Alta Views Homeowners Association

Move-In/Move-Out Policy

Move-In/Move-Out will be conducted 8:00 a.m. to 6:00 p.m. Monday through Sunday

> AN APPOINTMENT TO SCHEDULE A MOVE-IN OR MOVE-OUT OF THE BUILDING MUST BE MADE SEVEN (7) WORKING DAYS IN ADVANCE OF THE MOVE TO ENSURE ACCESS TO THE PROPERTY.

Please call the HOA management company office at 1-406-204-4595 Monday through Friday from 9:30 a.m. to 4 p.m. to schedule moves and deliveries.

Parking
If you are using a professional moving company, be sure to notify the HOA so parking of the moving vehicle may be arranged ahead of time. A representative of the association will accompany the movers on the initial walk-through of the property.

Initial Move-In
Please choose your moving company carefully! You, as the homeowner or tenant, are fully responsible for any damage done to the Common Areas during your move. Because of this liability it is important that the moving company carry its own insurance for such damage.

> THE MOVING COMPANY YOU SELECT MUST SUPPLY THE HOA OFFICE WITH A CURRENT CERTIFICATE OF LIABILITY AND WORKERS COMPENSATION INSURANCE FOR A MINIUM OF $1,000,000 NAMING THE ALTA VIEWS HOMEOWNERS ASSOCIATION, INC AS ADDITIONAL INSURED BEFORE THE MOVE MY START.

Unloading will not be permitted until insurance and workers compensation documents have been submitted and accepted. Please allow a minimum of seven (7) days between the submission of the documents and acceptance.

If you plan to move from out of state, please either use a destination (local) agent for the company or instruct the driver to call the HOA office a minimum of 48 hours in advance to coordinate the time of arrival and to insure availability of access to the property. Residents who wish to move in without using a professional moving company may do so providing they meet all the requirements of the moving companies seven (7) days advance notice. When your furniture arrives, the HOA office representative will walk with a representative of the moving company from the point of entry to the property and to your unit and note any damage that might exist.

When your move is completed, the walkthrough inspection from point of entry to the property and to your unit will be repeated and any new damaged noted at that time.

> THE OWNER IS RESPONSIBLE FOR ALL COSTS FOR REPAIRS NECESSITATED BY THE MOVE.

Please provide the moving company a copy of the attached Memo of Moving Company Personnel, so that they have a clear understanding of Alta Views HOA moving requirements.

Suggestions for Moving Preparation

1. Make a plan. You will save time and money if you plan the location of your furniture in your new home before the moving company delivers it.
2. Be sure you know:
    a. Your Address
    b. The day, date and the block of time you are assigned for the move-in/move- out and have verified this with your moving company.
    c. The size of the doorways.

After Moving Boxes and Materials
At the end of the move the area around your home must be free of packaging materials and debris within a reasonable time, no more than a week. Broken down boxes may be placed behind the dumpsters to be recycled.

> ANY RESIDENT WHO DISREGARDS THIS REGULATION BY LEAVING PACKING MATERIALS AND BOXES IN THE PUBLIC AREAS WILL BE SUBJECT TO A MINIUM CHARGE OF $100 TO COVER THE COST OF REMOVING THE NUISANCE AND FIRE HAZARD.

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Move-In/Move-Out Agreement (Owner)

Please read, sign and return this Move-in/Move-out Agreement to the HOA Office prior to beginning any move.

I have read the Move-in/Move-out procedures for the Alta Views HOA. I understand and agree that if damage is incurred as a result of any move, I will accept total responsibility for the cost of any damage, repair, cleaning, losses or other liabilities. I further understand and agree that if my Move-in/Move-out requires more than the slotted time that it may be interrupted to allow other scheduled moves.

Owner Name:_____Date: _____

Owner Signature: _____

Owner Property Address: _____

Confirm your HOA-agreed upon move in date here: _____

Return this Document To:

Alta Views HOA, Inc.
C/O MMI
704C 13th St #406
Whitefish, MT 59937
Email: Info@mmicid.com

Moving Company Policies for Contracted Service Providers

To: Moving Company Personnel

From: Alta Views Homeowners Association, Inc.

Subject: Move-in Policies & Agreement

The moving company supervisor, prior to the move, should review these policies. The Alta Views Homeowners Association will only allow moving companies on the property that will operate in keeping the property damage-free.

MOVING COMPANY STAFF

In order to ensure the move for your client goes smoothly, please make note of the following policies. If you have any questions about these policies, please contact the management company office at 1-406-204-4595 prior to the move.

1. The moving company must supply the Alta Views HOA, Inc. with a current Certificate of Liability and Worker's Compensation Insurance for a minimum of $1,000,000 before the move may start. The certificate(s) must name Alta Views HOA, Inc. as additional named insured.

   Please mail or email the certificate to:

   Alta Views HOA, Inc.
   704C 13th St E #406
   Whitefish, MT 59937
   Email: info@mmicid.com

2. When you arrive at the property, contact the HOA Management office at 4406-204-4595 to let them know of your arrival.
3. Moves are scheduled in advance and appointments are available from 8:00 a.m. to 6:00 p.m. only, Monday through Sunday.
4. Moving vans and other large vehicles may not park on the driveways. The driveways are not designed to support the weight of heavy vehicles.
5. Moving vans must not block the street or otherwise impede access to other homes or areas and must keep fire lanes clear and accessible at all times.
6. If moving company staff takes breaks or leaves the property for any reason, someone must remain who can move the truck and tend to other access and safety issues.
7. Should a moving vendor disregard any of the above policies, his/her moving company will not be allowed access to the community

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Moving Company Agreement

I have read, understand and agree to fully comply with the move-in/move-out policies of Alta Views HOA, Inc.

The form is to be signed by the Supervisor assigned to the move by the moving company and returned to the HOA Management Company for Alta Views HOA Inc, prior to any move-ins.

Company Name_____Date _____

Print Name of Supervisor _____

Supervisor Signature _____

Owner Name _____

Owner Address _____

Return this Document To:

Alta Views HOA, Inc.
C/O MMI
704C 13th St #406
Whitefish, MT 59937
Email: info@mmicid.com