

# *Moreland Courts Condominium Association, Inc.*

## **REALTOR OPEN HOUSE POLICY AND PROCEDURE**

**Realtor Open Houses open to the public may be held at Moreland Courts provided the following conditions are met:**

- The Management Office must be notified at least five (5) days prior to the open house to make necessary arrangements. The Management Office may be able to accommodate notification with less time, but such accommodation cannot be guaranteed.
- Arrangements must be made in advance for a MCCA security officer to be posted outside the Unit where the open house is being held. This officer will escort all open house visitors between the front door of the building and the Unit. Open house visitors will call security (333) at the front entrance. The Moreland Courts Security Gatehouse will let the officer know that someone is at the front door, and the officer will then go down and escort the visitors up to the Unit. By posting the Security Officer outside the Unit, it ensures that visitors are also accompanied when they leave. The real estate agent or Unit Owner who is hosting the open house should encourage visitors to wait for the officer to return if he/she is in the process of escorting another party when visitors are ready to leave.
- At the discretion of the General Manager, this security officer requirement may be waived for REALTOR ONLY open houses.
- The Association reserves the right to deny admittance to any realtor or prospective buyer if this policy and procedure is not followed.

**SIGNS AND POSTERS:** Open House signs are allowed during an open house in the following locations:

- In the RTA right-of-way along Shaker Boulevard in from the building where the open house is located.
- In the MCCA front yard adjacent to the Shaker Boulevard sidewalk in front of the building where the open house is located, and
- In case of 13605, 13609, 13615 and 13715 additionally next to the building entrance itself.
- Signs may not be posted in exterior common areas of MCCA or hung on any part of a MCCA building, including doors, door frames, wall, windows, etc.
- The Management Office may put up interior signs at the request of the real estate agent or Unit Owner hosting the open house.
- Signs may not be installed more than one (1) hour before the open house and shall be removed immediately after the conclusion of the open house.