



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 deliveries of large or bulky items 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.

Reservations:

Moves and deliveries may only take place Monday through Saturday from 8:00 AM until 4:00pm. No reservations may be made after 3:30pm. Moves and deliveries are not permitted on State or Federal holidays.

Security accepts reservations to use the freight elevator on a first-come, first-served basis and for a period of no longer than four (4) hours.

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.

All large items will be carried between the loading dock and the residential floors via the freight elevator.

Prior to the starting time of reservation, Security will pad the freight elevator to protect its walls, floor, and control system. The resident moving in/out or accepting a delivery is responsible for their delivery personnel and any damage to Keola Lai common areas and equipment during the move or delivery. The unit's account will be assessed for the cost of repairs for any damage that is sustained.

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 who is 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 damage to the common areas. The resident that is moving or accepting the delivery will be liable for all damage 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 the costs incurred due to any unforeseen circumstances.