

THE COUNCIL OF THE DEVON

The Devon Condominium
2401 Pennsylvania Avenue, #106
Wilmington, Delaware 19806
Phone: (302) 658-5366
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FEBRUARY 2019

SERVICES AND PROCEDURES

This listing of services, procedures and some regulations is provided as a reference. We recommend that all residents keep this information in their Devon documents book for use.

Moving In or Out

The following rules apply to all moves:

1. All moves must be scheduled in advance with the Devon office; date and time must be specified (See our Move In/Move Out Policy for more detail.)
2. Moves must be scheduled to start or arrive between **8:00am and 1:00pm, Monday through Saturday. Moves must be completed by 6:00pm.**
3. One Devon employee will be in attendance throughout all moves at a charge of \$15 per hour. The Devon employee is there to observe the move, not to assist.
4. Any move that occurs without prior notification to the Devon office will result in a **\$100 non-refundable** assessment against the unit owner.

Access Cards

Access cards are required for entering exterior doors at all times, except as follows (weekdays only):

- Front and rear lobby doors 8 a.m. to 6 p.m.
- Loading dock door 7:30 a.m. to 4:30 p.m.
- Garage to basement door 8 a.m. to 4 p.m.

Anyone losing a card should notify the Devon office immediately so that the card may be eliminated from the computer. Replacements for lost or worn out cards may be purchased in the Devon office. **EACH OWNER IS RESPONSIBLE FOR PASSING HIS CARD OR CARDS TO NEW OWNERS OR RESIDENTS.**