

## **GLENWOOD HOMEOWNERS ASSOCIATION**

### **MOVING RULES**

- 1) Notify Glenwood Homeowners Board seven (7) days prior to moving in or out; this will provide ample time for the elevator pads to be installed. Also include *\$1,000 security deposit*.**
- 2) At least seven (7) days prior to the move, Board of Directors must be provided with a certificate of insurance evidencing the moving company's workers' compensation and liability insurance with minimum coverage of \$1,000,000 naming Glenwood Homeowners Association as an additionally insured party.**
- 3) Moving hours are limited to Monday through Saturday between the hours of 9 AM and 6 PM and Sundays between the hours of 12 PM-5 PM.**
- 4) Moving trucks must park on the street – never in garage or driveways.**
- 5) Common area gates and access doors may not be propped open if unattended.**
- 6) Instruct your movers that only **LOWER GARAGE** elevator can be used for loading.**
- 7) Instruct your movers not to eat lunch or smoke in the common areas, and to properly dispose of any soft drink cans, paper items, cigarette butts, etc.**
- 8) Bring all discarded boxes and packing materials directly down to Trash Room for proper disposal – do not throw down trash shoot. Boxes need to be broken down and placed inside dumpster.**
- 9) Contact Board of Directors after move is entirely completed.**
- 10) Security Deposit will be returned within two (2) weeks of the move, after designated Board Member, has inspected the property and building for any moving related damages. In the event there are damages attributed to the move Board of Directors will assess the damage amount and costs associated with repairing, based on materials and contractor's labor rates. This amount will be deducted from \$1,000 security deposit.**

**In the event that these "Moving Rules" are violated, the homeowner shall be subject to the appropriate fines, up to a maximum of \$1,000 .00.**