

**NEUSTETERS BUILDING CONDOMINIUM ASSOCIATION, INC.**

**RULES AND REGULATIONS FOR MOVING IN/OUT AND FOR LARGE DELIVERIES**

Adopted February 15, 2007

The following rules and regulations have been adopted by the Neusteters Building Condominium Association, Inc. ("Association") pursuant to Colorado statutes, for moving in/out and for large deliveries.

1. All moves into or out of the building or deliveries of large items must be coordinated through the Building Manager.
2. Except for suitcases, mail and small package delivery, the moving of furniture or other items of any kind through the 16th street entrance is prohibited.
3. Residents may occasionally use the Stout Street entrance to move small items, but not appliances.
4. Either the owner or Renter must make advance arrangements for the reservation of the service elevator with the Building Manager at least two working days before the move date. Advance arrangements will include providing the Building Manager with:
  - A. Move-in
    - 1) \$200 refundable deposit,
    - 2) The date and time of the scheduled move (The reservation must be confirmed by the Building Manager before the use of the elevator.),
    - 3) In the case of a new owner, a legible copy of the warranty deed; in the case of leased units, a legible copy of the lease,
    - 4) A signed copy of the storage agreement,
    - 5) A signed copy of the parking agreement, if applicable,
    - 6) Name, address and phone number of moving company.
  - B. Move-out
    - 1) \$200 refundable deposit,
    - 2) The date and time of the scheduled move,
    - 3) Name, address and phone number of moving company.
    - 4) Forwarding address of the departing resident.
  - C. Deliveries
    - 1) \$200 refundable deposit,
    - 2) The date and time of the scheduled delivery,
    - 3) Name, address and phone number of delivery company
5. All moves must be made between the hours of 8:00 A. M. and 8:00 P. M.,. Up to two (2) moves per day will be permitted. Moves will be scheduled on a first come-first served basis.
6. Any vehicle used for moving in or out of the building is to be parked and unloaded in the loading dock area (only with an official pass issued by the adjacent property owner; violators will be towed at vehicle owner's expense: see item #13) or by appointment with the Building Manager at the alley dock.
7. Professional moving companies used for moves must be properly bonded and insured.
8. Up to a \$200 fine will be assessed if a resident fails to meet the following conditions:
  - A. The Building Manager is given the required two (2) working days advance notice,
  - B. The move is conducted within the prescribed hours and on the prescribed days,
  - C. The Building Manager is provided with a signed copy of the lease or deed and storage and parking agreements.
  - D. No damages have occurred to the common elements in the building. (The determination as to whether damages have occurred will rest solely with the Building Manager.) If there is damage to the common elements, the Building Manager will obtain an estimate of damages and the owner of the unit will be billed.
  - E. The required fee is paid in advance of the move
9. Only the service elevator may be used for moving in or out and for large deliveries
10. All parties involved in a move or delivery will be responsible for the clean up of packing materials, litter, debris, etc. left in the hallways, service elevator, or any other common area. Boxes and any other

material used in the move must be broken-down and disposed of on the trash dock. Owners will be assessed for any clean up required because of the move.

11. The Building Manager will establish and maintain a move-in/out log showing all such activity, including reimbursements, and costs to the Association incurred through damage to, and clean-up of, the common elements.

12. The Schedule of Fines notwithstanding the failure to comply with any provision of the move-in/move out rules and regulations may result in the imposition of a \$200 fine per incident.

13. The following policy will apply with regard to use of the commercial loading dock, which is not owned by Neusteters Building Condominium Association, Inc.:

A. Any person wishing to park in the loading dock area for moving or deliveries must first request and be granted access and check out a "Dock Parking Authorization" pass from the Parking Garage Office, located at 1520 Stout Street. Appointments to check out a pass must be made by calling the Parking Garage Office at 303-825-PARK (7275) and speaking to the Parking Garage Manager between the hours of 9:00 a.m. and 3:00 p.m. Monday through Friday.

B. A twenty-dollar (\$20) deposit is required for pass checkout and is due at the time the pass is issued. The deposit may be refunded only if the "Dock Parking Authorization" pass is returned according to these rules. Passes are valid for the day they are issued only, except any weekend moves (see below). If a pass is held overnight, the holder of that pass shall forfeit the deposit and in addition, any vehicle displaying that pass may be towed, without notice, from the loading dock at the vehicle owner's expense.


C. Arrangements for the use of the pass for a weekend move into or out of the Neusteters Condominium Building must be made before Noon the Friday before the scheduled move with the Parking Manager. The pass will be valid for the weekend it is checked out and must be returned to the Parking Garage Office no later than Noon on the Monday following the move. All other rules described will apply to weekend moves.

D. Any vehicle parked in the loading dock area that does not display a valid pass checked out through the Parking Garage office may be towed, without notice, from the loading dock at the vehicle owner's expense.

E. "Dock Parking Authorization" passes will be issued at the sole discretion of the Parking Garage Manager.

**PRESIDENT'S CERTIFICATION:** The undersigned, being the President of the Neusteters Building Condominium Association, Inc., a Colorado non-profit corporation, certifies that the foregoing rules and regulations were adopted by the Board of Directors of the Association, at a duly called and held meeting of the Board of Directors on February 15, 2007, and in witness thereof, the undersigned has subscribed his/her name.

**NEUSTETERS BUILDING CONDOMINIUM ASSOCIATION, INC.,**  
a Colorado non-profit corporation

By:  2-20-07  
President