

Arlington 425
Managing from the Inside Out
March, 2021

Major Focus on Site Management

- Staffing is planned to include 3-4 full-time employees, including on-site property manager, engineer, and maintenance personnel.
- Only minimum 1 year leases will be allowed.
- Rules and Regulations will be developed similar to surrounding buildings that will have a code of conduct, pet policy and vehicle registration policy.
- All move in/outs will require advanced scheduling within the hours of 8:00-4:00. Monday through Friday. Saturdays 8:00-1:00, and will be supervised by a staff member.

- Dedicated bike storage in Campbell building will promote bike usage within the Village.
- Dedicated floor recycling stage areas will encourage recycling.
- All delivery vendors will complete building orientation prior to opening.
- Compliance to rules and regulations will require all vehicles to be properly licensed, permitted and provide proof of insurance.
- Residents will be required to provide proof of renter's insurance.
- Pets will require yearly pet fee, proof of rabies vaccination, and a Village tag.
- Building staff will be ensuring full-time compliance.

- The top three floors of the Highland garage will be reserved and accessible to residential tenants only (270 spaces). If usage and experience dictates that more or less are needed for residents, such number will be adjusted accordingly.
- An additional 19 spaces on the first floor will be available for residential use, and the remaining 56 spaces on the first floor will be available to all guests, employees, and valet parking, via ticketed entry and exit gates. Validation tickets will be given upon entry and must be validated by a retailer, resident, employer, etc. for free parking. Many of the users are at the property daily and will be able to enter or exit by a scanned parking pass. Any other person will need to pay a fee for parking in the Highland garage if they enter the garage and take a ticket.
- The Highland Avenue entry and exit to and from the garage will be for residents only. There will be no access to commercial parking from Highland Avenue.
- All project restaurant valet parkers, if any, will be required to use the Highland garage.
- All project employees will be instructed to park in the Highland garage.
- All full-time or part-time commercial tenants will be asked to park in the Highland garage.
- There will be a full-time employee to monitor the Highland garage and make adjustment to parking allocations as deemed necessary.
- Surveillance cameras will be installed in the Highland garage to monitor activity in real time.