know

This information is designed to acquaint you with living in Olde Raleigh Commons and make you aware of some of the unique aspects of having a neighborhood in your building.

#### Emergency Calls

When you place an emergency call to 911, the 911 Operator will make a determination on the critical nature of the call and dispatch either or both the Fire Department and EMS. On critical calls the Fire Department will usually arrive first, and they have access to keys that will open all the doors in the building.

When talking to the 911 Operator, inform them that a special entry code is in their system and that code should be passed to the EMS response team.

If EMS did not get the entry code and they call you on a cell phone and you cannot go to the lobby, tell them to go to the call box, give them the unit owner's last name, and unit number. Have them search for the name, and depress the "CALL BUTTON". You can answer the phone and buzz them in. Due to HIPPA restrictions, EMS cannot give you the name or unit number that they are responding to.

#### Elevator Emergency Response

At any time should you become stuck in the elevator, the elevator emergency phone box is clearly marked with yellow tape. Open the box from the top. Press the CALL button. That's all you need to do. The phone line will automatically connect with a real person 24 hours a day. They will know your location, confirm it with you and dispatch a service technician immediately.

#### Restricted Keys to the Buildings' Exterior Doors

Every ORC homeowner has been provided Restricted Exterior Key(s) for entry into the building. These keys are prohibited from being duplicated except as authorized by the Board. Homeowners sign an agreement to return Restricted Key(s) upon termination of occupancy. Owners will forfeit the Move Out Fee if all Restricted Keys are not returned.

#### Moving – Notify Community Manager (see contact information below)

When a unit is sold or rented, the owners must notify the Community Manager of the expected moving dates as soon as possible and provide the names and contact information of the new owner or tenant. The Community Manager will notify the person responsible for maintaining the entry codes of the changes.

### **Moving or Deliveries – Deposit Required**

A deposit of \$200 must be furnished to the Community Manager prior to a move or the delivery of furniture or large appliances. If no damage is done to common areas (halls, carpets, elevator, etc.) the deposit will be refunded when the move is completed.

### **Moving or Deliveries – Elevator Usage**

Both owners and/or renters moving into or out of a unit must give the Community Manager advance notice of the date or dates for each occasion the elevator will be used to move household furnishings. This is true for a move in or out, or for the moving in or out of furniture or appliances. Hanging and removing the elevator pads is the responsibility of the resident. Elevator pads must be hung on the elevator's light panels (not the wall) every time the elevator is used to move large, heavy, or multiple furnishings or appliances. Please consult a Board member for proper hanging instructions. The pads are located in the garage storage room for 3701 (the Restricted Key will unlock this door) and in the third floor Mechanical Room for 3700. A key for the elevator service control is available from a Board member who will instruct you in its operation.

### **Moving or Deliveries – Building Access**

Large items must not be moved into or through the front lobby. Furniture, appliances, or other large items must be moved from outside the garage to the elevator lobby. Prior to a move the elevator lobby furniture rug are to be stowed in the entrance lobby. The rug and furniture must be replaced at the end of the move and the elevator pads removed and properly stored.

### **Vendor/Contractor/Repair Trucks in Garage**

The garage parking of a truck belonging to any of the above must meet very specific restrictions.

- A:** The parking space used must belong to the unit owner or through mutual agreement with another unit owner.
- B:** The size of the vehicle must be small enough so that it can pass safely under the lights and fire sprinklers in the ceiling.
- C:** The vehicle must fit within the restrictions of the parking space.
- D:** The vehicle will observe the speed limit in the garage.
- E:** The area will be kept neat as possible, and all debris will be removed when the vehicle leaves.

### **Movers or Contractors – Building Access**

Resident door codes must not be provided to movers or contractors. If repeated access is required, a temporary door code can be obtained from any Board member. The front lobby door must never be propped open. The garage lobby door may be propped open during move in or out only. These measures are for the security of all residents.

## **Moving or Contracting – Time Restrictions**

In order to minimize noise, moves or contracting projects must not begin prior to 8:00 AM and must be completed before 6:00 PM. A notice of move must be posted on the garage and the lobby bulletin boards at least 48 hours prior to any move. The Community Manager will furnish the form to be used on request.

## **Contracting or Renovations – Board Notification**

If renovations to walls, floors, ceilings, mechanical, electrical, or plumbing systems are to be made to any unit at any time, the Board of Directors must be notified and will provide written approval of these renovations prior to commencement of the construction. The Board is required to determine whether structural integrity, support, other condominium units or common elements will be affected. The contractor or owner must post notice on the bulletin boards in the main lobby and the garage of the work to be done giving start and completion dates. If a building permit is required, this notice should be posted as required by the Raleigh Building Inspector. Debris from the renovations and/or materials to be used must be stored inside the unit where the work is being done, in the unit's garage storage room, in a Board approved dumpster in the parking lot, or offsite. No equipment or material will be placed in the emergency stairs even on a temporary basis. All construction equipment or debris in any common area must be removed on a daily basis.

## **Renovations – Building Appearance**

Any modification to the building which is visible from the outside of the building must be approved by the Board of Directors prior to any work being done.

## **Damage to Common Areas**

Damage and repair costs to any part of the buildings at any time will be the responsibility of the unit owner, whether attributable to the owner, the owner's tenant, or a contractor.

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### **Property Management**

Grandchester Meadows, Inc.  
PO Box 1149  
Apex NC 27502

### **Community Manager**

Jace McMahon

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