

**THE HIGHWOOD CONDOMINIUM ASSOCIATION  
MOVE-IN/MOVE-OUT REGULATIONS**

- **Security issues** – No move-in or move-out is permitted through the front doors. No contractors should be moving equipment in or out the front door. Moves and contractors should use the basement door off the parking lot and anytime the door is propped open there MUST be an adult attendant posted at the door who is capable of prohibiting access to the building by anyone who does not have a key to that door. Failure to abide by this important security standard could result in the imposition of a progressive fine. The first security offense would be \$300 and the second offense would be \$700. Unit owners are ultimately responsible for the conduct of their Tenants and ultimately responsible for any fines that are incurred as a result of the tenants. Never admit anyone into the building that you do not know or that you are not expecting.
  
- **Move-in/Move-out Restrictions** – In addition to the security issues referenced above, all move-ins and move-outs MUST be scheduled with the building superintendant, Arnold Jefferson, at least forty-eight (48) hours in advance. If there is another move already scheduled when you want to move, you will be asked to reschedule the move for another day since we can only have one move per day at the building and because we have only one (1) freight elevator in the building. Under NO circumstances may the passenger elevator be used to transport any equipment, building/construction supplies, cabinetry, furniture or similar bulky material. If the freight elevator is temporarily out of service such material/supplies/equipment/furniture must be moved via the nearest stairwell. Use of passenger elevator to transport any type of furniture, construction material, etc. is prohibited fines will be levied by the Association Board for any violation of this rule.
  
- **Elevator Usage** - Because the elevators are more heavily used on weekends and holidays, and because residents frequently entertain guests on the weekends and holidays, no moves are permitted over the weekends or on holidays.
  
- **Excessive Trash** – The cost of hauling away any excessive trash that overflows our dumpsters (or any trash that is not covered by the Association’s hauling agreement), together with a minimum service fee of \$100, must be paid by the party responsible for the extra cost. Accordingly, you are urged to make appropriate arrangements to dispose of unwanted furniture, appliances, packing material/boxes, construction debris, etc and NOT leave that material for your neighbors to dispose of.