



Move in and Move Out Procedures

Anyone wishing to move in or out of the property must follow the policy and procedures below. The rule of thumb to determine whether the Association considers the activity a “move” is determined by two primary things:

1. If more than 3 items that each require two or more persons to move them to or from the unit are being moved;
2. If more than 3 trips to and from the unit are required to move the group of items to or from the unit;

Then the Association considers this a move or delivery that falls under the requirements of these guidelines.

PRIOR TO YOUR MOVE

TO INSURE PROPER SCHEDULING AND AVAILABILITY OF THE MOVE-IN ELEVATOR DESIGNATED FOR YOUR MOVE, PLEASE CONTACT THE PROPERTY MANAGEMENT COMPANY AT YOUR EARLIEST OPPORTUNITY TO RESERVE A TIME(S) FOR YOUR MOVE-IN. At that time you should review any questions that you might have regarding these move-in procedures. You must also submit a Move-In/Move-Out Agreement which may be obtained from the Property Manager prior to your move.

RENTED UNITS

If your unit is rented or if you are renting your unit, you must submit a copy of the lease agreement to management prior to the move being scheduled. The lease must contain two statements:

1. That the tenant has received a copy of the Association’s CC&Rs and Rules and Regulations and agrees to comply with them.
2. That the lease is subject to the Association’s governing documents and that any non-compliance is deemed a default under the terms and conditions of the lease.

MOVING FEE AND SCHEDULING

Each Owner must schedule their move-in date. For resale or rentals, at the time you schedule your move, you must sign the Move-In Agreement stating that you understand that a **NON-REFUNDABLE FEE TO BE DETERMINED BY THE BOARD** must be delivered to the Property Manager five (5) business days prior to the move. In addition, a deposit is required. This deposit is applicable to all damage, repair, cleaning, losses or other liabilities and charges incurred as a result of the move. Additionally, you accept total responsibility for the cost of any damage, repair, cleaning, losses or other liabilities that may exceed the amount of the deposit.

A CHARGE OF TWO HUNDRED DOLLARS (\$200) WILL BE LEVIED IF A MOVER, OWNER OR RESIDENT ATTEMPTS TO BEGIN A MOVE IN/OUT WITHOUT A PRIOR RESERVATION AND SUCH MOVE WILL NOT BE PERMITTED TO PROCEED.

TIMES YOU MAY MOVE

Move-in/Move-outs will be conducted between 8:00 a.m. and 5:00 p.m. daily, Monday through Saturday, except for the legal holidays. Sundays and legal are reserved as a time of quiet enjoyment for all Residents and therefore no moving is allowed on Sunday. Should there be a conflict, please contact the property management company. An appointment to schedule a move-in or move-out of the Building must be made five (5) business days in advance of the move to insure access to the elevator within a specific timeframe and day. Please call the Property Manager to schedule moves and deliveries. Unscheduled moves will not be allowed to use the elevators.

YOUR MOVING COMPANY

Please choose your moving company carefully! You, as the Owner or tenant, are fully responsible for any damage done to the Common Area or Association Property during your move. Because of this liability, all moving companies obtained by a Resident must carry their own insurance to cover such damage. You or your moving company must deliver a current certificate of liability and workers’ compensation insurance, naming the Association as an additional insured, to the Property Manager at least five (5) days before your scheduled move. No moving company will be permitted entry into the Association property without first providing such certificate of insurance.

If you plan to move from out-of-state, please either use a destination (local) agent for the company or instruct the driver to call the Property Manager a minimum of seven (7) calendar days in advance to coordinate the time of arrival and to insure availability of the designated elevator.

Owners who wish to move without using a professional moving company may do so providing they meet all the requirements of the moving companies, i.e., scheduling the elevator five (5) calendar days in advance of the move and accompanying the Association’s representative on walk-through before and after the move.

An elevator can be reserved for you or your movers for up to an eight (8) hour block of time. In order to allow the elevator to be held to one floor, the mover must register with the Property Manager which will provide the mover with a key allowing the mover to take the elevator out of service and a key

for the Common Area. These keys must be returned upon completion of the move. Failure to return such keys may entitle the Association to retain the Owner's deposit.

1. THE MOVING COMPANY MUST PROVIDE PROTECTIVE COVERING FOR THE ELEVATOR CAB WALLS DURING THE MOVING PROCESS. IT IS THE MOVER'S RESPONSIBILITY TO INSURE THAT THESE ARE IN PLACE PRIOR TO BEGINNING THE MOVE. IN THE ABSENCE OF PROTECTIVE COVERINGS, ALL ITEMS MUST BE WRAPPED IN MOVING BLANKETS.
2. NO MOVES WILL BE PERMITTED IF THE PROTECTIVE COVERINGS ARE NOT FULLY IN PLACE.
3. THE OWNER IS RESPONSIBLE FOR ALL COSTS FOR REPAIRS NECESSITATED BY THE MOVE.

Please provide the moving company with a copy of the **Memo to Moving Company Personnel** which may be obtained from the management office so that they have a clear understanding of Crown Bay's moving requirements.

MAKE A PLAN

You will save time and money if you plan the location of your furniture in your new home before it is delivered by the moving company.

Additionally, you are required to obtain the requisite insurance for your Condominium Unit required under the Declaration before your scheduled move-in to cover any damage to the Condominium Unit that may occur during your move. You will be liable to the Association for any and all damage caused to the Condominium Unit during your move whether such damage was caused by you or your moving company.

BE SURE YOU KNOW

1. Your Condominium Unit number.
2. The day, date and the block of time you are assigned for the Move-In/Out and have verified this with your moving company.
3. The size of the designated moving elevator and hallways. **THE FINISH ON THE ELEVATOR AND HALLWAY WALLS IS EASILY DAMAGED AND EXPENSIVE TO REPAIR.** Measure your large items to be sure they fit through the standard door openings and elevators.
4. Whether your moving company carries liability insurance and in what amounts.

BOXES AND PACKING MATERIALS

1. At the end of the move the hallways and elevator must be cleared of all debris.
2. All trash and debris must be carried off-site on a daily basis by your moving company. The trash dumpsters inside the garage may not be used for disposing of debris. Please contact the Property Manager for further details.
3. **Any Owner who disregards this regulation by leaving packing materials and boxes in the hallways will be required to cover the cost of having the Association remove these items.**

FUTURE MOVES/LARGE DELIVERIES

Depending on the type of items involved in the delivery/move, the Property Manager may require a before and after walk-through in the areas of the association property leading to the applicable Condominium Unit. Each Resident is responsible for any damage sustained to any Common Area, Association Property and/or another Condominium Unit caused by its delivery/move. This includes, without limitation, costs to repair/repaint corridor walls, damage to the loading dock, etc. The Association will perform any necessary repairs to the Association Property and/or Common area and charge the applicable Owner.

Although, the Association has no obligation to pursue any costs for damage caused by a Resident's delivery/move from any party other than the owner of the applicable Condominium Unit, the Resident may be able to make a claim against the delivery/moving company who caused the damage in the amount charged to such Resident /Owner by the Association. Thus, it is important each Resident confirms that the delivery/moving company used or any individual involved in the move is properly insured to cover such costs. All Owners are advised that they should ensure their tenants comply with this provision since the Association will charge the applicable Owner all such costs since a tenant is not a member of the Association and all Owners are responsible for the actions of their tenants, and the tenant's guest, visitors and invitees.

Each Resident acknowledges and accepts the Association has no obligation to assist any Resident in making such a claim and claims made against a delivery/moving company or any other individual involved in a delivery/move is at each Resident's discretion.



Moving Acknowledgment for Moving Company

I have read, understand and agreed to fully comply with the Move-In/Out Policies of Crown Bay. Without limiting the foregoing, I agree that the company specified below will (a) be required to register with the Property Manager and provide certificates of insurance prior to any Move-In or Move-Out, (b) park in the designated parking area, (c) be required to return any keys provided by the Property Manager or homeowner, and (d) be responsible for any damage (if any) caused to the Condominium project as a result of the move. I further acknowledge that the Property Manager may (but should have no obligation to) take photographs before and after the move to document the property condition before and after the move.

This form is to be signed by the supervisor assigned to the move by the Moving Company and returned to the Property Manager prior to any move-in or move-out.

SIGNATURE OF MOVING COMPANY SUPERVISOR

RESIDENT'S NAME

MOVING COMPANY NAME

CONDOMINIUM UNIT NUMBER

DATE



Memo to Moving Company Personnel

TO: MOVING COMPANY PERSONNEL

FROM: Crown Bay Owners Association

DATE: _____

SUBJECT: MOVE-IN POLICIES OF CROWN BAY

These policies should be reviewed by the Moving Company Supervisor prior to the move. Crown Bay will only allow moving companies on the property that will cooperate in keeping the Building secure and the property damage-free. If the elevator key or any access keys provided by the Association or Property Manager is lost by the moving company, the company must have insurance, which will cover all expenses involved with re-keying, including replacement of cylinders or other access control devices, as may be necessary.

In order to make the move go smoothly for you, your customer and Crown Bay, please make note of the following policies. If you have any questions about these, policies, please contact the Property Manager prior to the move.

1. Prior to any Move-In, the moving company must supply the Association with a current Certificate of General Liability and Workers' Compensation Insurance for a minimum of \$1,000,000 before the move may start. The certificate(s) must name the Association as an additional insured in the Certificate Holder box at the bottom of the insurance form.
2. Please mail the certificate to:
CROWN BAY OWNERS ASSOCIATION
c/o Action Property Management
1133 Columbia Street Suite 106
San Diego, CA 92101

The certificate may be emailed
mhernandez@actionlife.com
3. A representative of the Association may walk with the moving company supervisor from the point of entry to the Building, to the elevator and to the Owners Condominium Unit. During this initial walkthrough, any existing damage may be noted on a checklist and signed by the moving company representative and the Association's representative.
4. The elevator key, (if issued) will allow you to hold the elevator at point of entry and on your customers' floor in order to minimize the time necessary to accomplish the move. NO FURNITURE, BOXES, ETC., ARE TO BE LEFT IN THE COMMON AREAS OR ASSOCIATION PROPERTY.
5. CEILINGS MAY NOT BE REMOVED FROM THE ELEVATOR.
6. It is the responsibility of the mover to check the actual dimensions of the elevator cabs prior to loading large items into the elevator to prevent damage to the elevator cab finish.
7. IT IS THE RESPONSIBILITY OF THE MOVING COMPANY TO INSURE THAT PROTECTIVE COVERINGS HAVE BEEN INSTALLED IN THE ELEVATOR PRIOR TO THE MOVE. IN THE ABSENCE OF PROTECTIVE COVERINGS ALL ITEMS MUST BE WRAPPED IN MOVING BLANKETS.
8. IT IS ALSO THE RESPONSIBILITY OF THE MOVER TO PROVIDE A PROTECTIVE COVERING TO PROTECT THE TILE FLOOR FROM GLASS FRONT ENTRY DOOR TO THE ELEVATOR DURING THE MOVING PROCESS. NO MOVE CAN BEGIN UNTIL THESE PROTECTIVE COVERINGS ARE IN PLACE.
9. UNDER NO CIRCUMSTANCES MAY FURNITURE OR OTHER BELONGINGS BE DRAGGED ACROSS THE HALLWAYS OR OTHER ENTRY AREA FLOORS. Dollies or hand trucks must be used at all times. The association's equipment (dollies, hand trucks and vacuums) will not be provided by the Association.
10. Moves are scheduled from 8:00 am to 5:00 pm, Monday through Saturday ONLY. No moves are allowed on Sundays and legal holidays.
11. When the move is completed, the walkthrough inspection may be repeated and any new damage noted at that time and acknowledged by the signature of the moving company supervisor and the Association's representative. Refusal of the moving company to sign the walkthrough inspection does not relieve the moving company of responsibility for any damage incurred.
12. Should a moving company disregard any of the above policies, his/her moving company will not be allowed future access to the community.