

## **ESTATE SALE POLICY AND GUIDELINES – BEDFORD PARC**

Bedford Parc is a restricted community and, as such, guidelines and restrictions are required for events that may impact the community. An estate sale, either on-site or on-line where pick-up is required, is considered an event that will impact the community. The website address is [www.bedford-parc.com](http://www.bedford-parc.com).

### **APPLICATION & APPROVAL**

Bedford Parc residents who want to conduct an estate sale (hereinafter referred to as “ES”) must complete an application and secure written approval of the Bedford Parc President prior to conducting the sale, the details of which are set out below.

If the applicant is using an outside company to conduct the sale, it is the applicant’s responsibility to make sure that the ES company is fully aware of this policy and the guidelines and understands that violation of any of the terms of the Estate Sale Policy and Guidelines may result in immediate termination of the ES. An ES company must provide proof of liability insurance and accept responsibility for any damage done to the HOA or residents’ property during the sale and/or pick-up process.

1. Applicant must complete the Estate Sale application. The Application can be found on the HOA website ([www.bedford-parc.com](http://www.bedford-parc.com)) or by contacting the President.
2. If the applicant is using an outside ES company to conduct the sale, then prior to submitting to the HOA President for approval, applicant should have that company review the Policy and Guidelines and sign the application that they agree to abide by the Policy and Guidelines Application. Application must be submitted to the HOA President for approval a minimum of fourteen (14) days prior to the sale being conducted.
3. A contact person – the Applicant, or a person designated by the Applicant if the Applicant cannot be reached- must be able to be reached by cell phone during the hours of the onsite sale or during the hours of pickup if an on-line sale. That information must be included in the Application for Bedford Parc Estate Sales.
4. When approved by the HOA President, the applicant should take the approved application to the HOA Gate Keeper, Irene Wierzbicki 817/456-0596 along with a payment of a fee (\$75) to secure gate access code. A gate code will be assigned and programmed to function only during approved sale hours or pick-up hours in the case of on-line sales.
5. If after submission and/or approval any changes are made to the sale, such as changing ES companies or days and hours of the sale or pickup, then the HOA President should be notified immediately. A new application may be required at the discretion of the HOA President.

### **GUIDELINES DURING THE ACTUAL SALE AND PICKUP FOR ONSITE SALES**

Those planning to hold or contract with a professional business to conduct an ES must comply with the following:

1. Provide advertisement that includes Bedford Parc Residents by no later than seven (7) days prior to the scheduled sale, whether done on-site or via on-line sales. Provide and display ES signs (2x4 feet) at entrance and in front of the owner’s house on the days of the sale only.

2. Onsite sales are limited to no more than two (2) consecutive days.
3. Onsite sales hours of operation are restricted to start time of 8:30am and ending 4pm. The gate code will only operate during those hours.
4. Pick up for items sold at onsite sales must occur during the two (2) days of the actual sale. If arrangements need to be made for other times after the sale, approval must be arranged with HOP President.
5. Applicant or ES company must provide for a person to be stationed outside the property to manage parking as per the following.
  - A. Parking should be avoided that is within 15 feet of any fire hydrant as per the Texas Transportation Code, 545.302, or within 15 feet of a mailbox.
  - B. For traffic safety, no parking is allowed within 10 feet from the curves of the street and no parking is allowed on the curves.
  - C. No speeding is allowed. Note: Speed limits are 20 mph on the street and 10 mph in the alleys.
  - D. No large trucks or pickups with trailers are allowed in the alleys. Please note that vehicles larger than a pickup are not permitted in the alleys. Alleys need to be kept open for emergency vehicles as well as other residents' vehicles. All large trucks should pick up items in the front of the house only.
  - E. The person managing the parking must ask attendees to move if they see someone violating the above.
6. No onsite parking is allowed on the applicant's lawn. Neither the street nor adjacent property to the ES may be used for the purpose of parking.
7. Applicant or the ES company (Designated Person) is responsible for monitoring attendees to see that adjacent properties are not disturbed or damaged during the sale and/or pickup process.

### **POLICIES DURING PICK-UP FOR ON-LINE SALES**

For sales that were conducted on-line the following guidelines apply for the pick-up process.

1. Pickups are limited to no more than one (1) day. If arrangements need to be made for other times, approval must be arranged with HOA President.
2. Pickup hours of operations are restricted to start time of 8:30am and ending at 4pm. The gate code will only operate during those hours.
3. Where possible, it is requested that people wishing to pickup the items purchased online set appointments to avoid major traffic congestion. It is requested that no more than 6 appointments per hour be given.
4. Applicant or ES company must provide for a person to be stationed outside the property to manage parking as per the following.
  - A. Parking should be avoided that is within 15 feet of any fire hydrant as per the Texas Transportation Code, 545.302, or within 15 feet of a mailbox.
  - B. For traffic safety, no parking is allowed within 10 feet from the curves of the street and no parking is allowed on the curves.

- C. No speeding is allowed. Note: Speed limits are 20 mph on the street and 10 mph in the alleys.
  - D. No large trucks or pickups with trailers are allowed in the alleys. Please note that vehicles larger than a pickup are not permitted in the alleys. Alleys need to be kept open for emergency vehicles as well as other residents' vehicles. All large trucks should pick up items in the front of the house only.
  - E. The person managing the parking must ask attendees to move if they see someone violating the above.
- 5. No onsite parking is allowed on the applicant's lawn. Neither the street nor adjacent property to the ES sale may be used for the purpose of parking.
  - 6. Applicant or the ES company (Designated Person) is responsible for monitoring attendees to see that adjacent properties are not disturbed or damaged during the sale and/or pickup process.

### **VIOLATIONS**

The Bedford Parc HOA President (or 2 members of the HOA Board if the President is unavailable) will verbally inform the Applicant or contact person (Designated Person) if the Applicant cannot be reached, of any violation of any of the terms of the Estate Sale policy. Such violation may result in the immediate termination of the sale and the gate code being deactivated.

### Application for Bedford Parc Estate Sale

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Will the sale be conducted by an Estate Sale business? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, will the sale be on-site or on-line? \_\_\_\_\_

Name of Business: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email address: \_\_\_\_\_

Web Address if applicable: \_\_\_\_\_

Number of days planned for the sale \_\_\_\_\_ Dates of the sale \_\_\_\_\_

Ways the sale will be advertised: \_\_\_\_\_

Hours of operation daily \_\_\_\_\_ to \_\_\_\_\_

Designated Person's Name per Guidelines \_\_\_\_\_ Phone \_\_\_\_\_

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

#### Estate Sale Company Acknowledgement:

\_\_\_\_\_ Name of Estate Sale Company carries current liability insurance and agrees to the policies and guidelines set out in Estate Sale Policy and Guidelines Bedford Parc. (Must show proof of insurance)

Estate Sales Representative's Signature and Printed Name:

\_\_\_\_\_ Date \_\_\_\_\_

This Bedford Application for an Estate Sale has been approved by the President of the Board.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Bedford Parc Estate Sale**  
**Neighbor Awareness Form**

As a means of building awareness of the estate sale, neighbors on either side of the Applicant must sign the application. No application will be considered complete without Neighbors. Signatures.

Estate Sale Applicant \_\_\_\_\_ plans to hold an estate sale on  
(date) \_\_\_\_\_

Care will be given to comply with Bedford Parc Estate Sale Guidelines.

Neighbor Name \_\_\_\_\_ Signature \_\_\_\_\_

Address \_\_\_\_\_

Comments:

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Comments:

\_\_\_\_\_