

# Lincolnshire Place

## 2. MOVING IN & OUT AND LARGE DELIVERIES/PICK UPS

- a. 7 Days advance notice in writing to the Management Company is required for any of the above.
- b. A \$100 moving fee is due and payable to the association prior to any move in/out.
- c. A \$500 deposit is due and payable to the association prior to any of the above. Owners may elect to keep a deposit on file for convenience.
- d. Any person conducting a move in/out, large delivery or pickup must arrange a walk-through before and after the event with one of the Liaisons provided on the contact list from Management. Failure to do so will result in forfeit of \$500 moving deposit.
- e. Any pre-existing damage in the common areas must be photographed by the Unit Owner and delivered to the Management Company *prior to the above*. Any damages not reported prior to the above and noted following will be billed to the Unit Owner.
- f. The Southwest Elevator is the only elevator to be used for any of the above. The elevator must be padded by the Unit Owner prior to any of the above. Access to the elevator key and pads is provided by the Management Company.
- g. All of the above must occur through the outbound overhead garage door. None of the above is to occur through the main lobby doors.
- h. No items shall be dragged, leaned, or slid through the common areas.
- i. Open or unsecured doors must be attended at all times.
- j. All packaging material to be discarded must be broken down entirely and placed in the dumpsters located in the garage level trash room. Materials are not to be placed anywhere except entirely inside the waste or recycle totes/dumpsters.
- k. Stacking or overloading of the building's disposal containers will not be tolerated and will be subject to an immediate fine of \$100 and any additional charges from the waste hauler.