

POLICY RESOLUTION PR-23-22 MOVE IN/OUT DAY AT BAYSHORE

ADOPTED APRIL 17, 2022

WHEREAS, Section IV, subparagraph R of the By-Laws grants the BOARD "all of the powers and duties of the **ASSOCIATION** existing under the Condominium Act, Declarations of Condominium, Articles of Incorporation and these By-Laws...", and

WHEREAS, it is the responsibility of the Board of Directors to enact rules to protect the common areas from damage and ensure the quiet enjoyment of their condos for the residents....and

WHEREAS, new residents moving in to Bayshore and their movers need to be made aware of rules that will facilitate a smooth move for the good of all residents.

THEREFORE, BE IT RESOLVED

Each move-in or move-out shall be approved in writing, in advance, by the Bayshore Club Management Association, Inc., hereinafter referred to as BCMA, Office (bcmaoffice@gmail.com). There is no moving on Saturdays, Sundays or holidays.

A completed Move-In or Move-Out application (attached), prepared by the person(s) requesting a move-in/out date, shall be completed and signed by all owners and renters, and submitted to and co-signed by the Management Office at least seven (7) days prior to the requested date.

The only entrances to be used for moving are the A level garage Jessamine Avenue entrance, elevator #2, for the South Tower and University Blvd. entrance , elevator #4, for the North Tower.

Move In/Out Check List (Choose Owner Occupied or Rental):

Complete Application (For Owners)

- a. Main application (\$150.00), including Resident Information Sheet
- b. HUD-1 Property Purchase Settlement Sheet
- c. Move In/out \$500.00 refundable security deposit
- d. Lobby Floor Coverage Requirement/Inspection Scheduled/Padding Sufficiency

Complete Application (For Rentals)

- a. Main application (\$150.00), including Resident Information Sheet
- b. Lease Agreement
- c. Move in/out \$500.00 refundable security deposit. For renters of furnished apartments in Bayshore who bring in only clothing and very small personal affects, the general rule will be that the move-in charge will not be reduced.

- d. Tenant Liability \$500.00 Security Deposit, to be held in an escrow account, refundable after termination of lease.
- e. Lobby Floor Coverage Requirement/Inspection Scheduled/Padding Sufficiency

To Schedule a Move-In or Out

Each move-in/out shall be approved in writing, in advance, by the BCMA Office based on the following criteria:

1. Residents moving in/out agree to be financially responsible for the repair or replacement of all damage to the common elements of the Condominium.
2. A completed Move-in or Move-Out application, prepared by the person(s) requesting a move-in/out date, shall be completed and signed by owners and renters, and submitted to and co-signed by the BCMA Office at least seven (7) days prior to the requested date.
3. The completed Move-In or Move-Out application shall be accompanied by a refundable security deposit, in the form of a check or money order for \$500.00 payable to BCMA (Bayshore Club Management Association) This deposit, if not returned in part or in full would cover damage to the elevators, floor covering, and staff support for clean up.

Moving Hours

Moves shall be completed between 8:00 a.m. and 4:00 p.m. weekdays. No move-in/move-out may begin after 2:30 p.m. unless the BCMA office approves an exception. No moving, in or out, is permitted on Saturdays, Sundays or legal holidays. Residents bringing in a single piece of furniture or other bulky item themselves shall coordinate access with the office.

Elevators Need to be Reserved

One scheduled reservation of the elevator per building (includes move ins/outs and construction) is permitted per day. Moves are scheduled on a first-come, first-served basis. A reservation is not final until the security deposit is paid.

All moves (deliveries, pick-ups, etc.) shall be made through the appropriate A level garage entrance and reserved elevator. Other elevators shall not be used for moving unless the other elevator is out of service. Moves are not permitted using the B level service entrance or plaza deck entrance. Moving trucks must park on the street above the designated A level entrance.

FOB Access Keys for Doors and Garage Access

FOB Door and Garage Access Keys are provided by the Seller/Landlord. Management does not provide unit keys.

Moving Day

The driver of the vehicle used in the move shall check in at the BCMA Office and notify the Office when the move is complete.

After completion of a move-in/out, the Manager or his/her appointee will then inspect the appropriate common elements for damages.

Should there be damage to the common elements as a result of the move-in/out, the Manager shall arrange for the necessary repairs. At the completion of the repairs all costs will be billed to the owner. It shall be the responsibility of the unit owner of record to reimburse the Association for the costs incurred within thirty (30) days of notification from the BCMA Office. Failure on the part of any unit owner to reimburse the Association will be considered an unpaid assessment against the unit and will be subject to collection procedures adopted by the Board.

Furnished Rental: For renters of furnished apartments in Bayshore who bring in only clothing and very small personal affects, the general rule will be that the move-in security deposit will not be reduced.

Boxes & Moving Containers

Boxes and moving containers are to be flattened and placed in the A level garage recycle area. Arrangements for the removal of bulk items are the responsibility of the resident (including the cost). **No items other than bagged household items shall be inserted in the garbage chutes.**

Violations include but are not limited to:

Leaving boxes, packing materials in or beside dumpsters or anywhere else on Bayshore property.

Putting boxes, packing materials in trash chutes.

Failure to clean up elevators or any common areas . There will be a clean up charge of \$100.00

Failure to bring materials through A level garage entries.

Failure of delivery driver to register at the BCMA office.

Failure to follow weekday only 8am to 4 pm timetable.

Failure to use designated elevators.

Damage to common areas and elevators.

Failure to provide security deposit will result in the move being halted until deposit is paid and a minimum of \$100.00 will not be refunded. Withholding of all or part of security deposit is at

the discretion of the BCMA office. Owner is responsible for any damage incurred over and above the \$500.00 security deposit.

The above is a further clarification, or modification, of the following from our Rules and Regulations:

Disposition of garbage and trash shall be only by the use of receptacles supplied by the Association. The chutes provided for disposal of rubbish shall be used only between the hours of 7:00 A.M. and 11:00 P.M. All rubbish disposed of in said chutes shall be suitably wrapped.

No owner may make or permit any disturbing noises in the building whether made by himself, his family, friends or servants, nor do or permit anything to be done by such persons that will interfere with the rights, comforts or convenience of other parties. No owner may play or suffer to be played any musical instrument, phonograph, radio or television set in the Private Dwelling between the hours of 11:00 P.M. and the following 8:00 a.m. if the same shall disturb or annoy other occupants of the Private Dwellings.

Elevators may be used for the carrying of freight only under the supervision of the management.

Moving in/out will be permitted through the "A" level garage only between the hours of 9:00 A.M. and 5:00 P.M. Monday through Friday only.

All private dwelling units shall be carpeted except in the bathrooms and kitchen. NOTE: Any Unit owner who desires to resurface areas of their unit with ceramic tile or wood flooring must have approval of management prior to installation of same.