[redacted]

[redacted]FFECTIVE _____

Moving In and Moving Out Policy

The Board of Directors has carefully considered the consequences to the Association and to [redacted] residents of the process of moving out and moving in to the [redacted] units. There are substantial costs for waste removal; damage to the common area; blocked streets, drives and parking areas for long periods of time; complaints and dislocation of residents; and, additional costs incurred by the Association and the management agent which are tied directly to the move-out/in process.

1. Each time one or more persons move into or out of a [redacted] unit, the Association shall assess a non-refundable fee to the Owner of the unit to cover miscellaneous expenses that may be incurred by the Association as a result of the move. The fee will be consistently assessed, with no exceptions. The fee will be $150 per move which covers normal wear and tear and Association administrative costs from moves. If the move-out/in are connected to the sale of the unit, the Association will make a good faith effort to provide this assessment to the title company or other agent handling the real estate transaction to ensure the assessment is collected at the time of closing.

2. Any unusual damages caused by the moving party which result in additional costs to the [redacted] will be charged back to the offending Owner of the unit by the Association, in addition to the move in / move out fee.

3. If an Owner fails to report a move to the Property Management with at least 48 hours notice, or fails to comply with any other Rules and Regulations outlined in this policy, the [redacted] may assess the Owner a fine of $300 in addition to the original move-out/in fee. Fine assessments will be at the discretion of the Board of Directors and the Community Manager

4. Any fees or fines associated with this move in / move out policy will be subject to the same collection policies as apply in the [redacted] Association's Resolution for Payment of Dues and other Assessments.

5. Each time a unit changes occupancy to any person who is not the unit Owner, the Unit Owner must submit the following to the Community Management Company within ten (10) days:

    a. Per Section 34.I.3. of the Declaration, a signed legible copy of the Tenant lease agreement, the Tenant's contact information, email address, and any updated address and contact information for the existing Owner, and any additional information as required by the Association Rules and Regulations for Owners Right to Lease Unit. (Note: Tenant is defined as anyone who is living in the unit who is not the Owner, whether that person is paying a rental fee or not.)
    b. In the case of a sale to a new Owner, the property deed.

6. All move-out/ins of [redacted] must be coordinated through the Community Management Company. The unit Owner is responsible for reporting the following to the Community Management Company before conducting a move:

a. The move date and time must be reported to the Community Manager at least 48hours in advance of the move.
b. Submit $150 move in fee (per #1 above).
c. Submit $150 move out fee (per #1 above).
d. Submit New Tenant lease agreement or new Owner deed (per # 5 above).
e. If a moving company or other vendor is being used to conduct the move, a certificate of insurance for that company must be submitted to the Association priorto the move date.

7. Moves must be made between the hours of 8:00 a.m. and 8:00 p.m.

8. Moving vehicles (trucks, vans, etc.) not block the sidewalk and must not block vehicle traffic, pedestrian traffic, fire hydrant access, or building entrances. All moves must take place through the front entrance, and moving vehicles may not be parked in garage areas where they may block other parked vehicles, garage entrances or exits, or Owner assigned parking spaces.

9. Moves that requite a pod or storage crate must be parked, in its entirety, within the unit owners reserved parking space. Pod/storage crate may not impede other parking spaces or the drive lane. All pods may be parked for a period not to exceed three (3) days. If storage of the pod/storage crate will exceed three (3) days, approval must be obtained from Community Manager prior to delivery of the pod/storage crate.

10. All parties involved in a move shall be responsible for the clean-up of packing materials, litter, debris, etc. left in the hallways or other common areas. Boxes and any other material used in the move cannot be left in the common areas, and must be broken down and disposed of in the proper trash/recycling dumpster.

11. All parties involved in a move will be responsible for the removal from [redacted] premises of oversize and / or prohibited items, including, and not limited to:
    a. Appliances
    b. Couches, chairs, and any other furniture
    c. Mattresses
    d. Items that are prohibited from being placed in [redacted] dumpsters include oils, paints, flammables, solvents, etc.

    The Owner of the unit shall be subject to a fine of $300 plus the actual cost of removing any and all oversize or prohibited items that have not been removed from the [redacted] premises by the moving party.

The undersigned, being the President of the Association certifies that the foregoing Move In/Out Policy was approved and adopted by the Board of Directors of the Association on _____, 2020, in witness thereof, the undersigned has subscribed his/her name:

[redacted]

[redacted]