

APPROVED REVISED MOVE POLICY

TO: ALL OWNERS OF KING FARM VILLAGE CENTER II
CONDOMINIUM

FROM: SHIREEEN AMBUSH, PCAM
PROPERTY MANAGER

DATE: JANUARY 20, 2014

RE: APPROVED REVISIONS TO MOVE-IN/OUT POLICY

As all unit owners were previously notified, the Board of Directors for King Farm Village Center II Condominium met on January 14, 2014 at which time they discussed several revisions to the existing move in/out policy which are necessary based on recent incidents that have occurred during recent moves in/out of the 3 buildings. **The Board voted unanimously to approve the revised move in/out policy as follows:**

POLICY:

The owner of the unit or his/her representatives must supervise the entire move from start to finish to ensure that no damage is caused to the building and that all provisions of the move policy which are listed below are adhered to during the move. Violation of this first and foremost provision will result in a separate fine of \$250. Violation of any other provisions of the move policy will result in a fine of \$500 per violation.

1. Moves (in or out) must be scheduled with the management company, Abaris Realty, in writing by the owner of the unit at least seven (7) days in advance of the move date.
2. Moves must take place between the hours of 9 a.m. – 5 p.m. No moves will be permitted on Sunday or on any major holiday.
3. Only one move per day will be permitted, and will be scheduled on a first come, first served basis.
4. The scheduling of the move in advance will ensure that the elevator key can be obtained from Management a day or so prior to the scheduled move. The elevator key should be used to hold the elevator door open while loading and unloading the elevator so as not to cause damage to the elevator by propping open the door with objects.
5. The elevator door must be unlocked immediately after loading or unloading the elevator. Since the building only has 1 elevator which is necessary for residents to access their units on upper floors, the elevator door cannot be locked for any extended period of time.

6. Elevator pads are located in the electrical room or sprinkler room located off of the garage hallways in the building and must be placed in the elevator prior to the move and then taken down and put away after the move is over. The elevator pad installation and removal is exclusively the responsibility of the resident/owner of the unit involved in the move.
7. Please note that if you are an existing resident who wishes to move large items of furniture into or out of your unit, elevator pads may be necessary and if you wish for them to be put up, please contact the management company and necessary arrangements will be made to provide the elevator key.
8. At no time during the move may any of the building doors be propped in the open position. This compromises the safety and security of the building.
9. No furniture or other items may be propped against the walls inside of the building as this causes damage to the walls.

FEES:

1. A non-refundable \$150 move-in and move-out fee will be charged to any new tenant or owner moving into or out of the building.
2. The move fee will be charged to the condo fee account at the time the move is scheduled with the management company.
3. No move fee will be charged to any owner who is simply moving a few items into or out of the unit.
4. Move-in fees are charged only for entire moves into the building.
5. There is a refundable key deposit in the amount of \$50 which must be paid at the time the elevator key is picked up from management.
6. The key deposit must be issued as separate form of payment from the move-in fee which will be refunded immediately following the return of the elevator key to Abaris Realty.

DAMAGE:

Any damage to the building caused in the process of the move will be the responsibility of the owner. Care must be taken to protect the ceramic flooring in the lobby and elevator. The cost of restoration of any damage caused by the move will be in addition to the \$150 move in fee.

PENALTIES:

Any owner or tenant moving without scheduling in advance will be stopped immediately. Any owner or tenant who violates any provision of the move policy (including scheduling) will be fined \$500. All fines will be added to the condo fee billing and will be deducted first from any subsequent payment on the account of the unit.

We thank you for your support on the approved policy which we feel will be in the best interest of all owners of the building. As always, if you should have any questions, please free to contact me directly at the above letterhead number.