

# *the briarglen*

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## **Moving Policy**

All owners/residents moving either into or out of a unit are subject to these guidelines. The Association for Owners for the Briarglen ("HOA") has contracted with Horizon Management ("Management") as the building management company.

## **Moving Fee**

The HOA requires that a deposit be paid to the HOA by an owner, or an owner responsible for a resident leasing a unit from the owner, moving into and out of a unit in the building for the general cleaning and administration services provided by Management. The payment is to be made out to "The Association for Owners for the Briarglen".

- Deposit Fee. A deposit fee in the amount of \$400.00 shall be paid to the HOA prior to the move of which \$100.00 dollars is retained by the HOA. Up to \$300.00 shall be refundable to the owner/resident if there are no expenses incurred by the HOA in the general cleaning of the building after the move.

If overtime is required after 4:30 pm for any clean up by Management then a \$75.00 per hour fee shall be charged for those services.

Any cleaning or repair charges after the move such as damage to elevators, walls, flooring, etc., will be documented and a cost assigned for the services. These costs will be deducted from the deposit fee provided by the owner/resident. If there are no cleaning or repair costs then the full refund of the \$300.00 will be provided by the HOA. Any refund due will be paid within 30 days after the move.

- Scheduling the Move. Owner/resident must provide 7 days' prior notice to Management to schedule the move.
- Moving Hours. Building access for the move is from 8:30 am to 4:30 pm Monday through Friday.
- Building Entry Access. Contact Management prior to your move for the programming of the building entry system. If you are moving into the building provide your contact information to add your name and create a unique building security code. If you are moving out ask that your name and unique security code be removed.
- Building Access & Parking of Moving Vehicle. Mover's access to the building is only through the garage entry. The lobby is not to be used by movers for any part of the move. Moving vehicle(s) may only be parked on Briarglen Drive during the move.
- Elevator Use. One elevator is available for the move. Management will hang protective panel pads in the elevator cab prior to the moving date. The other elevator must be left available for others to use.
- Hallways/Stairwells. During the move, do not block hallways or stairwells, due to emergency egress considerations.
- Noise Considerations. Please be considerate and avoid unnecessary noise during your move when in the common areas of the building.

*If you have any questions, please contact MMS 713-828-0203*