

RULES GOVERNING THE MOVING OF CO-OWNERS

The following information is provided to emphasize the information pertinent to the moving in and moving out of Co-owners. It is not intended to replace the rules and regulations set forth in The Riverside Condominium "House Rules and General Information 2009".

MANAGEMENT

Alvin Brooks is under contract with the Riverside Council of Co-Owners as property manager to maintain the common areas of the building and grounds to include all facilities and equipment therein.

All repairs of equipment, appliances, personal services or other maintenance in the individual units are the sole responsibility of each Co-Owner.

A certificate of insurance shall be provided to the Riverside Council of Co-Owners Board. Should you fail to obtain insurance, the Co-Owner assumes total liability for damage to other units as a result of an incident in their unit whether it is created by modification of their mechanical, electrical, plumbing, or a lack of maintaining their facilities, etc.

DEPOSITS and FEES

There is a \$100.00 moving fee due at the time of notifying Management of your moving date. This will cover installing and removing the protective padding in the elevator, paper work and adding and deleting names to the callbox and the Co-Owners directory, post-move inspection, etc. In addition to the moving fee, there will be a \$100.00 security deposit which will be refunded upon the post-move inspection if there isn't any damage to the common areas to be resolved. In the event the actual cost of repairs exceeds the \$100.00 deposit the Co-Owner will be invoiced separately with supporting receipts for required services.

When moving in or out you must give at least three (3) days of notice to the Property Manager in order for the padding to be installed in the elevator. Moving in or out must be between the hours of 8:00 a.m. and 6:00 p.m. Monday – Friday and between the hours of 9:00 a.m. and 3:00 p.m. on Saturday. No move-ins shall be scheduled for Sundays. Moving vehicles must park on the street. Parking will not be permitted on the lawn.

A Co-Owner may have replacement and/or additional items delivered to their unit without paying a security deposit. Should there be damage to the common areas, the Co-Owner assumes full liability for and damage. The Co-Owner must notify the Property Manager 24 hours in advance if they intend to use the elevator so that the elevator cab can be protected.

In the event of an emergency replacement of a major appliance no advance notice is required. However, the Property Manager need to be contacted to protect the elevator cab prior to delivery.

When moving in or out excess trash (can goods, etc.) and packing materials must be taken to the dump. The trash containers in the Duke Street garage are for normal day to day refuse.

ELEVATOR

Please note that the posted weight limit for the elevator is 2500 pounds. The weight load must not exceed 80% of the 2500 pounds. In the event damage should occur to the elevator as a result of misuse of the elevator the Co-Owner shall be responsible for the cost of repair and/or replacement of the elevator.

PARKING

Every Unit is assigned one parking space. Please do not park in any space other than the one assigned to you unless you have permission to do so.

SECURITY

All purchasers should be given at least two FOBs by the seller of the unit.. All other FOBs assigned to that unit will be deactivated upon settlement. This will allow the new owner access to the building and at the Co-Owners earliest convenience the Co-Owner should contact the office to have the FOBs in their possession re-activated and registered. This insures that all working FOBs are accounted for and are not in the possession of someone who should not have them. Should a FOB quit working or you need additional FOBs they can be obtained at a fee of \$20.00 each. Additional keys may be obtained for a fee of \$5.00 each. This covers the cost of the special blanks and the cost of having them cut to fit your doors.

All entry doors into the building must be secured at all times unless someone is available at that location to monitor the door at all times – no exceptions. You are responsible for educating your family, guests, contractors, delivery companies, etc. regarding this rule. There is a valid expectation of each co-owner that the premises will be secure at all times.

Riverside Council of Co-Owners

Date

Co-Owner (Seller)

Date

Co-Owner (Purchaser)

Date