

## Laurel Bay Community Association

### **MOVE-IN/OUT POLICY**

1. The elevator may be reserved, for intermittent use for large item deliveries or for moving in or out of a unit, through the Management Company, Professional HOA Consultants, Inc., at [laurelbay@phoac.com](mailto:laurelbay@phoac.com) or (619) 229-0044. The "Move-In/Out Elevator Reservation Application" form is also available on the website and the Caliber Portal. Reservations should be made at least **two (2) weeks in advance** of the move to ensure reservation of the elevator. Exceptions will be considered by the Board of Directors. A non-refundable fee of \$200.00 payable directly to the Association's Agent, JLS Moving Solutions, for each move as well as a refundable security deposit payment by check (only) in the amount of \$300.00, made payable to "Laurel Bay Community Association." The completed application must be submitted to the Agent, JLS, at [booksd@jlsmovingolutions.com](mailto:booksd@jlsmovingolutions.com) no later than one (1) week prior to the move or furniture delivery, and the Agent will take payments in person.

2. A Certificate of Insurance in the amount of \$1,000,000 naming Laurel Bay Community Association and Professional HOA Consultants, Inc. as additional insured must be provided one week prior to move in/out. The Certificate may be emailed to [laurelbay@phoac.com](mailto:laurelbay@phoac.com) or mailed to Laurel Bay, c/o Professional HOA Consultants, 8181 Mission Gorge Road, Suite E, San Diego, CA 92120.

3. Each move or delivery is granted a 4-hour block of time which must take place between the hours of 8:00 a.m. and 5:00 p.m. during a one-day period and may be conducted any day of the week. Exceptions will be considered by the Board of Directors at an additional expense to those listed. The elevator protective padding and floor mats will be installed by the Association's agent and must remain in place throughout the entire move.

4. Since elevators have the dual purpose of moving people and goods, it is imperative that discretion be exercised to avoid undue tie-up of elevators. Loads must be accumulated or cued up in the lobby and hallway in such a manner as to allow for residents to safely pass and to intermittently release the elevator for passenger use. Ram Board or similar temporary protective floor covering must be placed over all carpeted hallways and elevators in which items transported.

5. Appropriate precautions must be taken when moving anything in and out of the elevator, walkways, stairs, or hallways to avoid damage, dirt or unnecessary noise. Dollies will not be permitted if they have unsuitable wheels as they are likely to cause damage to the floor surfaces. Use of Ram Board and Ram Board Seam Tape or similar product (heavy-duty temporary protective floor covering) is required on all carpeted flooring, and seam tape may NOT be taped directly to carpet. Owners shall be responsible for general clean-up of hallways, elevator and lobby after each move.

6. Once the move is complete, the Association's Agent will inspect the elevator, hallways, lobby, and etc. to ensure all areas have been left clean and no damage has occurred. At that time, an inspection checklist will be completed, signed and returned to the Management Company.

7. Charges: In addition to the Move-In/Out charges and fees, the Board of

Directors reserves the right to charge the owner for all damages noted in the post-move inspection report directly to the Owner's account for costs that exceed the \$300.00 deposit amount. These charges will be assessed as soon as estimated repair costs or penalties, including fines for a false alarm caused by breaking a ceiling fire sprinkler, can be determined. A penalty of \$500.00 will be charged to any owner's account if it is determined that a move occurred without the required coordination as specified in this policy. Finally, the Association will assess an Owner's account to recover returned check charges and other bank processing fees resulting from non-sufficient funds (NSF) checks.

8. Final Notification: Upon completion of the move-in/out inspection, written notification will be provided to the Unit Owner including a copy of the inspection checklist and a description of any and all damages incurred from the move-in/out activity. If no damages are incurred, a check for the \$300.00 security deposit will be issued to the Owner within 15-20 business days of receipt of the final report.

## Laurel Bay Community Association

### **MOVE-IN/OUT ELEVATOR RESERVATION APPLICATION**

Unit Owner Name \_\_\_\_\_

Resident Name (if applicable) \_\_\_\_\_

Contact Name \_\_\_\_\_

Contact Phone Number \_\_\_\_\_

Unit Address \_\_\_\_\_

Date of Move \_\_\_\_\_

Check one: ☐ Move-In ☐ Move Out

Move to take place from: \_\_\_\_\_ AM/PM to \_\_\_\_\_ AM/PM.

(Each move is granted a 4-hour block between the hours of 8:00 AM – 5:00 PM ONLY)

Directory Information: (New if moving in/Old if moving out) Please provide regardless for security reasons

Name

Phone

(Last,First): \_\_\_\_\_

Number: \_\_\_\_\_

Address to send security deposit  
after move: \_\_\_\_\_

#### **AGREEMENT**

The owner/resident agrees that except as a result of the active negligence of the Association, owner/resident will indemnify, hold harmless, and defend the Association from any claims, losses, expenses or any costs whatsoever including, but not limited to, those resulting from bodily injury, including death and/or damage to property of third parties, the Owner/Resident, the Association, its owners, directors, officers, employees and agents, arising out of the function reserved herewith.

I assume responsibility for elevator use by my tenant, \_\_\_\_\_,  
[Tenant Name]

who may be contacted at \_\_\_\_\_, and who resides in unit # \_\_\_\_\_  
[Phone Number] [Unit #]

I certify that I am the owner of the above unit and have read and understand the Move-In/Out Policy and agree to assume full responsibility thereof.

Owner of Unit: \_\_\_\_\_  
[Signature of Owner]

Date: \_\_\_\_\_

INSTRUCTIONS: Complete and submit this form to the Association's Agent two (2) weeks prior to the move, along with a refundable security deposit check of \$300 made payable to Laurel Bay Community Association which must be from the Owner and not the tenant. Please note that the Agent will take the \$200.00 fee and refundable deposit check in person. If there is additional time

used beyond your four (4) hour time period, you will be charged \$100.00 per hour for each additional hour. The Owner is responsible for all fees. Forms should be emailed to the Association's Agent, LJS Moving Solutions, at [booksd@jlsmovingsolutions.com](mailto:booksd@jlsmovingsolutions.com). You are welcome to contact Agent with any questions at (619) 674-7545.

*JLS Moving Solutions no longer accepts checks as a form of payment for the \$200.00 service fee. Only cash and credit/debit will be accepted. In addition, JLS will email you an invoice for the move fee at least 24 hours prior to the scheduled move date. If you decide to pay in cash, payment may be given the day of your scheduled move time. JLS monitors all moves and creates the damage/no damage report which determines the refund amount, if any, on your security deposit.*

## Laurel Bay Community Association

### **MOVE-IN/OUT ELEVATOR USE - INSPECTION CHECK LIST**

**Applicant:** \_\_\_\_\_ **Unit #** \_\_\_\_\_ **Date:** \_\_\_\_\_

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#### **ASSOCIATION AGENT USE ONLY**

| <b>Item</b>                                                                                                                                  | <b>Agent Initial</b> |
|----------------------------------------------------------------------------------------------------------------------------------------------|----------------------|
| Lobby, hallways, floors, garage and elevator cleaned of all debris, Ram Board carpet covering, dirt, trash, and etc.                         |                      |
| Elevator protective matting not removed from elevator and in place                                                                           |                      |
| No damage to lobby, hallways, floors, walls, elevator, entry gate, light fixtures, fire sprinklers, plants, and etc. inside/outside building |                      |
| <b>Damages Noted at Final Inspection:</b>                                                                                                    |                      |
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|                                                                                                                                              |                      |
| <b>Association Agent<br/>Signature:</b>                                                                                                      | <b>Date:</b>         |

Mail completed and signed form to:

Laurel Bay Community Association  
C/o Professional HOA Consultants, Inc.  
8181 Mission Gorge Road, Suite E  
San Diego, CA 92120

Email to: [laurelbay@phoac.com](mailto:laurelbay@phoac.com)