

MOVING Rules *(revised Jan. 26, 2023)*

(These rules also apply for delivery or removal of large items)

The Eastwood Owners Association requires all unit owners and residents to comply with the following rules regarding moving (in or out). These rules also apply to deliveries or removal of large items such as furniture, appliances, and bathroom or kitchen fixtures. The goal is to provide the least amount of disruption to neighbors, maintain building security and prevent damage to the building or elevator.

1. New occupants, whether owners or renters, must meet with the property manager at least seven days before the moving day to schedule the installation of elevator pads as well as to be informed on the procedures for moving. A \$125 moving fee is to be paid seven days prior to the move. If the fee is NOT paid seven days in advance, the owner or renter will be fined \$300 in addition to the \$125 moving fee.
2. It is the responsibility of the owner to inform their renter or the moving and delivery company that deliveries or removals are to be made through the garage and are to follow the instructions below.
3. Current residents planning to move **out**, or expecting a large item removal or delivery, must contact the Eastwood office (262-661-4284) even days prior the move to notify the Property Manager of the moving date or scheduled delivery. The Property Manager will arrange for installation of elevator pads and advise where the movers or delivery team should park the truck to have best access to the unit.
4. All moves must occur through garage entrances only. This means that trucks for moves into 1818, 3838 and 3916 buildings must park on Shorewood Blvd. Moves into 1906 must park in the Shorewood Blvd. lot or on the street. Moves into 3942 must park in the Oakland Avenue parking lot. NOTE: No vehicles are allowed in the courtyard.
5. Moving vans and delivery trucks must not block garage entrances, parking spaces or emergency exits.
6. In consideration of neighbors, moving is allowed only between the hours of 8:00 am and 8:00 pm.
7. In order to maintain building security and prevent unauthorized access, overhead garage doors or nearby garage service doors may be propped open *only if they are fully attended at all times*. If there is no one to monitor these doors, movers must close them as each load passes through. You will get instructions on how to safely prop open the overhead garage door from the Property Manager. Violation of this security requirement can result in a fine of \$300.
8. Interior fire doors in the hallway between elevator and your unit may be propped open during the move but must be closed after the move is completed.
9. Elevators may be held open briefly, but only for three minutes per load. Each building has only one elevator. Holding the elevator longer to completely fill it prevents access to other residents.
10. Boxes and other items being moved must not block doorways, walkways, or elevator access. This creates a fire safety hazard and is an inconvenience to other residents. The only staging area permitted is the appropriate parking space connected to your unit.

1. Packing materials must be disposed of as follows:
 - a. Normal corrugated moving boxes must be emptied, flattened, and stacked carefully near the recycling bin. (Use good judgment here. If you fill the bin with flattened boxes, there will be no room for your neighbors' recyclable materials.)
NOTE: The U-Haul store at 505 E. Capitol Drive accepts drop-off of flattened moving boxes and packing materials for re-use by other movers (free). As you unpack, break down boxes and load your car for easy drop-off.
 - b. Packing paper must be flattened, stacked, and discarded in the recycling bin.
 - c. Shredded packing paper may be discarded in the recycling bin.
 - d. Styrofoam, packing peanuts, plastic bags, and plastic air pillows are not recyclable items. They must be discarded in the trash/garbage bin.
 - e. If new appliances, cabinets, remodeling materials, and other large items are delivered on a wooden pallet or in large shipping containers, those items must be removed by the delivery team. They cannot be part of our weekly trash/recycling pick up.
11. Any damage done to Eastwood property during a move or delivery is the responsibility of the unit owner. The Association will perform repairs or replacement as necessary. The Unit Owner will be assessed for those costs. If damage occurs during Owner/Renter moveout, the Association will take other collection action against the former owner including, but not limited to, pursuing a lawsuit for monetary damages. If successful, the former unit owner is also responsible for the Association's attorney fees and other costs of collection.
12. It is the intention of the Eastwood Board of Directors to enforce these rules. Any resident or unit owner who violates these rules will be subject to an immediate fine ranging from \$50 to \$300.