

## **House Rules Addendum No. 2**

### **Move In and Move Out Rules**

These Move In and Move Out Rules supersede and replace previous move in and move out requirements found in other Association Documents.

**Notice.** Owner will give the Manager, currently Matt Mendenhall of Welch Randall Property Management, 5300 South Adams Avenue Pkwy, Suite #8, Ogden, UT 84405 or email Matt Mendenhall, matt@welchrandall.com, within five business days prior to any move in or move out, written notice of his/her intent to move in and or out of a Unit. A copy of the notice shall also be given to the Onsite Maintenance Manager (Maintenance Manager) at the same time. Details of the move, includes dates and times for when the Building's elevator will need to be padded, must be outlined in the notice. Owner or a representative of the Owner must be onsite for the period of time the move is occurring.

**Contractors.** All moving contractors must be licensed and bonded and with proof given to the Manager when notice of the move is due.

**COVID 19 Building Rules.** All notices on doors and entryways into the Building will be strictly adhered to by Owner and any movers regarding current COVID-19 building requirements.

**Access in and out of the Building.** The Units on the second level may use the second-floor east side doors to move. All other Units will use the first-floor east doors and/or garage level entrance.

**Elevators.** The use of the elevators is permissible for moving. The elevators must be padded, which requires coordination with the Manager and should be provided in the notice. Any oversized piece of furniture must go up the east side emergency stairwells or craned in. Elevators may not be blocked or kept open for any extended period of time.

**Common Areas.** Common Areas may not be blocked or used as a storage site. All areas including the floor landings and entryways into the Building must be kept free of furniture and boxes.

**Parking.** Trucks and vehicles brought onsite by Owner's movers will park on the street. Access to the Building and appropriate entrances will be coordinated with the Maintenance Manager.

**Moving Hours and Days.** Hours for moving will from 8am to 5pm Monday through Saturday. No moves will be allowed on Sundays or federal or state holidays.

**Damages.** Owner will be responsible for all damages any move causes to any Common Areas, other Units or Limited Common Areas belonging to a different Owner.

**Removal of boxes and moving materials.** Owner may not use the Association's dumpsters or recycling bins for any of the garbage or recycling resulting from his/her move. Moving materials will be removed and taken offsite by the Owner. All moving material that is left on site (i.e. boxes that Owner will unpack) and is intended to be thrown away in the Association's dumpsters or recycling, must be coordinated and agreed to in writing with the Maintenance Manager.



**Security Deposit.** A \$3,000 security deposit check, made out to the Manager, will be given to the Manager at least two (2) days prior to any initial moving dates. The check will be deposited and funds will be returned, less any costs for damages, along with written verification by the Maintenance Manager that the move has been completed in accordance with these Move In AND Move Out Rules, within two (2) days of the completion of the move.