

XYZcHOMEOWNERS ASSOCIATION

Move-in/Move-out Policy

This document sets forth the XYZ Homeowners Association's Move-in/Move-out Policy, intended to simplify the move-in/move-out process and to make sure that all costs incurred by the Association arising from a resident's move into or move out of the Project are absorbed by the Unit Owner responsible and not by the Association's membership at large.¹

1. Purpose

The Association is responsible for the management and operation of the Common Areas of the Association. The Common Areas are used by Owners as well as tenants. When a Unit is rented and tenants move in and out, the result is often added wear and tear to building components, and additional trash collection costs.

2. Rules

2.1 Notice: At least one week prior to a change in ownership or tenancy, the Unit Owner shall notify the Association of the following:

1. Name and address of new tenants or new owners; and
2. Date and term of new tenancy or date new ownership will commence; and
3. Date/time when existing residents will depart and when new residents will arrive.

2.2 Deposit: Anytime there is a change in tenancy to a Unit, the Owner must, at least one week prior to a change in tenancy, provide the Association with a deposit of \$250. This deposit is intended to defray expenses routinely incurred as a result of a change in residency. Applicable refunds will be provided with an accounting within thirty (30) days of the change of tenancy, or the notice of change of tenancy, whichever occurs later.

2.3 Use of Protective Floor Surfaces and Elevator Padding: Anytime there is a change in tenancy to a Unit that will require furniture and other large items to be moved, Owners must ensure that protective floor surfaces (such as cardboard or foam mats) create a pathway for travel from the Unit entryway to the elevator and/or building exit. If the elevator(s) will be used to transport furniture or other large items, protective padding must be placed on all elevator walls and protective floor surfaces must be placed on the elevator floor.

Owners may rent protective floor surfaces and elevator padding from the Association for a fee of \$25 per day. Requests to rent protective coverings must be made at least one week prior to the change in tenancy, at the time the security deposit is issued.

2.4 Damage to Facilities: Any damage caused during a move will be charged to the Unit Owner consistent with the CC&Rs. To avoid causing damage, furniture and other objects should not be dragged on unprotected surfaces, leaned against walls or railings, or pushed over railings.

¹ All capitalized terms shall have the meaning set forth in the Declaration of Covenants and Restrictions ("CC&Rs").

2.5 Hours Moving is Permitted: Moving in and out must be done only between the hours of 9:00 A.M. and 9:00 P.M.

2.6 Noise: Be considerate of neighbors and avoid unnecessary noise when moving through the Common Areas.

2.7 Moving Vehicle Parking: Vehicles used for moving must be parked on the street. Vehicles used for moving shall not block the driveway or block any parking space.

2.8 No Blocking Stairwells/Driveway Entrances: Furniture, moving vehicles, or other personal property shall not be left blocking stairwells, elevators, building entrances, driveway entrances or any other means of emergency egress.

2.9 Trash/Cleanup: All boxes and trash created by the move must be disposed of properly; and, if necessary, the Owner or resident should arrange for a special trash pick-up. No furniture, boxes, or other objects shall be dumped in the Common Areas or in the trash area. Unit Owners shall be responsible for any hauling or disposal costs incurred by the Association for any items which are not properly disposed of.

3. Fines and Penalties

A violation of this Policy may result in the imposition of fines and other penalties in accordance with the Association's enforcement policies and procedures and schedule of fines.

All amounts required hereunder are payable to XYZ Homeowners Association and should be sent to the property manager at the following:

XYZ Homeowners Association
Management Company

A copy of this Policy will be sent to all Owners at their official address in the Association's records. Owners are encouraged to keep this Policy with their important property documents.

Adopted by Resolution of the Board of Directors

_____, Secretary

_____, 201