

## TERRACE FALLS CONDOMINIUM OWNERS' ASSOCIATION

### Guidelines for Moves

**To protect the Terrace Falls Common Areas and Facilities from damage and from entry by unauthorized persons, all Owners, Lessees and Movers must follow these Guidelines when moving into or out of a Unit in the building.**

#### A. Contact Information.

Terrace Falls Moving Committee Chair: Arline Holbrook (801) 703-5763, [arlinejh@gmail.com](mailto:arlinejh@gmail.com)

#### B. General Guidelines.

1. **Notice of Moves:** Owners or Residents moving into or out of Terrace Falls must provide at least 72 hours' notice of the move to the Moving Committee Chair.
2. **Timing of Moves:** Ordinarily, moving activity may not occur before 8:00 a.m. or after 9:00 p.m. In extenuating circumstances, the Moving Committee Chair or the Terrace Falls Board may grant exceptions to these time frames.
3. **Building Access:** All items must be brought in from the outside, or removed, only through the 1<sup>st</sup>, 3<sup>rd</sup> or 4<sup>th</sup> Floor garage overhead vehicle doors or the 2nd Floor north elevator lobby but never through the doors of the main east or west lobbies or through the 6<sup>th</sup> floor fire exit door, unless the Moving Committee Chair or the Board grants an exception, in advance.
4. **Parking:** When vehicles are being loaded or unloaded, they may be parked on the west (downhill) side of the 1<sup>st</sup>, 3<sup>rd</sup> and 4<sup>th</sup> floor driveways (weather permitting), in a parking spot in visitor parking, or on a city street. They should provide sufficient space to allow other vehicles to enter and exit through the garage doors or visitor parking. Vehicles must not be parked in the main 2<sup>nd</sup> floor entrance breezeway. Vehicles may be parked inside resident garages if they fit completely within the assigned parking space of the Unit.
5. **Use of Elevators:** We have three elevators at Terrace Falls, West, North and Main. The Main elevator has a significantly higher ceiling than the other two, which can better accommodate large or tall items. Scheduling an elevator (if one will be needed) must be done at least 72 hours in advance of the move with the Moving Committee Chair who will show you where the wall and floor coverings for the elevators are stored. Owners are responsible for putting the coverings up in the elevators before the move and removing them afterward.
6. **Preventing Damage – Moving Dollies, Hand-Trucks and Carts:** Items too heavy to be hand-carried must be transported on moving dollies, hand trucks or on carts with soft rubber tires. Terrace Falls has moving dollies and hand trucks available that are stored in the room South of the main 2<sup>nd</sup> floor lobby and to the left of the Shop. Carts located in the Terrace Falls garages should not be used for moves so they are readily available to other Residents for their use throughout the day. Caution should be exercised to prevent damage to the elevator, floors, carpets, walls, entryways or doors of the building.
7. **Storage and Removal of Personal Property:** Common Areas are not to be used for the unattended storage of personal property, moving boxes or materials before, during or after the move-in or move-out process.
8. **Use of Dumpsters and Recycling Bins:** Household waste that is normal in type and reasonable in amount, such as the food to be discarded when a refrigerator is cleaned out, or paper towels and rags used in the initial or final cleaning of a Unit, may be discarded in Association dumpsters. However, the space in the Terrace Falls dumpsters and recycling bins is inadequate to

accommodate a mass of packing materials and boxes from a household move-in, or to accommodate a mass of discarded furniture or other personal property from a household move-out. Owners, Lessees and Movers must make arrangements to dispose of these types of materials offsite at the conclusion of the move.

9. **Security:** Building entrances, hallway doors and garage doors must never be propped (or locked) open while unattended.
- C. **At the Completion of the Move.** Owners and Lessees must notify the Moving Committee Chair that the move is done. They will quickly check the areas where the move took place for damage and abandoned belongings and notify the Owner/Lessee of any immediate concerns. If key fobs, access cards or garage door openers were given to the Mover, they must be returned by the Mover before the Mover departs the building.
- D. **Reimbursement for Damages.** If any costs are incurred by the Association in remedying damage to the Common Areas or to other Units, these costs shall be reimbursed by the Owner, Lessee or Mover. The Association's failure to identify damage at the completion of the move is not intended to be a waiver of the Association's right to reimbursement for costs incurred in remedying that or any other damage.
- E. **Acknowledgement and Agreement to Comply.** I hereby acknowledge that I have received this document, have read it, and fully understand it. I agree to fully comply with all of its provisions.

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Date of Move

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Planned Garage Level to be used for the Move

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Planned Elevator to be used for the Move (West, Main or North)

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Signature

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Printed Name

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Unit Number

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Date Signed