

Resolution of the Board of Directors of the Highwood Condominium Association

Move-Ins, Move-Outs, and Deliveries:

Due to numerous complaints and rules violations, it was requested by owners that the board update the rules and provide an easy to use form along with the fine structure for rules violations. Ignorance of these rules is not an acceptable excuse for rules violations.

- **Renter Note for Owners:** If you choose to rent your unit to a unit to a tenant, ultimately you are responsible for violations as the owner for the actions of your tenant. Owners are responsible for educating their tenant of these rules, and ultimately responsible for paying the fine if a violation occurs. If concerned, the board recommends the owner attend the move-in to ensure the tenant does not violate any of these rules.
- Move-ins and move outs must be scheduled with the building manager. All move-ins and move-outs must be scheduled and confirmed at least forty-eight 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 as one move is allowed per day.
 - **Fine:** Failure to schedule a move is subject to a \$250.00 fine.
- All moves should be scheduled to begin as close as possible to 8:00 a.m. and be completed if possible by 4:00 p.m. or is when building staff and services are available. Any move-ins or move-outs occurring outside of the above hours, Saturdays, Sundays, or holidays will be subject to a charge of \$75.00 in cash to cover staff salary after hours.
- No move-in or move-out is permitted through the front doors. In addition to this, contractors are not permitted to utilize the front door while moving equipment or supplies. Moves and contractors should use either of the two basement doors (Highland Avenue door or the door off the parking lot) or the garage.
 - **Fine:** Using the front door in violation with these rules will be subject to repair costs to the door as well as a \$250.00 fine.
- Anytime that the door is propped open there must be an adult attendant posted at that 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.
 - **Fine:** The first security offense would be subject to a \$300.00 fine and the second offense would be \$700.00 fine.

- 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.
 - **Fine:** Using the passenger elevator in violation with these rules will be subject to repair costs of the elevator as a \$250.00 fine.
- **Garage Use:** The garage may be the easiest and safest method for move-ins, move-outs, and deliveries of large appliances/furniture. However, the garage contains parking spots of residents. If you wish to utilize the garage, coordination with building maintenance is critical as any trucks/appliances/furniture must be moved for cars to enter and exit.
 - **Fine:** If you choose to utilize the garage, blocking the entrance, and you have not coordinated with building maintenance, this violation is subject to a \$250.00 fine.

THESE SUMMARIZED OPERATING PROCEDURES/STANDARDS OF BEHAVIOR HAVE BEEN APPROVED BY THE HIGHWOOD CONDOMINIUM BOARD OF DIRECTORS THIS ____ DAY OF _____ 2019 WITH AN IMMEDIATE EFFECTIVE DATE. IF YOU HAVE ANY QUESTIONS ABOUT THIS SUMMARY PLEASE CONTACT ARNHEIM & NEELY INC., OUR MANAGEMENT AGENTS, AT (412)391-1900. THANK YOU.

Highwood Condo Association, President

Highwood Condo Association, Secretary