

CHAPEL POINTE AT CHAPEL HARBOR CONDOMINIUM

Move In / Move Out Procedures

Moves into and out of the Chapel Pointe Condominium Residence must be scheduled in advance with the Building Manager, JUSTIN SCHRECENGOST, who will supervise all moving arrangements as well as the use of the elevator during the move to insure that no damage to the building occurs. JUSTIN can be reached at **814-470-6429**.

Moving hours are limited to **Monday – Friday: 8am – 8pm and Saturday: 9am – 2pm**. The Association reserves the right to stop moves which begin before or extend beyond the above-designated hours.

All moving personnel must enter and exit through the designated entrances only. Please note that cars and trucks are not permitted to idle their engine when parked by the building. All engines must be turned off while at the building.

For security reasons, the designated loading doors shall not be left open without a person attending the area during the move.

All personal possessions must be taken directly from the moving truck to the elevator or visa versa. No items may be left unattended outside the elevator or in the corridors, in accordance with applicable fire regulations.

Please make sure that heavy items and furniture do not drag on carpeting in the hallways and other common areas causing damage.

The Unit Owner or Resident should review these moving procedures with their moving company prior to the moving date to avoid mistakes by moving company personnel, which could result in additional charges to the Unit Owner or Resident. Any such charges shall not be the responsibility of the Association.

Boxes, packing crates, debris, large items and other moving materials must be placed in the large trash dumpster. All boxes must be broken down before placing them into the dumpster. The Unit Owner or Resident is responsible for clean-up. Prior arrangements must also be made with a rubbish removal company by the Unit owner and/or tenant for the removal of large items if applicable.

Please remember that you are moving into a building with your future neighbors, so share the elevator with other residents as necessary during your move.

CHAPEL POINTE

UTILITY TURN ON INFORMATION:

PLEASE NOTE: YOU MUST HAVE YOUR SOCIAL SECURITY NUMBERS READY AS WELL AS PENCIL AND PAPER FOR INSTRUCTIONS. SOME UTILITY COMPANIES REQUIRE A PERSONAL APPEARANCE BY THE BUYER.

ELECTRIC

DUQUESNE LIGHT

1-888-393-7100

GAS

PEOPLES GAS

1-800-654-6335

CABLE

COMCAST

1-800-266-2278

VERIZON

1-855-556-7851

EMERGENCY CONTACTS

Guardian Security	412-431-6300
Equitable Gas	1-800-253-3928
Duquesne Light	412-393-7000
Comcast	1-800-266-2278
Verizon	1-800-556-7581
Headrick Elevator	412-261-1412
Elk Air, Heating/air	724-863-5801
Ryco, fire sprinkler	1-800-609-7443
Mongiovi, fire sprinkler & plumbing	412-417-7682
McGervey, electrician	412-854-4436
Garage door doctor	412-823-3357
Intelligent Electronic System	412-206-0400

EMERGENCY: (After Hours) in this order

Justin Schrecengost
Building Manager
814-470-6429

Donna Zambrano
Kaden Construction
412-478-5464

Chuck Dohn
Kaden Construction
412-860-7449

Paul Lagrotteria
Kaden Construction
412-855-7630

Chris Rumery
Shaner Capital
412-627-6866

Dear Residents

Please read the trash and recycling guidelines below.

TRASH:

The trash receptacles in the garage are conveniently placed so that you may dispose of light trash from your vehicle. Please do not abuse the use of these receptacles. Household items should be bagged and disposed of down the trash chutes. Please do not place any perishable items into the receptacles in the garage. This can cause an unpleasant odor and could lead to an insect and/or rodent problem in the garage.

RECYCLING:

All bottles and cans should be rinsed to remove any odor or residue before placing in the recycling receptacles. All boxes should be broken down. You may place all recycling and boxes inside of the green recycling dumpsters located near both elevators.

This will help keep the garage cleaner and prevent an unsightly mess next to the elevators.

Thank you for your cooperation!

Building Manager
Justin Schrecengost

Please Remember:

All boxes should be broken down flat before being placed in the recycling.

Thank you