

SKYLINE PLAZA CONDOMINIUM

POLICY RESOLUTION NO. 2018-11

MOVE-IN/MOVE-OUT PROCEDURES & USE OF FREIGHT ELEVATOR

- A. The Management Office must be notified of all changes in occupancy prior to listing and/or renting the unit and after any changes in occupancy. The Office will update condominium records based on this information.
- B. All furniture and large objects must be moved in and out of the building through the loading dock and freight elevator only.
- C. All loading dock and freight elevator use for move-ins and move-outs shall be subject to a security deposit in accordance with the fee schedule.
 - C.1. The security deposit is payable by check to Skyline Plaza Condominium and shall be given to the Management Office a minimum of two (2) business days prior to the scheduled loading dock and freight elevator use.
 - C.2. The security deposit will be returned to the moving party upon completion of moving activities, pending a damage inspection and trash/dump verification conducted by a member of Skyline staff or a designee of the Board of Directors.
 - i. If the damage inspection reveals no damage to the building, including the elevator and loading dock, as a result of moving activities, the security deposit will be returned in full.
 - ii. For any damages or bulk items found as a result of moving activities, the cost of repairing the damage or hauling/removing the items, plus any administrative fees associated with the repair or removal, will be deducted from the security deposit.
 - iii. Any damages in excess of the amount of the security deposit will be billed to the moving party or the unit owner in the form of an additional assessment, if such charges are not paid in full after demand.

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D. All move-ins associated with a change in occupancy regardless of tenant or owner status shall be subject to an additional non-refundable move-in fee in accordance with the fee schedule.

D.1. The non-refundable move-in fee shall be payable by check to Skyline Plaza Condominium and shall be given to the Management Office at least two (2) business days prior to the new occupant's scheduled move-in.

D.2. The non-refundable move-in fee shall be applied in addition to the security deposit required for the use of the loading dock and freight elevator associated with the move-in.

E. Unit owners and tenants may reserve the building's loading dock and freight elevator.

E.1. Loading dock and freight elevator reservation requests must be made to the building's Management Office.

E.2. Reservations for loading dock and freight elevator usage for move-ins or move-outs must be made at least two (2) business days in advance of the desired date of usage.

E.3. Reservations for loading dock and freight elevator reservations for a specific date and timeslot will be accommodated on a first-come, first-serve basis.

E.4. Loading dock reservations for move-in and deliveries are limited to the following timeslots:

- i. 7am – 1pm (Monday to Saturday) or
- ii. 1pm – 7pm (Monday to Saturday)
- iii. Sundays and holidays – **No Moves Allowed**
- iv. Loading dock doors are locked at 7pm Monday – Saturday and closed on Sunday.
- v. No move-ins, move-outs, or deliveries are permitted through the side door of the loading dock at any time when the loading dock doors are locked.

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E.5. A moving party is limited to one loading dock and freight elevator timeslot per day (requests for exceptions must be made in writing and given to the Management Office). Due to the limited freight elevator availability, users may have to allow a delivery to access the elevator during a move-in or move-out.

i. If there is no reservation for the second reservation timeslot prior to the moving party's scheduled time, the moving party may make use of the available, non-reserved timeslot by notifying the Management Office (or the front desk on Saturdays).

ii. A moving party that exceeds its assigned timeslot reservation and encroaches upon the following timeslot or fails to return the freight elevator to regular use at 7pm will be deemed in violation of House Rules and Regulations.

F. Freight elevator operating hours for general use other than move-ins/move-outs are 7 am – 9:30 pm (7 days a week).

F.1. All oversize items must use the freight elevator.

i. Reservations for loading dock and freight elevator usage should be made at least two (2) business days in advance of the desired date of usage.

F.2. Trash and recycling must be brought to the trash room (B2) using the freight elevator.

F.3. Large deliveries including grocery deliveries must use the freight elevator.