



February 11, 2021

BEECH TOWER COMMUNITY ASSOCIATION
Move-In/Move-Out Policy Update



The Beech Tower Move-In/Move-Out Policy has changed. Effective immediately, all moves will be handled by a third-party move coordinator, and the existing \$150.00/move fee and \$25.00/hour monitoring fee will both be eliminated. Below is the new Move-In/Move-Out Policy:

- 1) The **unit owner** must contact the management company to schedule all moves at info@360hoa.com. Requests from tenants will not be accepted. Please provide the name, phone number, e-mail address, and requested move date & timeframe of the person who will be moving. This information will be provided to the move coordinator, who will contact the resident directly to coordinate the move.
- 2) Moves must be scheduled at least forty-eight (48) hours in advance. Any moves scheduled with less than a forty-eight (48) hour notice will incur an additional \$100.00 fee (if the coordinator can accommodate the move).
- 3) The move fee shall be \$200.00 for a four (4) hour move window, and \$60.00 per each additional hour. Fees are paid directly to the move coordinator prior to the move. *These fees are subject to change.* Credit/debit cards are the only accepted forms of payment.
- 4) Moves shall continue to be done through the P2 garage only. Moves through the front door are **strictly prohibited**.
- 5) The move coordinator shall provide pre/post move walkthrough inspections including a written report with photos & videos, review the Association move protocol with the movers and monitor the door while the move is in progress.
- 6) The owner agrees to be responsible for any damage, claims, losses, expenses, or any costs whatsoever including, but not limited to, those resulting from bodily injury, death and/or damage to property of third parties, the Owner, the tenant, the Association and its owners, directors, officers, employees, and agents, arising from the use of the elevator or any portion of the Common Area.
- 7) An immediate fine of **\$500.00** shall be imposed on the unit owner for any unscheduled and/or improper moves.

If you have any questions, please contact management at (619) 270-7360.

Sincerely,
Beech Tower Community Association
Board of Directors