

allure	<b>Moves &amp; Deliveries Policy</b>	<b>Page 1 of 2</b>
		<b>AWPP015</b>
Adopted: 11/10/15		Version: 1.0

The policies set forth herein are directives adopted by the Allure Waikiki AOUO Board of Directors to be carried out accordingly by the Allure Front Desk Ambassadors and the Management Office. If you have any suggestions on how to improve a policy or procedure, please put them in writing and they will be reviewed by the Board. Unless and until the Board votes to revise them, you must comply with current policies and procedures, otherwise notifications and/or fines may be issued to your Unit. The purpose of this policy is to establish a uniform set of guidelines and procedures which will be used by the Management Office and Front Desk Ambassadors to decrease the likelihood of issues and to promote the safety and security of all Employees and Residents since our resources are limited. The rules and regulations set forth in this policy supersede and replace all rules and regulations set forth previously.

**Deliveries:**

For the purposes of this policy, deliveries are considered to be large items which require an elevator reservation, such as furniture or appliances. For small deliveries, such as flowers, please refer to the Mail and Package Acceptance Policy (**AWPP008**).

**Hours:**

Moves and deliveries are permitted Monday through Friday from 9 AM until 5 PM; and Saturdays from 8 AM until 4 PM. No moves are allowed on Sundays or holidays.

**Schedule:**

Elevator #2 can be reserved by a Registered Resident for a move or delivery. Reservations are for a three-hour period only, unless otherwise authorized by Management, and should be made at least a week in advance.

A \$300 security deposit check must be on file with Management prior to the event. Absolutely NO moves or deliveries will be permitted without a security deposit check.

No moves or deliveries should be permitted without a reservation. Elevator reservations can be made with the Front Desk and are taken on a first-come, first-served basis. The Association reserves the right to deny unscheduled moves or deliveries. Unscheduled moves may be authorized by Management under the following conditions:

1. A violation notification will be issued. This may result in fines in accordance with the Violations, Citations, And Fine Assessments guide (Appendix A of the House Rules & Regulations).
2. You will need to wait until there is availability. Unscheduled moves or deliveries will receive last priority to those which are already authorized.

Any move or delivery done without prior authorization will result in an immediate fine of \$300.

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### **Regulations:**

All items must move directly between the truck, elevator, and Unit. No items may be staged or left in the hallways or on the lanais.

Do not leave any boxes or other items in the corridor or trash chute room. These items must be taken to the first floor of the Parking Garage and disposed of in the proper receptacles.

Do not lean, touch, or run any items against the walls during the move to prevent damages.

Any moves or deliveries which start late or go over the allotted time will lose priority. Should another Resident have a reservation, you may be asked to stop.

All movers are required to have a certificate of insurance for workers' compensation and liability insurance with minimum limits of one million dollars (\$1,000,000.00) for the moving company, naming the Association and Management Company (*Allure Waikiki AOUO and Hawaiiana Management Company*) as additional insured parties.

### **Check-In/Out Inspection:**

An Ambassador will complete an inspection of the elevators and corridors with you prior to your move. Be sure to point out any existing damage to avoid being held liable.

After you have finished, an Ambassador will again inspect the elevators and corridors. You will be responsible to pay for any damages incurred during the move.

### **Unforeseen Circumstances:**

The Association reserves the right to cancel, delay, modify or change any move or delivery, regardless of reservation, for any unforeseen circumstances or building disruptions (ex. broken elevator).