

# Moving

## A Policy of The Versailles Condominium Association

### DEFINITION:

For the purposes of this policy, the term, move or moving, shall include all non-trivial transport of items in to, or out of, a Condominium unit associated with a change of resident for that unit. It applies to, but is not limited to, furniture, fixtures, cabinets, bookcases, and equipment. Because several of the building resources for a sale are also required for a move, dates and personnel are coordinated between them.

### PURPOSE:

To facilitate the moving process, to cause the least disruption to other residents and to minimize or make repairs possible for any coincidental damages, the following regulations apply to all moves by or on-behalf-of Condominium unit owners.

### REGULATIONS:

#### Multiple moves:

Within any 24-hour period, commencing at Midnight, a maximum of exactly one (1) move may be allowed.

#### Move Date:

To prevent multiple moves and to allow time to arrange for additional personnel if required, a move date request and deposit should be presented to the Condominium office in writing at least two weeks in advance of a requested move date. The move date will be granted or denied in writing on a copy of the request within 2 business days of receipt.

#### Date Priority:

Move dates will be granted in the order requested. If a conflict exists regarding a requested date, the names of involved parties will be noted on the move date denial. Individuals may negotiate among the involved parties to change dates but such change must be in writing and not be less than three (3) days before the desired move date.

#### Insurance Requirements:

For the protection of the unit owner as well as all owners, collectively, any mover engaged by a unit owner or the tenant of a unit owner must show evidence of liability insurance. It is strongly advised that the owner hire movers with Worker's Compensation Insurance. A "certificate of insurance", showing both kinds, should be faxed to the Condominium office by the insurance agent of the mover.

#### Security and Service Fee Deposit:

For the protection of all parties and the Condominium Association, a deposit must accompany the submission of the move date request. Requests made absent said deposit must be denied.

Any move, whether in or out, whether owner or tenant, shall require a deposit of Five Hundred Dollars (\$500.) An additional payment of Fifty Dollars (\$50), a fee that is not refundable less than two (2) full days prior to the granted move date. The fee includes up to 3 hours of service by an employee of the Association for the exclusive purpose of assisting in the logistics of the move. This includes best attempts at controlling vehicle parking and monitoring the use of doorways and service elevator. It does NOT include any handling of items being moved. Hours of moving beyond 3 hours of the appointed start-time will be charged at the rate of \$15 per hour for times between 8 am and 4:30pm, Monday thru Friday, excluding Condominium holidays. For weekends, holidays and extended hours the service fee and the hourly add-on are doubled. [\$100 fee; plus \$30 per extended hour]

Guidelines during the move:

As much as is possible, those involved in the move should realize that the Versailles is a multiple unit dwelling and that talking back and forth in the halls and elevator can be heard by others in the building.

Every care must be taken to protect painted walls and woodwork and not to damage or soil the hallway carpet and floor paint. This may require floor protection and item pads.

Discard articles should be taken to the alley dumpsters, not left as extra work for the Condo employees. Large articles should be put next to the dumpsters according to the city's published schedule for large pickup.

Packing boxes should be reused, or recycled.

Deposit Return:

At the completion of the move an inspection of the common areas encountered by the move shall be made. If there is some damage found or none, the portion of the deposit not taken by service fee or by the amount required to repair any damage found, shall be returned by check within 5 business days of the completion of repairs, if any. Said check will be mailed to the address supplied by the owner of the unit at the time of the move. In the event repair of damages found exceeds the remaining deposit, the owner will receive an invoice from the Association and prompt payment is expected.

Damage assessments and disputes:

Depending on the nature of the damage, the Condominium Manager will contact one or more craftsmen to evaluate the repair and give quotation(s) and estimates of schedule. These quotations will be presented to the owner for acceptance. If the owner does not accept the quotations presented, the Manager will contact alternative craftsmen to obtain a second set of quotations. If the second quotations are also unacceptable, the owner may appeal to the judgment of the Board of Managers of the Condominium Association at their next regular meeting.

Approved by a majority of members at a meeting of the Board of Managers, The Versailles Condominium association on this date 11<sup>th</sup> day of December, 2006.