

Portside Homeowners' Association, Inc.

38 Bryant Street, San Francisco, CA 94105 (415) 777-1696 Fax (415) 777-0896

MOVE-IN OR MOVE-OUT AND DELIVERY POLICY:

The Board of Directors has established the move-in/out and delivery procedures in order to minimize the inconvenience caused to residents by a move, to protect the common area from damage and if damage ensues from a move, to have those responsible pay all costs for repairs or replacement. The policy now in effect has these items, of which we would like to remind you:

Moving/Delivery Defined - Applicability of the Move-in/out Procedures:

The policy defines a move or delivery (including carpet or construction materials) as one, which requires two (2) or more persons to transport any items where the items are of a size or quantity that they will be dollied or elevator/floor protection is required. All deliveries or removal of furniture of any size requires an appointment. You must make an appointment with the Association Manager prior to attempting a move or delivery. All moves & deliveries in phase I must use the service entrance on Main St. No moving is allowed through the Lobby. All moves & deliveries in phase II must use the "man" gate on Main St. and the elevator at the P-1 level. No moving is allowed through the Atrium Lobby. A one-time moving fee of \$150 will be collected at your move-in.

Times you may move or deliver to the building:

*Moves may be made between 8:00 am and 4:30 p.m., daily, Monday through Friday (holidays excluded). **SATURDAY, SUNDAYS AND HOLIDAYS ARE RESERVED, AS A TIME OF QUIET ENJOYMENT FOR ALL RESIDENTS, AND STAFF IS NOT AVAILABLE TO SET-UP AND MONITOR THE MOVE, THEREFORE NO MOVING OR DELIVERIES ARE ALLOWED ON THESE DAYS.** Any attempts to move on the weekends or holidays or without an appointment, will be requested to cease and desist, and are subject to a fine of \$200.00 by the Board of Directors.*

AN APPOINTMENT TO SCHEDULE A DELIVERY OR MOVE-IN/OUT OF THE BUILDING MUST BE MADE SEVEN (7) WORKING DAYS IN ADVANCE OF THE MOVE. DUE TO SPACE, ELEVATOR AND STAFF AVAILABILITY, ONLY ONE MOVE IS SCHEDULED PER DAY IN EACH WING. ONLY THE BUILDING MANAGER IS AUTHORIZED TO SCHEDULE A MOVE. THE OFFICE PHONE IS 777-1696. Call 546-3953 when your moving truck arrives to have the gates opened

Elevator and Floor Protection:

The Association will provide protective covering for the elevator cab walls and elevator floors during the moving process. Masonite is also provided for the hall carpeting. It is the mover's responsibility to insure that these are in place prior to beginning a move.