

1. Moving Unit Possessions In and Out of the Building. **Approved by the Executive Board March 3, 2006, Amended August 27, 2007, November 26, 2007 and October 19, 2009.**

To protect the building Common Elements from damage during the process of moving the possessions of occupants in or out of the building, the Association requires that all Unit Owners comply with the following rules.

All damage done to the common areas of the building either interior or exterior during any move is the sole and complete responsibility of the Unit Owner who is moving possessions from her or her Unit. This policy also applies to the Unit Owner when possessions are being moved by his or her tenant.

- a. At the time a Purchase and Sale is signed, the seller (Unit Owner) will give the buyer a copy of the Rules and Regulations and the Moving Information Sheet. A current copy of the Rules and Regulations may be obtained from the Property Manager.
- b. When a rental agreement has been signed, the Owner must provide the Renter with a copy of the Moving Information Sheet as well as Rules and Regulations.
- c. The Unit Owner and the Unit Buyer must notify the Property Manager of the move at least 5 days prior to the move out (Unit Owner) and the move in (Unit Buyer or Unit Renter) dates. The fine for failure to provide this notification is up to \$200.
- d. A refundable damage deposit of \$500 must be paid to the Association at least 3 days before the move by both the person moving in and the person moving out. This deposit will be held by the Association and returned within 5 days after the Common Elements affected by the move have been inspected by the Property Manager or a Member of the Association's Executive Board, or its designee. The inspection will occur within 24 hours after the Property Manager is notified either by email, in writing or in person that the move is complete. The determination of the damage and cost of the repair will be made entirely by the Property Manager and the Association's Executive Board.
- e. The Unit Owners who are moving possessions are responsible for protecting all interior and exterior Common Elements, including, but not limited to floors, doors, wall and ceiling in the interior hallways; the elevator interior and doors; and building entrance door, as well as all exterior walkways, patios, driveways, landscaping, lighting or any exterior area affected by the move.
- f. Each Unit Owner must provide the Association with a copy of a liability insurance certificate in a minimum amount of \$500,000 from the owner's moving company naming the Association as a named insured at least 3 days prior to the move. If no moving company is involved, the Unit Owner must provide this insurance certificate.