

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

Moving – Notify Community Manager*

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 refundable 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.

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 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 3700 and 3701 third floor Mechanical Room.

A key for the elevator service control is available from a Board member who will instruct you in the operation of it.

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 Person Trucks In Garage

The parking of any truck belonging to any of the above users have to meet very specific restrictions.

A: The parking space used must belong to the unit owner or through 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. 7 foot maximum.

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.

Moving or Contracting – Building Access

Resident door codes must not be provided to movers or contractors. If repeated access is required, a temporary door code may be provided upon request and 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. This is for the security of all residents.

Moving or Contracting – Time Restrictions

In order to minimize the noise in the hallways and other living units, moves or contracting changes must not begin prior 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, 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. (Remove last sentence, it is redundant with the last paragraph)

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.

Property Management

Grandchester Meadows, Inc.
PO Box 1149
Apex NC 27502

Email: manager@grandchestermeadows.com