

Moving (In or Out)

The Management Company must be notified, by telephone, fax or email, at least Five (5) business days in advance of moving day in order for the pads to be placed in the elevator and other protection put down in appropriate path areas.

Moving is limited to 8:30 AM to 5:30 PM Monday to Friday. Weekend moves must be approved by the Board at least Five (5) days in advance. Moving vans should park in the Brown Street lot, at the end of the center island, allowing access for emergency vehicles.

Secured doors must not be propped open without the resident or other designated person in attendance at all times. See **Security** section for additional requirements.

Only the padded elevator is to be used for moving or deliveries. The resident or moving company must remove packing cases, barrels, and boxes used for moving. Do not place them in our dumpster. Charges for special pick-up provided by contracted services will be charged to the Co-owners account. **Damage to Common Elements caused during a move is the Co-owner's responsibility and the Co-owner will be charged accordingly.**

Security

Secured doors must never be propped open and left unattended at any time such as, but not limited to, receiving deliveries or moving. This includes all doors requiring a key such as exterior stairwell doors, exterior community room door, and the door between the main lobby and the elevator/mailbox lobby. If unable to perform this duty yourself, you may contract with the Association, prior to the event, to provide an attendant. The charge for this service will be based on the Association's actual hourly cost, currently \$35.00 per hour.

If during move-in, move-out, furniture delivery or other similar times, any of the above doors are found to be propped open and unattended, the Association will supply an attendant at a cost of \$100, such amount to be charged to the responsible Co-owner. This charge will be for a minimum period of three hours with an additional charge, currently \$35/hour for each additional hour or any part thereof.

If the Co-owner or Co-owners Tenant does not schedule door service, and the door is left unattended, then the Co-owner will be charged a \$200.00 fee in addition to the hourly door attendance fees noted above. Please note: if the Co-owner has sold his apartment these fees will accrue to the new Owner.

Please be advised that all exterior security doors are under 24 hour video surveillance.