

**Lake Modern Homeowners Association**  
**Move-in/ Move-Out Procedures 26 June 2023**

1. “Resident” refers to an owner or lessee. The Unit Owner is responsible for ensuring their Unit Lessee knows the moving procedures.
2. Please remember that you are moving into a building with your future neighbors, so share the elevator and access to common areas with other residents during your move.
3. Before moving in, Unit Owners must register Unit Lessees with the Property Manager.
4. Before moving in, residents must register all vehicles, bikes, and pets with the Property Manager.
5. Residents must schedule all moves through the Property Manager.
6. All moves are subject to a non-refundable \$100 moving fee and a \$500 refundable damage deposit. Checks are payable to Lake Modern Condominiums.
7. The resident’s moving company must provide the Property Manager with proof of insurance listing Lake Modern Condominium Association, [Unit Address], Basalt CO 81621, as the additional insured before the Property Manager will schedule a move.
8. Residents must submit a Moving Form, Moving Fee, Damage Deposit, and proof of insurance to the Property Manager at least seventy-two (72) hours before scheduling their move date.
9. Only one Unit may move at a time. The Property Manager will assign moving times on a first-come-first-serve basis. The Property Manager will assess a \$500 non-compliance fee if owners move without a confirmed date.
10. Damage Deposits will be refunded within two (2) weeks after a move if an inspection reveals no repairs or cleanup is necessary. Should the deposit be insufficient for all cleaning and repairs, the Property Manager will bill the current Unit Owner for the additional costs.
11. All moving personnel must enter and exit through designated entrances. Movers may not prop or leave open any doors. Drivers must turn off their vehicles while at the building.
12. Movers may take items directly from the moving truck to the elevator and vice versa. Movers may not leave items unattended inside the elevator, in the Lobby, or in hallways per applicable fire regulations. Ensure movers refrain from dragging heavy items through common areas, causing damage.
13. Cardboard boxes, packing crates and other heavy materials, debris, large items, and other moving materials shall not be placed in the recycling dumpster or abandoned in the Trash Room of the Building. Owners can call the Association’s trash removal company to schedule a special pick-up at the Owner’s expense if arrangements are not made with the moving company to remove packing materials.
14. The Unit Owner is responsible for any necessary clean-up in the Common Areas. No furniture, computers, equipment, skis, snowboards, plants, trees, lumber, paint, construction materials, or other unusual trash or debris shall be deposited in the Trash Room. Prior arrangements must be made with a trash removal company by the resident to remove such large items or unusual trash.