

## **RULES & REGULATIONS: SECTION 11:**

### **MOVING/DELIVERIES**

11.1 Arrangements for deliveries of furniture, appliances and other large items must be made at least 24 hours in advance and move-in /out arrangements must be made at least 48 hours prior to the move-in/out. Elevator pads must be installed.

11.2 The service entrance referred to throughout this document means the inside core service entry (the non-dumpster entry). The dumpster/disposal areas, the outside wing entries, lobby or patio doors are not to be used for said moving or deliveries.

11.3 Emergency health care services, oxygen tanks, floral, parcel services, sundry print material and food deliveries are the only authorized deliveries to be made through the front entrances of the buildings.

11.4 The service entrance door may not be left opened or unattended at any time during the delivery. On completion of the delivery, the service entrance door must be securely locked.

11.5 A one time, non-refundable move-in/out fee is required upon establishment of a residence at Dana Point or moves from one Unit to another Unit either within the same building or to another building. The move-in Fee must be paid ten (10) days prior to moving in. No Move-In Permit or Recreation Facility Passes will be issued until the moving fee is received.

11.6 The pertinent areas being used for deliveries or the move-in/out will be inspected by a Board member or its nominee before and after a move-in/out. Any damage caused by the move-in/out will be charged to the new or existing Unit Owner. Any damage caused by an Owner's tenant moving in or moving out shall be charged to the Unit Owner.

11.7 A Moving Permit is required for all move-ins and all move-outs. The Moving Permit is issued on receipt by the Management Company of the notice and deposit as required in these rules. The Moving Permit must be shown upon request to any Board member or representative of the Management Company during the moving process. If violation(s) of the Moving Rules are observed the Owner is subject to a fine of a minimum of \$50.00.

11.8 Moving hours are Monday through Saturday from 7:00 A.M. to 8:00 P.M. Moves are permitted on Sunday from 10:00 A.M. to 4:00 P.M. The Association reserves the right to stop moves, which begin before or extend beyond the above designated hours.

11.9 Only one move at a time for each building is permitted.

11.10 Moving of furniture, appliances and household belongings shall be through the service entrance only and must not be made through the lobbies. Any damage caused will be charged to the new or existing Unit Owner, or Unit Owner's tenant.

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11.11 The service entrance door may not be left opened or unattended at anytime during the moving process. Upon completion of the move, the door to the service entrance must be secured.

11.12 Only those vehicles containing articles to be delivered or moved are allowed to park in the service entrance fire lanes. Once the vehicles are full or emptied, they must be moved to the parking lot. The vehicles parking lights should be set to "flashing mode" and the Moving Permit should be prominently displayed on the vehicle's dashboard and the engine shall be turned off. The Village of Arlington Heights has jurisdiction over all Dana Point fire lanes and supersedes the contents of this paragraph.