MOVING IN/OUT
INSTRUCTIONS & POLICIES

Effective 5/27/2024

BEFORE THE MOVING DAY

1. **Owner calls the property management company to schedule their move at least seven (7) business days in advance.**
   - Moves may only occur on weekdays (Monday – Friday) between 8:00am and 6:00pm.
   - Moves are not allowed on the weekends (Saturday – Sunday) or on these holidays: New Year's Day, Easter Day, the first two (2) days of Passover, Memorial Day, July 4th, Labor Day, the two (2) days of Rosh Hashana, Yom Kippur Day, Thanksgiving Day, and Christmas Day.
2. **Owner completes and sends a signed copy of the FORM to the property management company, acknowledging they accept the terms and conditions laid out in this document.**
   - The Owner is responsible for familiarizing themselves and their designated representative, if applicable, with all contents of this document and any additional referenced document, therein.
   - The name of any designated representative must be included on the FORM.
3. **Once the FORM is received, the property management company places two (2) charges on the Unit Owner's account, which the Unit Owner can pay as they normally would (e.g., by paper check, e-check, or credit card).**
   - Charge #1: a refundable deposit of $500
     - This covers the costs of any damage, repair, cleaning, losses, or other liabilities of the Common Areas or Limited Common Elements that results from the move, regardless of being caused by the Owner, their representative(s), or hired movers. This includes the costs to remove any unwanted boxes, furniture or debris left in the unit, storage unit, or garage after the move.
     - If such costs are less than $500, the unused portion will be refunded to the Owner by the property management company within 30 days of the move.
     - If such costs are more than $500, the Owner will be charged accordingly.
   - Charge #2: a non-refundable fee of $200
     - This covers the costs associated with monitoring and securing the building during the move, which will be supervised by a Moving Supervisor for up to five (5) hours.
     - If a move takes longer than five (5) hours, the Owner will be charged an additional $50 per hour.
4. **Property management company assigns a Moving Supervisor (MS) and provides the Unit Owner with their name and phone number prior to move-in; MS reserves an elevator for the day of the move.**
   - To cancel or reschedule a move, please contact the property management company at least 24 hours in advance.
   - A cancelation fee may be charged for failing to provide advance notice.
5. **Unit Owner contacts the assigned MS to confirm the moving date and time and receive any further instructions.**
6. **If pets are to be on the premises at the time of the move, Unit Owner must plan for their care.**
   - Pets must be restrained at all times either by a leash (6' or shorter), a secured cage, or confined to the Unit.
7. **On moving day, the Owner or their designated representative arrives and makes contact with the Moving Supervisor, follows all MOVING DAY INSTRUCTIONS, and remains on-site for the duration of the move.**

MOVING OUTSIDE OF THE SCHEDULED MOVE DATE?

- Before or after the "big" move, Unit Owners may use the elevators to bring small boxes or small items, but not furniture or appliances. Owners may **not** prevent others from using the elevators.
- Vehicles used for loading or unloading items must be done through the garages (**never** through the lobby).

PARKING

- No vehicles are allowed to park in the circle driveway to load or unload items – this is a Fire Lane.
- Parking on sidewalks or grass is strictly prohibited; Owners will be liable for any damage to the building or grounds.
- All vehicles other than moving trucks must park either in the owner's designated spot in the garage or the parking lot.
- It is the Unit Owner's responsibility to inform their moving company that 18-wheelers are **not** permitted on the property; they may be parked along Green Tree Road.

FOBS, KEYS, REMOTES

- Fobs are specifically coded to each unit and unlock the front entrance door in the vestibule as well as each garage door leading into the lobby. When a fob is placed near an electronic pad, the door will unlatch and open automatically. The door will remain open for 15 seconds and then close. Allow the door to operate independently; do not assist.
- Green keys unlock the exterior pedestrian doors on all sides of the building, as well as the Library, Fitness Room, and Utility Room doors. They do not open the entrance doors to the building, in the vestibule.
- Unit keys unlock the entry door to an individual Unit as well as the door to that Unit's deeded storage room.
    - Note: Only storage units with locked doorknobs can be opened with a Unit's entry door key. All other storage units need padlocks to be secured, which must be provided by the Owner.
- Each unit comes with a small mailbox key to open the associated Unit's mailbox, located in the lobby.
- A garage door opener remote control opens the north or south garage door. It is used only when entering the garage. When leaving the garage, the door will automatically open when a vehicle crosses the hose on the garage floor. Once open, the doors will remain open for 15 seconds and then close. Allow the door to operate independently; do not assist.
- Moving **OUT**? Label unwanted keys/fobs and drop them in the mailbox across from the elevators (lobby floor).
- Moving **IN**? For additional keys & fobs, or to repair/replace a garage door opener remote control, submit a Maintenance/Work Order Request. Forms are located in the wall file pockets across from the elevators (lobby floor) as well as in the black mailbox on Maintenance Manager's office door in the North garage, next to the lobby door.

CARTS

- Large utility carts are kept in the utility room on the 1st floor.
- Small utility and garment carts are kept inside both garages, near each lobby entrance door.
- All carts must be returned promptly after use.

TRASH/RECYCLING

- Owners must follow existing trash/recycling protocols found in the Association's Rules in the Governing Documents.
    - More specific instructions can be found in the "Trash & Recycling Information" document located on the property management website, as well as in the file pockets on the wall across from the elevator on the lobby floor.
- Moving **OUT**? Schedule and pay for bulk pick-ups in advance by contacting GLC's current waste disposal company.
- Of special importance, **never** dispose of glass down the **trash chutes**.

MOVING DAY INSTRUCTIONS

1. About 60 minutes prior to the movers' arrival, the Moving Supervisor (MS) prepares the elevator with protective padding, gets the key to lock the elevator, and blocks off the reserved elevator with a cone.
2. About 30 minutes prior to the movers arriving, the Owner (or their designated representative) meets with the MS to:
    - Review moving procedures.
    - Identify the best route for the movers to access the Owner's Unit.
    - Exchange phone numbers. *(Note: Owner may share the phone number of the MS with the movers upon arrival.)*
3. About 10 minutes prior to the movers' arrival, the Owner notifies the MS to open and secure the north garage door.
4. When the movers arrive, Unit Owner instructs them to park their truck to the side of north garage door entrance, allowing space for cars to move in and out.
5. Once parked, the movers, Unit Owner, and MS discuss the need for a staging area, as designated by the MS.
    - Possible staging areas include the space behind the moving truck just outside or inside the garage, the Owner's parking space, or another area designated by the MS.
    - Staging is **not** allowed in the lobby, in front of the elevators, or hallways.
    - Items may **not** be stacked or leaned against common area walls.
    - Items should be moved directly between the Unit and the staging area/moving truck.
6. The MS locks off the elevator door and the movers begin their work.
    - MS must be informed if anyone associated with the move needs to leave the building property.
7. At the end of a move, the Unit Owner clears the hallways, elevators, and lobby of all debris.
    - Boxes must be flattened and placed in the recycling bins in the garages. If they don't fit, place them neatly next to the recycling bin.
    - All packing materials must be disposed of properly (e.g., recycle paper, dispose of Styrofoam, etc.).
8. Owner shall notify the MS when the move is completed.
9. The MS checks all areas used during the move for damage and/or debris and reports their findings to the property management company.

MOVING IN/OUT FORM

Effective 5/18/2024

OWNER CONTACT INFORMATION

Name: _____ Unit #: _____

Phone: _____ E-mail: _____

OWNER IS MOVING *(Check One)*: ☐ IN ☐ OUT **DATE OF MOVE:** _____

ADDRESS *(If moving in, list previous address. If moving out, list forwarding address.)*

Street: _____

City: _____

State: _____ Zip: _____

FOR THE MOVE, OWNER USING *(Check One)*: ☐ **INSURED MOVING COMPANY** ☐ **OTHER**

MOVING COMPANY INFORMATION

Name: _____

Agent: _____

Certificate of Liability & Worker's Compensation Insurance Information:

Company Issuing Insurance Policy: _____

Insurance Policy Numbers: _____

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BY SIGNING BELOW, THE OWNER UNDERSTANDS & AGREES:

- The Owner will receive a fine of $500 if they fail to schedule a move or adhere to the Moving Instructions & Policies.
- The Owner will be responsible for any damage or injury resulting from the move, including but not limited to cleaning, repair, or replacement of any damage to Association Common Elements connected with the move.
- For damage repair to Association Common Elements greater than $500, the Owner will be assessed charges for on a time & materials basis.
- Any charges or fines assessed will be collected in accordance with current GLC Rules & Bylaws.

Owner Signature: _____ **Date:** _____

Submit this form AND a copy of the moving company's Certificate of Liability & Workers Compensation Insurance to Hunt Management by mail or send an email to the Property Manager, Heather Sadler (hsadler@huntmanagment.com).

For questions, contact Heather Sadler (262.238.1480 or hsadler@huntmanagement.com) or the assigned Moving Supervisor.