



General:

The use of Keola Lai common areas and elevators by residents moving in and out of the building and by residents receiving deliveries of large items (such as furniture) needs to be done in a way that minimizes the inconvenience to other residents. For these reasons, all moves and large deliveries will be coordinated in advance with Security and subject to the constraints described below.

Note: For deliveries of small items (less than 3' x 3' x 3' and fifty (50) lbs.), please refer to the Mail & Packages Policy.

Hours:

Moves and deliveries may only take place Monday through Saturday from 8:00 AM until 5:00 PM.

No moves or deliveries may occur on State or Federal holidays.

Freight Elevator:

All large items will be carried between the loading dock and the residential floors via the freight elevator. Security accepts reservations to use the freight elevator on a first-come, first-served basis and for a period no longer than four (4) hours. Management will consider requests for longer reservations on a case-by-case basis.

Prior to the starting time of reservation, Security will pad the freight elevator to protect its walls, floor, and control system.

A refundable security deposit of *one hundred dollars (\$100)* in the form of a check is required for each reservation. Deposit checks will be returned to the resident making the reservations within five (5) days after the event or may be left on file with Management for future reservations deposits for up to six (6) months. *If a check is on file after six (6) months, it will be shredded.* The resident moving in/out or accepting a delivery is responsible for any damage to Keola Lai common areas and equipment during the move or delivery.

Any move or delivery that extends past its scheduled time may be stopped by Security to allow other uses of the freight elevator.

Regulations:

Movers/deliverers must check-in with Security when they first arrive at the building.

All rubbish related to move or delivery must be removed from the premises by the movers/delivers or by resident. Failure to comply with this provision will result in the forfeit of the deposit or a two hundred and fifty dollar (\$250) fine

No employee of the Association is authorized to assist carrying items during a move.

Inspection:

Movers, delivery persons, and residents must take care to prevent any damages to any property at Keola La'i.

Security will inspect the relevant common areas and elevators before and after each move/delivery. The resident moving or accepting a delivery is welcome to participate in this inspection, and the first inspection is a good opportunity to point out any existing damages to the common areas. The resident that is moving or accepting the delivery will be liable for all damages determined by security to have occurred during the move.



Unforeseen Circumstances:

In an emergency or because of an equipment failure, Security will, if necessary, take over the freight elevator and stop a scheduled move/delivery.

The Association is not liable for incurred costs due to unforeseen circumstances.