

MOVING AND DELIVERY PROCEDURES

General

The following procedures apply when household items are moved in or out of the buildings or when a delivery is expected. Examples include refrigerators, mattresses, furniture, etc.

The Resident must make arrangements with the Property Manager at least 24 hours in advance of the move or delivery.

The front doors are not to be used for move-ins, move-outs or large-item deliveries under any circumstances.

Moving

The Property Manager will hang elevator pads prior to the scheduled move and, in the case of the Clarkson building, an elevator will be designated by the Property Manager. No objects heavier than the elevators' rated load capacity may be brought into or installed in any unit. Moves may occur only between the hours designated by the Property Manager.

The Owner is responsible for the cost of any and all repairs and cleaning necessitated by a move. The incoming Resident must, in advance and usually at closing, pay a non-refundable fee of \$200.00 to the Property Manager. This fee will cover additional staff costs and any costs due to damage at the time of the move. Any amount of the fee that is not used to cover damages or staff costs will be placed in the Association's interest-bearing reserve account. If the fee does not cover the total costs of damage, excess costs will be billed to the Owner after the move and must be paid to the Property Manager within 10 days of receipt of the bill. If not paid, the unpaid amount may be assessed against the subject Unit as a Default Assessment, which shall be a lien upon the subject Unit as provided in Section 8.10 of the Declarations.

Following the completion of the move, the Property Manager will determine the cost of repairs and cleaning.

Moving materials, including boxes, packing materials, etc., may not be left in the halls, corridors or stairwells for more than one hour. All boxes that are to be discarded must be broken down and disposed of in one of the Buildings' trash rooms. Moving boxes may be left on balconies, patios or decks for seven (7) days.

It shall be the dual responsibility of the Owner or Resident to ensure that all the requirements of these Rules and Regulations are met related to moves. The Association and the Property Manager have the right to deny access to the Buildings to any person or company attempting to implement a move that does not comply with these Rules and Regulations.

The Property Manager will maintain a written record of all moves that also will record the receipt and disposition of all fees.

Deliveries

The \$200 fee prescribed above is not required in the case of a delivery. All other rules pertaining to moves, including costs for damages, apply to deliveries. An applicable delivery is one in which the item being delivered requires more than one person to move, such as, but not limited to, refrigerators, furniture and mattresses.