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Meridian Condominium Owners Association
1400 East Ocean Blvd.
Long Beach, CA 90802

OPERATING RULES FOR MOVE-IN, MOVE-OUT AND MOVING LARGE ITEMS OR FURNITURE

1. All moving must be scheduled in advance with the Property Management Company. A security deposit and a non-refundable "move-in fee" must be paid in advance to the Property Management Company. These fees and deposits will be used as a deposit on administrative fees, security costs, and to cover the costs of repair or replacement of the Association's property if damaged during the move.

2. Coordination: The date and time of all moving activity must be agreed upon and arrangements made with the Property Management Company in advance. In addition, the Property Management Company must confirm the availability of the date(s) of your planned move.

3. Moving Days and Hours: Monday through Saturday: 8:00 a.m. to 6:00 p.m. There shall be no move-ins or move-outs on Sundays or recognized Federal holidays.

4. In scheduling your move, arrangements must be made to utilize the garage and/or the street to move your items in and/or out of the building. In any event, moving through the lobby is expressly prohibited.

5. There are certain doors/gates that cannot be propped open for security reasons. These are any doors/gates that allow access to the property. This can be an inconvenience, but it is intended to prevent non-resident access to the building. The pedestrian garage gate doors are ***not*** to be left open unless someone is present to ensure against unauthorized entry. The Management Company will arrange security during the move and will charge the costs to the owner.

6. During your move, all Association property and common area surfaces must be covered with protective coverings to prevent damage. Association property includes, but is not limited to, all doorways and elevators.

7. Elevator pads must be used when utilizing the elevator. The COA's elevator wall pads are stored in the cable room. You and your movers are

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required to install the pads and then remove them and place them back into the cable room when your move is completed. Care should be taken not to exceed the weight limits of the elevator (2500 lbs.)

8 Elevators may only be shut off during loading and unloading of the elevator itself and must be released immediately upon notification of an emergency. You must arrange with the Management Company to use the elevator control key which can be signed out from the lobby office.

9 Damages: Any damage caused to any Association property or common area must be reported to the Property Management Company within forty eight (48) hours. The owner(s) will be assessed for any damage to the Association property or common area that occurs during the move-in or move-out process done by owner(s), residents, prospective residents, owner's renters (lessees), and/or professional movers or others.

10 If you are utilizing professional movers or other contracted help, you are responsible for providing them with a copy of these Operating Rules and ensuring they comply. Any damage caused by one of these workers is your responsibility.

11 Moving vehicles must not block doors, gates, or parking spaces.

12 All packing materials, including boxes and trash related to any move, must be removed from the premises. These items are <u>not</u> to be placed or deposited in the COA's trash bins located in the garage area.

13 The area during the move must be cleaned completely by the stop-move time indicated by the COA moving hours. No other activity regarding the move may go on in Association property or the common areas after the stop- move time.

14 <u>The owner must provide a copy of the Operating Rules, the Bylaws, and the CC&Rs to his/her renter, and/or successor in title</u>.

If you have any questions about these Operating Rules please call the Property Management Company prior to moving.

Please note* Per the Meridian COA Operating Rules: "Appointment Only" permits no "Open House" for a unit for sale or lease. The seller or seller's agent is required to set up an appointment, meet the prospective client in the lobby, and show the unit on an individual basis. At no time shall a prospective buyer or client be left unattended in the building or anywhere on the property.