

PENNY FLATS CONDOMINIUM ASSOCIATION
POLICY ON MOVE-IN/OUT FEES

Effective: 6/1/16

1. Introduction.

The Board of Directors ("Board") of Penny Flats Condominium Association, a Colorado nonprofit corporation ("Association"), acting pursuant to the powers set forth in the Association's Bylaws, Articles of Incorporation, the Condominium Declaration for Penny Flats Condominiums (a Common Interest Community) ("Declaration") (such documents being collectively referred to as the "Association Documents"), and the Colorado Common Interest Ownership Act, as amended ("CCIOA"), has enacted the following Policy effective as of the date set forth above. Unless the context otherwise indicates, capitalized words and terms shall have the meanings set forth in the Association Documents and, if not defined in the Association Documents, then as set forth in CCIOA. This Policy supersedes any previously adopted Policy on the same subject matter.

2. Policy Purpose.

The purpose of this Policy is to establish a move-in/out fee ("Fee") to cover property damage that may be caused by Tenants, Subtenants, Lessees or any occupant paying rent to occupy a Unit (collectively referred to as "Tenants") of Association Members ("Owners") and expenses to change common door codes and inspect common areas by the Association's manager or designated representative.

3. Move-In/Out Fee.

3.1 Prior to occupancy by a Tenant, the Owner of a Residential Unit ("Unit") shall deliver a copy of the Lease and pay a **nonrefundable** Fee of Two Hundred and 00/100 (\$200.00) Dollars to the Association manager. The Fee shall be allocated to inspecting the common areas, changing common door codes and conducting repairs as needed.

3.2 Any unused portion of the Fee shall be retained by the Association.

3.3 Any expenses incurred by the Association, which exceed the Fee, shall be reimbursed by the Owner.

3.4 Owners, who occupy a Unit, are not subject to the Fee; however, any expenses incurred for damages caused by Owners while moving will be reimbursed on a time and material basis.

3.5 At turnover, Tenants shall return exterior building keys and garage door openers to Owners. Owners shall notify the Association manager or designated representative prior to move out and all common door codes must be changed. Owners are encouraged to rekey units during each turnover.

4. Variances.

The Board may from time to time vary from the requirements set forth in this Policy if the Board determines in its sole discretion that such variance is reasonable under the circumstances.


5. Amendments.

This Policy may be amended from time to time by the Board.

CERTIFICATION

The undersigned, being the duly elected and acting Secretary of Penny Flats Condominium Association (the "Association") certified that the foregoing Policy on a Move-In/Out Fees was approved by the vote of at least a majority of the Association's Directors at a meeting of the Association's Board held on May 16, 2016.

Penny Flats Condominium Association

By: 
Secretary

PENNY FLATS CONDOMINIUM ASSOCIATION
MOVE-IN CHECKLIST

Prior to Move-In Date:

- Inform Association Manager (“Manager”) of move-in date(s).
- Contact Manager to change common door codes and reprogram phone number on security panel.
- Provide Manager with a copy of the new lease, along with the \$200 move-in fee.
- As a safety precaution, we recommend rekeying your unit door between tenants.

On Move-In Date:

- Provide your tenant with building door keys, mailbox keys, unit door keys, and garage door remotes.
- Orient tenant to location of mailbox and how to buzz visitors into the building via the front door security panel.
- Familiarize tenant with the parking garage, the location of their parking space(s), and the location of their storage cage.
- Remind tenant to keep their storage cage secured and free of excess debris that may attract rodents.
- Review with your tenants the Association restrictions and policies, including pets, grills on balcony, marijuana, etc.
- Inform tenant to AVOID holding the elevator doors open for more than 15 seconds. After approximately 15 seconds, a loud buzzer will sound and if the obstruction is not clear of the doors it WILL shut down, which will result in a service call.
- Ensure that tenant’s movers protect elevator walls with furniture blankets, protect ALL common areas from damage, and protect floor coverings during inclement weather.
- Ensure that tenant’s movers do NOT block access to the trash enclosure area, utility rooms, parking stalls; encroach upon any sidewalk with vehicles; or impede pedestrian traffic in any manner.
- Ensure that tenant’s items are NOT left outside of the dumpsters in the trash enclosure area. All moving materials and oversized personal items must be hauled offsite and properly disposed of.
- Ask tenant to clean up the common areas as needed during the moving process and to be respectful to neighbors.

Thank you for your help in keeping Penny Flats clean and free of damage!

PENNY FLATS CONDOMINIUM ASSOCIATION
MOVE-OUT CHECKLIST

Prior to Move-Out Date:

- Inform Association Manager (“Manager”) of move-out date(s).
- Inform tenant to AVOID holding the elevator doors open for more than 15 seconds. After approximately 15 seconds, a loud buzzer will sound and if the obstruction is not clear of the doors it WILL shut down, which will result in a service call.
- Ensure that tenant’s movers protect elevator walls with furniture blankets, protect ALL common areas from damage, and protect floor coverings during inclement weather.
- Ensure that tenant’s movers do NOT block access to the trash enclosure area, utility rooms, parking stalls; encroach upon any sidewalk with vehicles; or impede pedestrian traffic in any manner.
- Ensure that tenant’s items are NOT left outside of the dumpsters in the trash enclosure area. All moving materials and oversized personal items must be hauled offsite and properly disposed of.
- Ask tenant to clean up the common areas as needed during the moving process and to be respectful to neighbors.

After Move-Out Date:

- Be sure your Tenant has returned all building, mailbox, and unit keys, along with all garage door openers.
- Conduct a move-out inspection of the unit, noting any damage that needs addressing with tenant.
- Inspect the parking space(s) and storage cage in the garage, verifying that no personal items remain.
- Broom sweep the storage cage.
- Inspect the trash enclosure area to verify that no oversized items were left by tenant.
- As a safety precaution, we recommend rekeying your unit door between tenants.

Thank you for your help in keeping Penny Flats clean and free of damage!