

## Millwheel North Owners Association

### Moving Policy & Procedures

If you are moving into or out of a Unit at Millwheel North, or if you are having large items delivered or picked up, you are required to comply with the Association's Moving Policy & Procedures. Read this information thoroughly and reach out to the Association's community manager if you have any questions.

To start the moving process, contact the Association's community manager to get your paperwork and to schedule a moving day. The Association's community manager must receive your moving paperwork at least seven (7) business days before your moving day. All moves and large deliveries are scheduled on a first-come, first-served basis.

	<b>Full move</b>	<b>Partial move</b>
<b>What's the difference?</b>	A full move is a move-in or move-out that results in a change of resident.	A partial move is a delivery or pickup of large items (furniture, boxes, appliances, etc.).
<b>When can I schedule a move?</b>	<ul style="list-style-type: none"> <li>• Full moves must be approved and scheduled at least seven (7) business days in advance.</li> <li>• Full moves must be scheduled Monday - Saturday, between 8:00 AM and 5:00 PM.</li> <li>• Full moves are not allowed on Sundays or holidays without the Association's prior written approval, which must be obtained at least seven (7) days before moving day.</li> <li>• Full moves performed outside of these scheduled hours shall constitute a nuisance.</li> </ul> <p>The Association must approve in advance any move that will take longer than one (1) day.</p>	<ul style="list-style-type: none"> <li>• Partial moves must be approved and scheduled at least seven (7) business days in advance.</li> <li>• Partial moves must be scheduled Monday - Saturday, between 8:00 AM and 5:00 PM.</li> <li>• Partial moves are permitted between 8:00 AM and 5:00 PM on Sundays and holidays only if they can be completed in one (1) hour or less.</li> <li>• Partial moves performed outside of these permitted hours shall constitute a nuisance.</li> </ul> <p>If you need a faster turn-around (for next-day appliance deliveries, etc.), you must make reasonable efforts to provide the Association with at least 24-hours notice. Depending on the advance notice you provide, you may incur additional costs to pad the elevator.</p>
<b>Do I have to pay a security deposit for my move?</b>	<p><b>Yes.</b> All moves (both full and partial) require a refundable \$500 security deposit via a check made payable to Millwheel North Owners' Association, which must be received by the Association at least seven (7) business days before your moving day. Cash deposits will not be accepted.</p> <ul style="list-style-type: none"> <li>• If no damage occurs: The Association will refund your deposit within ten (10) business days of the date of your move.</li> <li>• If damage occurs: The Association will withhold the cost for repairs and the balance (if any) will be refunded within ten (10) days of completion of the repairs.</li> <li>• If damage costs exceed \$500: The Owner of the applicable Unit will be billed for the excess amount, which must be paid within fifteen (15) business days of billing. If said amount is not paid by this date, the Association may impose a reimbursement assessment against the Owner to recover the remaining amount following a noticed hearing before the Association's Board of Directors.</li> </ul>	
<b>Are there any additional fees I need to know about?</b>	<p><b>Yes.</b> Full moves require a non-refundable \$200 administrative fee via a check made payable to Millwheel North Owners' Association. The Association must receive payment of this fee at least seven (7) business days before the moving day. This fee covers costs incurred by the Association, including inspections, entry system programming, and compensating vendors for additional labor costs.</p>	<p><b>No.</b> Partial moves do not require additional fees.</p>

<p><b>Are there any insurance requirements?</b></p>	<p><b>Yes.</b> For both full and partial moves, the Association requires all contractors, moving companies, and delivery companies to provide proof of insurance. A Certificate of Liability Insurance (COI) with the following requirements must be submitted to the Association at least seven (7) business days before the moving day:</p> <ul style="list-style-type: none"> <li>● General Liability insurance with: <ul style="list-style-type: none"> <li>○ A minimum of \$1 million coverage</li> <li>○ Listing Millwheel North Owners' Association and HOA Organizers as insureds, with the Certificate Holder listed as: <p style="margin-left: 40px;">Millwheel North Owners Association &amp; HOA Organizers 1990 N. California Blvd. Suite 20 Walnut Creek, CA 94596</p> </li> <li>○ The COI should not be specific to a particular Unit, resident, or date; otherwise, it will only be valid for that specific occasion.</li> </ul> </li> <li>● Workers' Compensation Insurance as required under State Law</li> </ul> <p>Once a COI is received, the Association will keep a copy in its records until the policy expires, as long as it does not reference a specific Unit, resident, or date. The Association will deny building access to any person for whom a resident has not provided the required COI in advance. Residents conducting a self-move (without using a moving company) are required to carry general liability insurance, in accordance with these requirements, through an applicable policy of homeowners' or renters' insurance; provided, however, that the Association shall have no obligation to confirm whether any resident carries the required insurance and/or confirm the terms of any insurance purchased by a resident.</p>
<p><b>Are there fines if I don't follow this policy?</b></p>	<ul style="list-style-type: none"> <li>● <b>Yes.</b> Violations of this policy may subject the Owner of the applicable Unit to potential disciplinary action after a noticed hearing before the Association's Board of Directors, including a monetary fine and/or suspension of membership privileges, in accordance with the Association's governing documents. These fines include but are not limited to: <ul style="list-style-type: none"> <li>○ Failure to schedule a move: \$300 fine.</li> <li>○ Failure to pad the elevator: \$300 fine.</li> <li>○ Leaving building entry doors open and unattended: \$300 fine.</li> <li>○ Leaving packing materials and boxes in the common areas: \$300 fine plus any additional disposal costs that the Association may incur.</li> </ul> </li> </ul>

Adopted February 2022

# Check List

When	What to do
<p><b>Before your moving day</b></p>	<ul style="list-style-type: none"> <li>• Ensure your completed paperwork (including COI, if applicable), your deposit, and any required fees are received by the Association at least seven (7) business days before your move.</li> <li>• Provide your moving company with a copy of this Moving Policy &amp; Procedures.</li> <li>• Notify your moving company and movers of all City requirements that may affect your move before their arrival—for example, the location of fire hydrants and driveways.</li> <li>• Contact the San Francisco Metropolitan Transportation Authority (SFMTA) to confirm whether there are any parking fees associated with moving vans and other vehicles. Moving vehicles are not allowed inside of the garage. Check with SFMTA regarding “No Stopping” signs (if needed) for parking moving vehicles in front of the building.</li> </ul>
<p><b>On your moving day</b></p>	<ul style="list-style-type: none"> <li>• Meet on-site with the Association’s community manager or a maintenance crew representative who will assist you if you’ve scheduled a full move.</li> <li>• Inspect the common area and note any damages.</li> <li>• Residents are prohibited from moving any item in or through any window or balcony/terrace entrance.</li> <li>• Mobile storage containers (“pods”) are not permitted on any street inside of the community. If you have utilized a pod for moving, you should unload the contents of the pod into a moving truck and/or van prior to arriving to the area. Contact your mobile storage container vendor for options.</li> <li>• The Association will provide protective coverings for the elevator cab during the moving process. However, it is the mover’s responsibility to check the actual dimensions of the elevator cab prior to loading large items into the elevator and to confirm that the elevator has been padded. If it’s not, contact the Association’s community manager before starting your move. No moves will be permitted if protective coverings are not in place.</li> <li>• It is the responsibility of your mover to put down a protective covering for the elevator floor and between the entrance of the building and your Unit during the moving process. No moves may begin until these protective coverings are in place. Movers must use hand carts or furniture dollies. The Association will not provide moving equipment. Under no circumstances may furniture or belongings be dragged across the pavement or sidewalk or through the interior common areas of the building.</li> <li>• Monitor your move, including building access, and ensure the lobby doors are not left open without supervision.</li> <li>• Remove empty boxes, packing materials, and debris from the elevators and common areas.</li> <li>• Flatten any empty boxes and put them in the recycling bins. If they don’t fit, you must contact the Association’s community manager to schedule an additional pickup at your expense.</li> </ul>
<p><b>After your moving day</b></p>	<ul style="list-style-type: none"> <li>• Contact the Association’s community manager about a deposit refund, with costs for any damages withheld.</li> </ul>
<p><b>Are there fines if I don’t follow this policy?</b></p>	<ul style="list-style-type: none"> <li>• <b>Yes.</b> Violations of this policy may subject the Owner of the applicable Unit to potential disciplinary action after a noticed hearing before the Association’s Board of Directors, including a monetary fine and/or suspension of membership privileges, in accordance with the Association’s governing documents. [Board: You can either rely on the fine amounts listed in your general fine policy, or you can have particular fines just for violations of this policy.] These fines include but are not limited to:             <ul style="list-style-type: none"> <li>• Failure to schedule a move: \$300 fine.</li> <li>• Failure to pad the elevator: \$300 fine.</li> <li>• Leaving building entry doors open and unattended: \$300 fine.</li> <li>• Leaving packing materials and boxes in the common areas: \$300 fine plus any additional disposal costs that the Association may incur.</li> </ul> </li> </ul>