

Strath Haven Condominium Association

801 YALE AVENUE • SWARTHMORE • PENNSYLVANIA • 19081 • 610-544-6000 • 610-544-6001 (FAX)
manager@strathhavencondo.org

Memo:

To: All Unit Owners and Residents

From: The Management Office

Date: June 25, 2021

Subject: Rule Revision - Rule 3.3 Packages

At the Board Meeting of June 21, 2021, the Board of Managers reviewed and adopted the recommendation of the Rules Enforcement Committee to add Rule 3.3 of the Rules and Regulations concerning package delivery.

Please add this page to you rule book as the change becomes effective immediately.

Thank you.

3.3 PACKAGES

This section applies to packages arriving by USPS, UPS, FedEx, Amazon, et.al. and left by the carriers in our mail rooms, package closets, lobbies and vestibules. These are condominium common areas used by everyone. They must remain unobstructed and uncluttered.

If possible, please refrain from ordering items for this type of delivery if they will not fit in our package closets.

Residents expecting a package should check for its delivery regularly. Please keep an eye on tracking information, emails from the shipper, and any other information about when the package is scheduled to be delivered, so it can be picked up promptly the same day/next day.

- (a) The Management Office may notify a resident whose package has been in a common area for more than 2 days. If the package is not picked up within 24 hours after such notification, the resident will incur a fine of \$10 per day until the item is picked up.
- (b) If a resident still has not picked up a package for 3 days beyond this notification, the matter may be referred to the Rules Committee for further action.
- (c) If there is a pattern of the Management Office having to repeatedly contact a resident about picking up packages, the matter may be referred to the Rules Committee for further action.

NEIGHBORLY SUGGESTIONS:

Please check the mailroom and package closets periodically, even if you are not expecting a package. Packages are also, occasionally, left in the lobbies and vestibules by delivery people. There may be an unexpected package in any of those locations.

Please refrain from having packages delivered during times when no one will be available to retrieve them.

Please arrange for someone else to pick up your packages if you will be away from the building, or contact the Chair of the Social Committee to arrange for a volunteer to assist, if necessary.