



THE ELIZABETH LOFTS

HOMEOWNERS' ASSOCIATION

Move Procedure

All moves MUST be scheduled with the Move Coordinator!

The Move Coordinator can assist with nearly all aspects of your move. The coordinator has years of experience working with various movers, as well as the specific requirements of The Elizabeth Lofts Homeowners' Association and our building.

Contact with the Move Coordinator should be made early in the planning process:

Georgia Hughes: 503-860-5634 or email: gh4@me.com.

Scheduling:

- Moves are scheduled on a first-come, first-served basis.
- Only one move can occur at a time.
- A 2-week notice (or more) is strongly encouraged; however, a 1-week notice will be accommodated when possible.
- In addition to the applicable moving fee outlined below, an **additional fine of \$300** will be imposed for all un-scheduled moves.
- In the event of a cancellation or change, the Move Coordinator must be notified directly at least 72 hours prior to the scheduled move. If less notice is given, a **\$200 fine** may be imposed.
- Moves are scheduled between 8 AM to 5 PM Monday through Saturday (six days per week). **No moves are allowed on Sundays or holidays.**
 - Please note that there will be no moves scheduled during
 - pre-scheduled Community Room and/or Plaza events that would conflict with the moving process.

Fees:

- The owner of record is ultimately responsible for payment of all fees and/or fines.
- **A fee of \$750 must be paid prior to the move date.** Checks should be made payable to The Elizabeth Lofts Condominiums and may be submitted to the Concierge. **The fee covers the coordination of both the move into and out of the building**, building security, the cost of normal wear and tear that moves impose on the building, and an orientation session with building reference materials.
- An **additional fine of \$300** will be imposed for all un-scheduled moves.
- An **additional fine of \$200** will be imposed for cancellations with less than 72 hours notice.
- The owner of record is **additionally** responsible for any damages to the building and/or common areas that are caused by the movers because of the move.

Special Situations:

Rentals:

- If a unit is to be leased or rented, **both the owner and each new tenant are required to attend an orientation session.**
- Fees typically include one orientation session; each additional orientation will require an additional fee of **\$150.**
- Any financial agreement between the owner of record and their renter or lessee is solely between them and in no way will involve The Elizabeth Lofts Condominiums.
- Move fees for rentals of furnished “executive” units will be assessed a **minimum move fee of \$225,** which includes a required orientation session for each new renter. When the move is scheduled, the Move Coordinator will assess the move requirements and determine if the move warrants a larger fee.

Unit-to-Unit Moves:

- “Internal moves” (from one Elizabeth Lofts unit to another) have a **move fee of \$325** and REQUIRE the move to be scheduled to avoid an unscheduled move fine. An orientation fee is not included.

Staging Moves:

- “Staging” a unit for sale or lease has a **move fee of \$225 each way,** and must be scheduled to avoid an unscheduled move fine.

“Old” Owners/Residents:

- Owners or renters who moved into the building before April 15, 2010, will be charged under the previous move policy: A **\$300 fee will be imposed when the owner or renter** moves out. This includes the assistance of the Move Coordinator.

Questions regarding special circumstances, or other questions regarding move policies or arrangements, should be directed to the Move Coordinator as early as possible!

Parking:

- The company/individual who is moving must make parking arrangements. The Move Coordinator will provide instructions to reserve the appropriate parking spaces with the City. This process may be completed online but can take up to 7 days to finalize.
- All large moving vehicles must be parked on the south side of NW Flanders Street between 9th and 10th Avenues. Vehicles will **NOT** be parked in either of the Loading Zones (except as permitted by House Rule 14, discussed below), or on 9th or 10th Avenues.

Use of Loading Zones at The Elizabeth Lofts:

- There are two common area loading zones at The Elizabeth Lofts: one located on Everett Street between 9th and 10th Avenues and the other located on Flanders Street between 9th and 10th Avenues. These loading zones are for short-term parking by owners and residents (not to exceed 15 minutes) or for short-term loading and unloading of appliances, equipment, fixtures, furniture etc. (not to exceed **four hours** and must be scheduled in advance).

- Loading and unloading of appliances, equipment, fixtures, furniture, etc. must be scheduled in advance with the Concierge. The short-term loading and unloading permitted by these rules includes furniture staging and moves (both in and out of the building) provided the four-hour time period is adhered to and the vehicle being used fits in the loading zone space without encroaching on the sidewalk.

General:

- Under NO circumstances will anything be moved through the 9th Avenue doors. Access to The Elizabeth Lofts will only be through the Service Access Door (west side of building) and will utilize only the south elevator. At the direction of the Move Coordinator, the elevator pads will be installed and the area will be prepared for the move.
- A walk through, with the involvement of the resident and the movers, will be conducted by the Move Coordinator, both before and after the move, to assure that there is no damage to the building and/or common elements, including the Plaza or any plantings.
- Access by other residents through the corridors and to the elevators must be maintained throughout the move.
- The corridors and elevator must be cleared of all debris at the end of the move or at the end of each day if the move is to take place for more than one day.
- Packing materials must be disposed of appropriately in the first floor Trash and Recycling Room. There are containers identified for recyclable materials. These materials **must not** be put into the garbage chute.
- If materials cannot be properly disposed of, contact the Concierge to schedule the disposal through the Association's garbage hauler. The cost for this extra service is ultimately the responsibility of the owner of record.

See the House Rules 18, 19, and 20 for further recycling information.