

**THE PARC AT GATEWAY
CONDOMINIUM ASSOCIATION**

RULES, REGULATIONS, & POLICIES

THE PARC AT GATEWAY CONDOMINIUM ASSOCIATION

Summary of Rules, Regulations, and Policies

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THE PARC AT GATEWAY OWNERS' ASSOCIATION
ARCHITECTURAL GUIDELINES

Authority

The Board of Directors, under authority provided in the Declaration of Restrictions, is responsible for reviewing any request for alteration and/or construction within the Parc at Gateway.

In order to carry out these responsibilities, the Board has developed the standards and guidelines, which are described herein,

1. Receive requests and proposals for alteration and/or construction work to be undertaken by any homeowner.
2. Make assessment as to the acceptability, quality of design, workmanship, and materials of such requests following consistently the guidelines established here.
3. Monitor overall exterior design compatibility by identifying violations and accepting complaints from individual homeowners relating to violations of others.

Purpose

The objective of architectural and design review is to foster the following goals:

1. Preserve the attractiveness and quality of our living environment.
2. Enhance property values.
3. Maintain the integrity of those areas which have a discernable character and which might have special significance.

Therefore, as owners it is in everyone's interest that the overall integrity of the project is maintained. In our efforts to do so, we intend to:

1. Preserve environmental harmony.
2. Maintain architectural character and harmony.
3. Maintain structural integrity.
4. Ensure the quality of workmanship and materials.

In an effort to meet these objectives, the Board of Directors is committed to consistent application of these guidelines and standards. They will be applied fairly, timely, and in good faith. The guidelines are not intended to stifle creativity or initiative in favor of stereotypes. Proposals and plans will be considered reasonably and professionally.

Application for Review Process

1. None of the following actions shall take place anywhere within the Development without the prior written approval of the Board:
 - (i) any construction, installation or repair to any part of the building structure (including flooring, interior and exterior walls).
 - (ii) any replacement or modification to any floor coverings or wall or ceiling materials or any penetration or other disturbance of any wall, floor, or ceiling if the replacement, modification, penetration or disturbance could result in any increase in the sound transmission, resonance or reverberations from the Unit to any other Unit.
2. Any Owner carrying out remodeling within their Unit other than finish modifications must submit plans and receive written approval. This includes construction or demolition of walls, electrical work, plumbing requiring access or alteration inside the plumbing wall or any other modification which may affect common or shared elements such as demising walls, floors, ceiling or infrastructure construction.
3. There will be no structural alteration or modification to any unit. Prior to any nonstructural improvement, an applicant shall make written request for an architectural change, by submitting a completed "Application for Architectural Alteration" form (sample form attached at the end of this Section), together with detailed plans and specifications, showing the kind of structure, dimensions, materials and proposed location in relation to adjacent structures.
4. An applicant requesting an architectural change shall seek and receive a building permit from Salt Lake City, when necessary. All proposed changes must conform to all applicable codes including requirements set forth in the "CC&R's" recorded _____, as document No. _____ of the official records of Salt Lake City.
5. The Board must have adequate time to consider the request. Please contact the Association office for the deadline date for submittals to the Board, to be reviewed prior to the next scheduled meeting of the Board.
6. The Board will approve, or deny, the request according to established standards and policies previously approved by The Board of Directors, guidelines established by the Board, and conformance with the CC&R's.
7. The Board is responsible for approval or denial of all requests. The condominium owner will be notified in writing of the Board's decision.

8. In the event that the Board does not approve the application, the applicant may be asked to comply with whatever requests the Board makes for further information, modification to the proposal.
9. If an initial request has been denied, the applicant may submit an amended request that complies with established policies and guidelines.
10. If a request is denied, the applicant may appeal the decision by directing a letter to The Board of Directors, requesting a hearing.
11. If a request is approved and the Board has determined the architectural change will result in increased maintenance, the approval letter will state that an amount shall be paid in advance as a condition of approval of the change.
12. All requests for Architectural approval shall be sent to the Board of Directors as follows:

The Parc at Gateway Condominium Owners Association
5 South 500 West
Salt Lake City, Utah 84101
13. In the event that The Board of Directors does not act upon an architectural request within sixty (60) days of the date on which an application was filed, the applicant may deliver a written demand for action, if the Board fails to approve or disapprove the application within sixty (60) days of the written demand, approval shall be deemed granted unless a written extension is executed by the person submitting the application or the Board.
14. Copies of all requests, plans, specifications and subsequent correspondence will be kept at the management office.
15. On receipt of approval, the Owner shall commence the work as soon as reasonably practicable and shall diligently pursue completion of the work. If the work is not commenced within ninety (90) days after receipt of approval or completed within one-hundred eighty (180) days or such later date as the Board shall approve in writing, the approval automatically shall be deemed revoked and no further work shall be done without again obtaining the written approval of the Board as described herein. The work shall be done in strict compliance with the approved plans except for minor non-material changes as may be necessary during the course of construction.
16. The Association, the Board of Directors, or the other Condominium Owners, or their respective successors or assigns, shall not be liable to any Person submitting plans to the Board for approval or to any other Condominium Owners or occupants by reason of any act or omission arising out of or in connection with the approval or disapproval of any plans or specifications. Approval shall not constitute any warranty or representation by the Board or its members that the plans satisfy any applicable governmental law, ordinance or for which it was intended and safe for use and occupancy. Applicants shall make their own

independent verifications of the foregoing and shall not rely on the Board or its members in any manner in this regard.

17. If any Owner or occupant violates the provisions of these Architectural Guidelines, the Declarant or the Association, in addition to any other remedy available at law or equity, may bring an action to compel compliance, including an action for a court order mandating the removal of any improvement or other property constructed or installed in violation of the provisions of the Architectural Guidelines. In such action, the prevailing party shall be entitled to recover costs and reasonable attorneys' fees.

GENERAL ARCHITECTURAL RULES AND GUIDELINES

I. Interior of units-Fire Sprinklers

Fire sprinkler heads in some of the Units are recessed into the ceilings of the Units and are covered by a cap. No Unit Owner shall allow any covering, including paint, to be placed on or over the caps to the fire sprinkling systems and when painting the ceilings of a Unit all such caps shall be removed prior to painting and replaced after painting in accordance with the Rules and Regulations. Furthermore, no Unit Owner shall allow any covering, including paint, to be placed on or over any fire sprinkling heads, regardless of whether such heads are recessed.

II. Decks and Patios - In addition to deck use rules contained in the Rules and Regulations documentation.

A residential Owner shall not, without the approval of the Association, paint, alter, remodel or structurally repair in any manner the balcony or terrace or storage areas included in the portion of the Limited Common Area assigned to the Owner's Unit. Balconies, decks or patios shall not be used for storage (including without limitation, boxes, bicycles, sports equipment or playthings) or for any purpose or activity inconsistent with life safety or security systems. Pets shall not be left on balconies, decks or patios except for brief periods when accompanied by the Owner. Balconies, decks and patios shall not be decorated, furnished or landscaped in any manner visible from the exterior of the Residential Unit.

- a. Due to safety concerns, absolutely no items may be placed on balcony, deck or patio railings.
- b. No item except plant material may be placed on any balcony that extends above the height of the perimeter railing. This includes furnishings, statuary, etc.
- c. Balcony furniture of sufficient weight and quality to be unaffected by wind is permitted; however no umbrellas of any height are allowed.

- d. Shelves, hooks or window boxes may not be attached to any exterior wall, railing or balcony.
- e. No Owner shall place or build any playhouse, shed, fence, or other structure on the balcony, deck or patio without written approval of the Board.
- f. A Satellite Dish, not exceeding 24 inches in diameter, may be installed on the patio or deck of an owner's unit totally within the area of the originally constructed deck or patio, below the top rail of any originally installed top railing. It must have a non-light-reflective finish.

CONDITIONS FOR ALTERATIONS AND REMODELING

1. Applicant agrees and understands in the event the Board approves the application; the Board may impose special conditions of construction and maintenance on the approved work. Any special conditions will be attached and be a part of the "Permit for Alteration".
2. Applicant shall make a one thousand dollar (\$1,000.00) deposit with the Association in advance of the start of work. Such deposit shall be refunded to the applicant when the job is completed, less any costs incurred by the Homeowner's Association for repairs or losses resulting from damage to hallways, elevators, etc., caused by applicant, his contractor or agent.
3. Applicant shall be responsible to see that the work is carried out in compliance with all governmental laws, ordinances and regulations and that permits, licenses, bonding or insurance, which may be required in connection with the job, are obtained before the start of work.
4. Applicant shall be responsible to see that all contractors place protective covering in the elevator and in the hallway when bringing materials in and out of the building and will see that the public areas are left in a clean and orderly condition throughout and at the end of each workday.
5. Applicant shall be responsible to see that contractors haul away surplus building material and not permit disposal of such material in the building garbage rooms or garbage chutes. No flammables are to be stored in the unit.
6. Applicant shall indemnify and hold the Condominium Association harmless from any and all claims, suits, and actions (including Mechanics Liens) by or on account of any acts or omissions of the contractor, the contractor's agents or servants, or arising in any way out of the performances of the work covered.
7. All contractors and subcontractors are required to post certificate of insurance for public liability and property damage specifically naming the Condominium Association as "additional named insured."

8. An Association designated representative will have the right to enter and observe work in progress to monitor its compliance with the approved plans and adherence to this agreement.
9. No modification or change in approved plans; specifications or special conditions shall be made without the prior written approval of the Association.
10. 10. If applicant fails to comply with the permit conditions and requirements, the Association is authorized to take whatever action is necessary or reasonable to correctly complete or restore the unit or affected common areas. In this circumstance, all costs incurred by the Association will be assessed against the owner's property. Such costs include but are not limited to:
 - a. Reconstruction or repair to the unit and its related costs,
 - b. Reconstruction or repair to the common areas or restricted common areas and its related costs,
 - c. Attorney's fees
 - d. Court costs
11. No other homeowner should be affected by any alteration or modification except by the noise erected by such work. Applicant will inform all other homeowners who may be affected by such noise of the nature of the work and the extent to which and when, within the permitting work periods, they may reasonably expect to be affected thereby.
12. Applicant to assume all responsibility for the weather tightness of proposed installation and the waterproofing of the building structure itself as to those portions affected by the alteration work i.e., satellite cabling installation.
13. Applicant shall take all precautions and shall bear all risks with respect to damage to the building structure and its installations and equipment and the property of all other tenants, including but not limited to damage caused by weather, water, steam, electrical, fire or any other cause attributable to the work performed by or for applicant. Applicant will be responsible for the full cost of repairs incurred by the Association due to any failure to comply herewith or by the performance of the alteration work.
14. All alterations shall be performed in such a manner and at such times as not to disturb other occupants of the building or the operation of the building services. **All work shall be performed only between the hours of 8:00 A.M. and 5:00 P.M. No work shall be performed on Saturdays, Sundays or holidays.** Work that will produce unusual noise that might be disturbing to other tenants shall not be performed before 10:00 A.M. Minor repair work such as painting that will not generate noise may be performed at the Owner's discretion.
15. Impact devices such as jackhammers, chipping guns, drills, power-operated hammers, and similar devices will not be permitted unless there is no other substitute available. If such devices are to be used, a written permit has to be

obtained stating: date, time, purpose and duration of use, and such permit shall be distributed to occupants whose units are in close proximity to the site. This will give the immediate neighbors ample warning concerning the noise to be generated by the use of these devices. A written request shall be submitted concerning the use of impact devices one week prior to actual work. The Association shall give a written permit to the contractor. Impact devices can be used from 10:00 A.M. to 4:00 P.M. only.

16. 16. Once the architectural modification has been completed, the modification must be inspected by the Association in order to ascertain if all common systems and elements are completed in accordance with the modified design or as a result of the approved modification. The Association will not consider the work complete until inspection has been completed and the project approved. Inspection by the Association does not warrant or guarantee the structural component or design integrity of the Unit Owner's modification.
17. Unit Owner (Applicant) and Unit Owner's heirs, successors and assigns hereby indemnify and hold harmless the Condominium Association from all defects in products, workmanship or design arising from or out of the alteration (s) or modification(s) performed by the Owner or their agents.
18. Owners who install their own flooring must get pre-approval of the proposed material from the HOA to make certain that acoustical control of the floors is maintained.

APPLICATION FOR IMPROVEMENTS

Association: THE PARC AT GATEWAY CONDOMINIUM ASSOCIATION

Owner's Name: _____ Telephone (Day) _____

(Evening) _____

Mailing Address: _____

Property Address: _____ Unit Number _____

Description of Improvements _____

SUBMISSION OF SKETCH, DRAWING, PLAN, MATERIALS LIST AND/OR SPECIFICATION IN TRIPLICATE IS REQUIRED FOR APPROVAL

Do you plan to attend The Board of Directors meeting when the application is approved? Yes _____ No _____

Contractor _____ License Number _____

(If Applicable)

Architect/Engineer _____ License Number _____

(If Applicable)

I, the undersigned Owner, agree to indemnify and hold harmless the Association against any expenses incurred in connection with constructing, maintaining or repairing the above referenced improvements and I further agree that any expenses not so paid may be assessed against me. Additionally, I agree to assume the defense should any litigation or any other claims arise out of these proposed improvements.

Submitted By _____ Date _____

**THE PARC AT GATEWAY
CONDOMINIUM ASSOCIATION**

GENERAL RULES AND REGULATIONS

1. Owners are responsible for the conduct of their family, tenants and their guests and will be held responsible for any damage against Association property.
2. Any owner leasing his/her unit must make available to the Association or Management Company a copy of the lease agreement as well as accurate names and phone numbers of the tenants within ten (10) days of change.
3. Owners are responsible for seeing that their tenants have a copy of and abide by the Association's Rules, Regulations, Bylaws and CC&R's and Salt Lake City Ordinances.
4. Any Person within the complex, who is not a resident, bona fide guest of a resident, or in the process of proper business, is a trespasser and is subject to prosecution under criminal law.
5. No noxious or offensive trade or activity shall be carried on within the complex or within any common areas situated thereon, nor shall anything be done therein or thereon which may be or become an annoyance to the neighborhood or the other co-owners.
6. There shall be no loud or unusual noises day or night. Musical instruments, radios, televisions, record players, phonographs, hi-fi sets and amplifiers, etc. shall be used in such a manner as not to disturb other residents.
7. Any loud or disturbing noise in the residential units or common areas is prohibited especially during the hours of 10:00 P.M. to 8:00 A.M.
8. Noise heard between units by residents should be handled between residents involved. Persistent noise problems not solved in this manner may be brought before the Board for appropriate action.
9. The use of skateboards or roller blades in any part of the complex is not allowed.
10. The interior surfaces of all windows shall be covered with normal and customary window coverings such as curtains, drapes, shutters or blinds. The exterior side of window coverings shall be white or off-white unless approved otherwise in writing by the Board.
11. No metallic foil or other similar material shall be allowed on any window.
12. No exterior clotheslines shall be erected. Nothing is to be hung over balcony railings or walls.

13. No non-Association shopping carts are to be left in common areas and garages.
14. No unit shall be altered in any manner that would increase sound transmissions, resonance or reverberation to any adjoining or other unit including, but not limited to, the replacement, modification or penetration of any flooring or floor covering, ceiling or wall or the penetration of any wall, floor or ceiling that increases sound transmissions, resonance or reverberations to any other unit. Each residential condominium owner shall cover a minimum of 60% of any hard surface floor area within the owner's unit with area rugs or carpets and pads except for the upper floor of townhouse unit's first-floor units, and those units on the fifth floor with no residential unit directly below them.
15. No hard surface floors are allowed in any bedroom except for units located on the first floor or bedrooms where there is no other unit directly below them, or the upper floor of town house units.
16. Each residential condominium owner shall be responsible for the removal of all the trash and refuse from that owner's unit to the central collection points located within the development for trash collection for the residential condominiums. The Board may adopt rules regulating the trash collection sites.
17. No television, video or radio poles, antennae, satellite dishes, cables or other transmission and/or reception fixtures or personal property (individually and collectively the "Antenna Equipment") shall be installed or maintained on the exterior of any unit or common areas.
18. All washing machines must be installed with flexible metal hoses.
19. The use of the Association barbecues on the fifth floor patio level is allowed between the hours from 9am to 9pm, Monday through Thursday, 9am to 10pm on Friday and Saturday and Sunday from 10am to 9pm. The Owner using the barbecue shall be responsible for its cleaning after its use. There will be a \$25 fee if not cleaned.
20. Owners are responsible for the conduct of their tenants or guests in connection with any violation of these rules.
21. Any costs incurred by the Association in enforcing these rules shall become a charge against the property whose owner, resident or guest is responsible for or otherwise caused the violation or damage. Costs shall include court costs and attorney's fees when utilized.

**THE PARC AT GATEWAY
CONDOMINIUM OWNERS ASSOCIATION**

PET RULES

1. There shall be no more than (a) two dogs; (b) two cats; or (c) one dog and one cat over the age of four (4) months kept or housed in any Unit maintained by the occupants of any one Condominium unless otherwise authorized in writing by the Board.
2. No animal shall be maintained for any commercial purposes.
3. Dogs are to be leashed at all times while on the common areas of the Association. Unleashed animals are subject to city animal control regulations.
4. No pets shall be allowed, at any time, on the fifth floor garden/courtyard area.
5. Any pets creating a nuisance for residents are subject to action by The Board of Directors, which may include, but is not limited to, fines or permanent removal from the property.
6. Pet owners are required to pick up their pet's waste and dispose of it in a sanitary manner. Pet waste on premises is a nuisance and a health problem and will not be tolerated. Action will be taken against violators.
7. Excessive barking or other noise will be considered a nuisance and not permitted.
8. Pets are to be licensed as required by city code.
9. Exterior structures for the care, housing, or confinement of pets are prohibited.
10. The owner shall be responsible for any damage to any Common Area caused by any animal maintained in the Owner's Condominium.
11. The Board, after notice and a hearing, may require the permanent removal from the Development of any animal that the Board, in its sole discretion, determines is aggressive, a nuisance, and a danger to the health or safety of any occupant, or otherwise interferes with the quiet use and enjoyment of occupants of any Condominium. The Board may find that an animal is a nuisance if the animal or its Owner continues to violate the Rules regulating pets after receipt of a demand from the Board to comply with the Rules.

**THE PARC AT GATEWAY
CONDOMINIUM ASSOCIATION**

PARKING RULES AND REGULATIONS

Please be aware that the garages are narrow and that there is limited visibility and maneuvering space.

1. No mobile home, camper or recreational vehicle, boat, truck or similar equipment shall be parked anywhere within the development. For purposes herein, "truck" does not include a pick-up truck that does not exceed $\frac{3}{4}$ ton or sports utility vehicle.
2. All vehicles in non-operative condition, unlicensed or not having current registration shall be subject to immediate towing away and/or such other action by the Board as it may deem necessary. All costs incurred in the removal of such vehicles, including, but not limited to, towing and storage expenses and attorney's fees, if applicable, will be charged to the owner of the vehicle involved.
3. No vehicle shall be parked in such a manner as to block thoroughfares or the ingress or egress of residents. Violator's cars will be subject to immediate towing or "booting" at owner's expense and all cost incurred in the removal of such vehicle or "booting" device, including but not limited to towing, storage and attorney's fees shall be that of the owner of the vehicle.
4. Unlicensed motor vehicles such as motorbikes or go-carts shall not be ridden within the complex.
5. Any damages to common area property by use of any vehicle including hired and leased moving vans shall be chargeable to the contracting party, including amounts necessary to repair, replace or pursue legal action.
6. Except in cases of emergency, no repairs to or maintenance of any automobile or other vehicle shall be performed on any street or parking space (except in private garages).
7. Any oil stains or related problems will be the responsibility of the owner to clean, including the cost thereof.
8. The Association shall not be responsible for any vehicles parked in the common areas of the property.
9. No parking space within the garages may be converted into any use other than parking of a vehicle.
10. Speed limit should at no time exceed 5 miles per hour in the garages.

11. Bicycles shall be stored in designated areas only.
12. Handicap Parking Spaces: Certain parking spaces are designated on the Map as "Handicapped Parking". It is the intention of the Declarant that the use of all of the handicapped parking spaces shall be controlled by the Association. The Association shall assign, on a first come, first served basis, subject to availability, to the Owner or occupant of a Unit who becomes handicapped for an extended and continuous period, or new Owner or occupant of a Unit who is handicapped, the exclusive right to use such handicapped parking space, provided such person makes available to the Association for its use as the Board should determine, exclusive right to use of the parking space such person would otherwise be entitled to use, as set forth in the deed for such Unit. Such rights to use the handicapped parking space shall terminate when such person ceases to be handicapped. Evidence of handicap status shall be by distinguishing license plate or placard issued by the Utah Department of Motor Vehicles.
13. All handicapped parking spaces in the condominium parking garage are assigned and are not available to handicapped guest parking.

**THE PARC AT GATEWAY
CONDOMINIUM OWNERS ASSOCIATION**

TRASH & GARBAGE RULES

1. All household garbage must be bagged and securely tied.
2. Household garbage bags must be at least 10% smaller than the diameter of the trash chute.
3. No heavy, sharp, liquid or loose objects may be disposed of in the trash chute.
4. No toxic hazardous materials, batteries or such may be disposed of in the trash chute.
5. Larger trash/garbage bags must be placed in dumpsters located in trash room in the garage.
6. If applicable, recycle boxes, bottles, cans and plastics in the designated area.
7. All boxes must be flattened and tied for pick-up.
8. Do not leave any furniture, mattresses or vehicle parts at trash or recycle areas. The garbage service will not remove these items.

**THE PARC AT GATEWAY
CONDOMINIUM OWNERS ASSOCIATION**

BALCONY, PATIO AND DECK RULES

1. Only high-quality patio furniture and plants may be stored on balconies, patios or decks.
2. No propane barbecues, charcoal burning or other solid fuel burning devices shall be permitted on exterior decks.
3. Keep your balcony/patio/deck clean and neat. Exterior plants should be maintained in a healthy condition and trimmed so as not to interfere with the view of neighboring units.
4. Balconies, decks and some entries in the Single Level Homes have a walking surface to which an elastomeric topping has been applied to prevent water infiltration into the supporting members. Avoid scratching or damaging the surface. Soils and chemicals contained in planters can damage such surfaces; therefore make sure that all plant containers have dishes or other suitable receptacles and avoid over watering. Recommend minimum 1½" air space between underside of planter and balcony, deck or entry surface. Owner is responsible for damage to the surfaces of balconies, decks or entries and the Association will repair it from causes other than normal wear and tear, and the cost of such repairs shall be charged to the owners.
5. Outdoor carpeting or similar material may not be installed over the walking surfaces of balconies, patios or decks.
6. All furniture placed on balconies or decks shall have rubber or plastic furniture tips on the legs to protect the elastomeric surface.
7. No flowerpots or planter boxes are permitted on deck railings.
8. Owner is responsible for damage caused by soil or water that overflows from plantings to units or common areas below.
9. No exterior clothesline shall be erected or maintained and there shall be no exterior drying or laundering of clothes on any balcony, patio or other outside area of the complex.
10. No flags or banners shall be erected or flown from owner's balconies.
11. A Satellite dish is permitted subject to the CC&R's and the Architectural Guidelines.

NOTE: Additional rules are part of the Architectural Guidelines.

**THE PARC AT GATEWAY
CONDOMINIUM OWNERS ASSOCIATION**

MOVE-IN/MOVE-OUT PROCEDURES

To schedule your move-in, you will need to obtain a reservation of a specific time for use of the elevator. To schedule your move-in, call the designated Home Owner's Association contact.

Move-in / move-out may be made only on Monday through Friday between 9:00 AM and 5:00 PM. Saturdays and Sundays are reserved as a time of quiet enjoyment for all residents, therefore, no moving is allowed on these days.

An appointment to schedule a move-in or move-out must be made with the Association not less than 7 working days in advance of the move. Unscheduled moves will not be allowed use of the elevator. Only one move at a time will be scheduled.

Parking

All moves are through the elevator lobby, which is accessed from the townhouse garage entrance on 5th West. Trucks are responsible for parking in compliance with Salt Lake City parking ordinance.

At no time, will a moving company or individuals be allowed to stage personal belongings outside the building, in the lobby or in any hallways.

Initial Move-In

Your Moving Company

Please choose your moving company carefully! You, as the unit owner or tenant, are responsible for damage done to the common area; i.e., hallways, elevators, and other damage caused during your move. It is important that the moving company carry its own insurance for such damage.

The moving company must supply the Association with a current certificate of liability insurance for a minimum of \$1,000,000, at least 48 hours before the move may start.

If you are moving from out-of-state, use either a destination (local) agent for the company or have the driver call the management office at a minimum of 48 hours in advance to coordinate the move and to insure availability of the designated move-in/move-out elevator.

Owners who wish to move without using a professional moving company may do so providing they meet all of the requirements of the moving companies; i.e., scheduling the elevator not less than 7 days in advance of the move, laying Masonite from the sidewalk through the lobby to the elevator and from the elevator door to their unit, and accompanying the staff on a walk-through before and after the move. A \$1,000 damage deposit is required. If a professional mover is used, a \$500 deposit is required. This will be returned if there is no damage to the common areas.

The Association will reserve an elevator for your move for a 4-hour block of time.

When your furniture arrives, walk with a representative from the moving company from the point of entry to the building of your unit and note any damage that might exist.

Protective covering (provided by the Association) for the elevator cab walls must be installed during the moving process. It is the mover's responsibility to ensure that these are in place prior to beginning the move and to provide protection for the elevator floor.

When your move is completed, the walk-through from point of entry to your unit will be repeated and any new damage noted at that time.

The owner is responsible for all costs for all repairs necessitated by the move. Please provide the moving company with a copy of the attached Move-In/Move-Out Policies for moving company personnel so that they have a clear understanding of The Parc at Gateway' moving requirements.

Moving Liability Deposit

At the time you schedule your move, you must sign a Move-In/Move-Out Procedures Agreement stating that you understand that a Damage Deposit of \$500, or \$1,000 if moving yourself, must be on hand with the Association not less than one (1) working day prior to the move.

This deposit is applicable to all damage, repair, cleaning, losses or other liabilities incurred as a result of the move. Further, you accept total responsibility for the cost of any damage, repair, cleaning, losses or other liabilities that may exceed the damage deposit. If no damage has occurred, your deposit will be refunded to you following the move.

Suggestions for Moving

1. Make a plan.

You will save time and money if you plan the location of your furniture in your new home before the moving company delivers it.

2. Be sure you know:

- a. Your unit number.
- b. The day, date and time block you are assigned for the move-in and have verified this with your moving company.
- c. The size of the elevators and hallways. Measure your large items to be sure they will fit in the elevator and around tight corners in the halls. The elevator door measurements are approximately 42" wide by 84" high. The elevator cab measures approximately 62" deep by 74" wide and 9' high.

Protective Masonite sheets and wall padding will be installed in those elevators designated as move-in elevators. These sheets further reduce the size of the elevator cab. If you are concerned about whether your furniture will fit in the elevator, please verify the dimensions prior to the day your move is scheduled.

- d. The weight capacity of the elevator is 3500 pounds.
- e. Stacking of furniture on sidewalk or in lobby and halls is not permitted.

Boxes and Packing Materials

At the end of the move, or after each day if the move takes longer than one day, the corridors and elevator must be cleared of all debris. **Packing materials and containers must not be disposed of in the garbage chutes. These materials should be flattened and brought to the trash compactor area.**

Please DO NOT jam the trash chutes or leave packing materials and boxes in a disorganized and disorderly manner.

Future Move-ins and Deliveries

In the event you find it necessary to move or have any items delivered that require two (2) or more persons to transport, you must execute a Move-In/Move-Out Procedures Agreement with the management office prior to such a move or delivery.

**Acknowledgment of The Parc at Gateway Condominiums Owner's Association
Move-In/Out Procedures**

I have read and agree to abide by the Move-In/Out Procedures listed above. I understand and agree that if damage is incurred as a result of my move (or the move of any resident into my unit; i.e., tenant), I will accept total responsibility for the cost of any damage, repair, cleaning, losses or other liabilities that may exceed my deposit.

Signed: _____

Date _____

The Parc at Gateway

Unit No. _____

**THE PARC AT GATEWAY
CONDOMINIUMS OWNERS' ASSOCIATION**

Move-In and/or Delivery Walk-thru Checklist

Resident's Name _____ Date _____

Unit # _____ Move-In _____ Move-Out _____ Delivery _____ other _____

Moving Company _____ Driver's Name _____

Business Phone _____ Time Schedules _____

Move-out Forwarding Address for Security Deposit:

LOBBY AREA

Floor & Steps _____

Walls _____

Entry Door & Jambs _____

Elevator Door _____

Elevator Walls _____

Elevator Floor _____

UNIT-HALLWAY

Elevator _____

Hallway Walls/Ceilings _____

Light Fixtures _____

Hallway Carpet _____

Unit Door & Jambs _____

I, the undersigned, accept responsibility for any damages that occur during my move-in to the items listed above. Should any damage occur, I understand that I/my company will be responsible for the costs to repair/replace the same.

Owner's / Mover's Signature _____

Move has been completed in good order _____

Move has not been completed in good order _____

Homeowners Association Representative _____