



MOVE IN/OUT and DELIVERY PROCESS GUIDELINES

Welcome to The Grande North at Santa Fe Place and congratulations on the purchase of your exquisite new home. It is our goal to make this transition for you as seamless and easy as possible, while at the same time maintaining your security and privacy, preserving the condition of the building and preventing conflicts among residents. In order for us to insure this takes place we have developed the following Move-In/Out Guideline document to help you.

All move-in/outs and furniture deliveries will be coordinated and scheduled through the General Manager, Lee Crowell or the Assistant Manager; Trevor Puthoff they may be contacted by phone at 619-238-8117, or via e-mail at lcrowell@prescottmgt.com or tputhoff@prescottmgt.com. Coordinating move-in/outs in this manner will help us ensure that you are provided the necessary elevator availability. All requirements for move-in/outs apply to both professional-moving companies and the homeowners who contract for their services.

Please note that owners who are planning to have post-close construction modifications of their homes must also coordinate their plans so as to insure proper scheduling of the padded elevator. When the padded elevator is not available, owners may use the passenger elevators to support their work, however, elevator pads and flooring protection must be used to prevent damage and owners will be held responsible for damage done to the common area by their contractors. We suggest that if you plan on using a moving company that you select a company that has experience with condominium high rises and is familiar with The Grande North and our policies.

MOVING AND MAJOR DELIVERIES:

Residents must coordinate their schedules and reserve an elevator with the Management Office at least two weeks in advance and also submit a non-refundable three hundred fifty dollar (\$350) dollar move in/move out fee. An employee of Mercado Moving Coordinators may contact you prior to the move to coordinate arrival times. Each resident will be accompanied by a member of The Grande North Security staff or an Employee of Mercado Moving Coordinators on a "pre" and "post" move inspection of the area to be traveled during the move. Please make your check payable to "The Grande North HOA."

1. Prior to any move or delivery, residents shall provide management with a certificate of insurance for worker's comp and liability insurance with minimum limits of \$1,000,000 for the moving company, naming The Grande North HOA and The Prescott Companies as additional insured.
2. A non-refundable \$350.00 fee is charged for each move-in and move-out. The check is to be made payable to The Grande North HOA. This fee covers administrative costs and the first four hours of a mandatory Security or Moving Coordinator fees. Any additional hours will be billed to the unit owner.
3. Under no circumstances may furniture or other belongings be dragged across the flooring. Dollies or a hand truck must be used at all times. Grande North equipment (dollies, hand truck, vacuums, etc.) are not available for resident moves.

4. The building's trash dumpster located in P1 level parking garage may be used for disposing of moving boxes. Residents must break moving boxes down before placing boxes in the dumpster.
5. Regular moving hours are Monday through Friday from 8:00 AM to 4:30 PM only, no weekends allowed.
6. All personnel involved in a move or delivery will be required to sign in and out of the premises with the management staff.
7. The resident is responsible for all costs for repairs necessitated by the move.
8. In the event that you find it necessary to move or have any items delivered that require two or more persons to transport, all Moving and Furniture Move guidelines are required.
- 9. Residents who wish to move or deliver their own furniture may do so providing they meet all the requirements of moving companies, including insurance certificates.**
10. Be familiar with the reserved loading/unloading area in the street so you can give clear directions to drivers.
11. All floor areas are to be protected along the entire moving path with carpet runners, or similar protection, from the building entry to the unit. Protective coverings must be removed and the floor cleaned by the end of your scheduled move-in/out time. If your mover/delivery people do not have acceptable floor protection, the association will provide the proper material, if available, and charge the unit owner accordingly. If the proper material is not available, the delivery must be rescheduled.
12. All trash and debris must be carried off-site on a daily basis by the resident or moving company. The building's trash dumpsters may not be used for disposing of debris. There is a possibility that residents may make arrangements for an extra trash bin to support their move at the resident's expense. Please contact the Associate Manager for further details.
13. There will be no move-in/out through the main lobby entrance.
14. All residents will use the padded elevator for move-in/out purposes. Furniture will be carried through the service corridor to the elevator and up to their unit.

BUILDING ADDRESS AND TELEPHONE NUMBERS

Building Address: 1205 Pacific Highway
San Diego, CA 92101

General Manager: Lee Crowell lcrowell@prescottmgt.com

Assistant Manager: Trevor Puthoff tputhoff@prescottmgt.com

Phone: 619-238-8117

Fax: 619-238-8199

Front Desk: 619-238-8117

Management Company: The Prescott Companies
5966 La Place Court, Suite 170
Carlsbad, CA 92008
760-634-4700
760-634-4759 (fax)

Mercado Moving Coordinators: contact.us@immcco.com

Phone: 619-838-4402

Fax: 619-955-8341