



DELACEY PLACE HOMEOWNERS ASSOCIATION MOVE-IN PROCEDURES

Prior to Move-In:

Moving into a condominium for the first time requires the coordination of many people. In addition, Delacey Place has inherent significant logistical considerations which will affect the move into your new home. Most importantly, you should understand that all move-ins occur at the Orange Place Street garage entrance (G1) to the building. Our goal is to minimize the inconvenience to not only the individual moving in, but other residents and guests of the building as well. Please read all instructions carefully and feel free to contact the Delacey Concierge for questions at the contact information included below.

It is important for you to understand that initial move-ins and residential travel through Delacey Place will be restricted to the use of one elevator.

It is recommended that the moving company make arrangements to visit Delacey Place to become familiar with the rules and procedures for move-ins. It is important for your moving company to fully understand the logistic considerations for moving into Delacey Place and that they adequately staff your move-in with three (3) or more individuals familiar with moving into condominiums. They should further understand that delays can often arise when dealing with the special protection requirements, specific loading/unloading conditions, and the use of elevators.

In addition, your moving company will be advised as to where to unload, and where to enter.

Pre-Qualified Movers

Northstar <http://www.NorthStarMoving.com>

(800) 275-7767

If you use a Moving Company that is not Pre-Qualified:

At least two (2) days prior to the day of your move, your moving company must provide the Delacey Concierge with a Certificate of Insurance in accordance with the insurance requirements provided below (see "*Insurance Requirements*"). No mover will be allowed access to the building unless this certificate has been delivered to the Delacey Concierge.



Chris Drury
Delacey Concierge
Delacey Place Association
250 S Grand Ave.
Pasadena, CA. 91105
626-796-2871
Delacey@bhc90210.com

Move-In Procedures:

It is the owner's responsibility to ensure that the moving company coordinates all aspects of the move-in with the Concierge and that the moving company receives a copy of the move-in procedures and understands its responsibilities and liabilities prior to the move-in day.

In order to protect the walls and other finishes, each owner must instruct the moving company to wrap ALL furniture with moving blankets to protect hallway walls, elevators, entry areas, front doors, etc. All dollies, handcarts, etc., must have padded bumpers on exposed edges. All plants must be bagged to prevent soil spillage. It is recommended that the movers be advised to wrap all furniture prior to arrival at Delacey Place. This should improve their efforts to work within the specified move-in window.

Each owner must advise their respective movers that a walk-through will be conducted by the concierge staff to identify all existing damage prior to each move, as well as a final walk-through after the move to identify any new damage.

Pursuant to the Association's Governing Documents, owners are responsible for the behavior of, and liable for any damages resulting from guests, invitees, vendors (movers), contractors, etc. Be advised that the Association collected a \$250.00 move-in fee at time of closing. The move-in fee is non-refundable and is paid to the Homeowners Association to off-set the cost of additional staffing required to coordinate and oversee the move-in process. In addition, the Association retains the right, pursuant to the Governing Documents, to assess your account for any and all damages that occur during the move. Although an owner may "self-move", please be aware of the potential risk and liability in the event of damage to common areas and/or injury to your movers, other owners, and/or yourself. The Board of Directors urges you to engage the services of a professional and insured moving company.



TIMES YOU MAY MOVE

Move-in/Move-outs will be conducted between **9:00 a.m. and 6:00 p.m. daily, Monday through Saturday**, except for the following Holidays: New Year's Day, Memorial Day, 4th of July, Labor Day, Thanksgiving, Yom Kippur and Christmas Day. Sundays are reserved as a time of quiet enjoyment for all residents and therefore no moving is allowed on Sunday. An appointment to schedule a move-in or move-out of the building must be made seven (7) working days in advance of the move to ensure access to the elevator within a specific timeframe and day. Please call the concierge to schedule moves and deliveries and to obtain an access to G1 garage level.

Elevator Dimension Limitations:

Many of the following dimensions are actual sizes and would not accommodate items that meet or exceed these dimensions. It is critical for your movers to verify the actual "clear-width" dimensions and assess geometry during their preliminary "walk-through". There are a total of 4 elevators – dimensions shown below.

ELEVATOR - Large (Right Hand side facing.)

Door Width	3' 6"
Door Height	7
Interior Height	9
Interior Width	6' 2
Interior Depth	4' 4
Weight Capacity	2500 lbs

ELEVATOR - Regular (Left Hand side facing.)

Door Width	3' 6"
Door Height	7
Interior Height	9
Interior Width	6' 2"
Interior Depth	4' 4"
Weight Capacity	2,500 lbs

Hallway Vestibule Door Width	5' 11"
Hallway Vestibule Door Height	6' 10"

Condominium Unit Entry Door Width	2' 10"
Condominium Unit Entry Door Height	6' 11"

Hallway Corridor Width	4' 9"
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Owners must advise those delivering items to Delacey Place of delivery procedures and the dimensions listed above.

Large Objects:

Special requirements for moving unusually large or heavy items must be coordinated with the General Manager.

Common Area (Corridors):

The moving company is required to protect the surfaces of the Elevator and corridors by placing plywood/masonite board over the floors. Movers should pay special attention to protecting corners, doors, and wood surfaces at all entrances. It is suggested that the moving company protect the hard surface flooring and the threshold in the vestibule of the unit in a similar manner.

Disposal of Moving Materials:

The moving company must remove all moving materials (cartons, packing papers, boxes, etc.) from all common areas and surfaces at the conclusion of the move.

Under no circumstances should any moving materials be placed or forced into the trash chute or left in the trash room or corridors. This is a serious violation of fire/safety regulations and the rules of the building.

Movers must keep the corridors clear at all times by moving items directly from the elevator to the owner's condominium unit.

What the Owner Can Expect:

Owners can expect the following from building staff, and the concierge during and at the conclusion of their move:

1. The concierge will schedule a time for elevator use.
2. The building staff will coordinate moving van parking upon arrival.
3. After the initial move-in and removal of all packing materials by your mover, there will be no assistance to owners with the incidental removal of boxes and packing materials. All packing materials must be placed into sealed plastic trash bags and disposed of in the recycle trash area in the ground level of the garage. If you have any questions or need to make special arrangements, please contact the concierge. Building staff members are not available to assist movers with the removal of any mover's boxes, crates, packing materials, etc.



INSURANCE REQUIREMENTS for all Moving Companies

DELACEY PLACE ASSOCIATION, hereinafter collectively referred to as the "Association" both require that a certificate of insurance and endorsement be submitted, at least two (2) days prior to each move, to the Concierge of the Association, at 250 S Delacey Ave., Pasadena, California 91105.

The endorsement must include all of the following:

- Provide a minimum limit of Commercial General Liability Insurance, including Non-Owned and Hired Auto Liability, with at least a \$1,000,000.00 limit. This coverage should be endorsed to be PRIMARY and NOT CONTRIBUTORY with the Associations' own policies.
- Provide evidence of Workers Compensation coverage in accordance with statutory limits.
- Provide evidence of Employee Dishonesty Bond coverage, and confirm its endorsement to protect the Associations' property, or unit owners' property. This needs a special legal obligation clause to cover property of others stolen by the movers' employees
- All policies shall be endorsed naming DELACEY PLACE ASSOCIATION and DELACEY PLACE, LLC., as additional insured.
- All policies shall contain a waiver of subrogation in favor of DELACEY PLACE ASSOCIATION.

We wish you a pleasant move in.

Welcome to the Delacey Place!

Peter Ferguson
Delacey Place Concierge