

Island Pointe Condominium Deliveries, Move-In, Move-Out Policy

General Notes:

- Unit Owners should familiarize themselves with the Island Pointe Realtor/Owner Selling/Leasing Guidelines document. If Unit Owners are selling or leasing their property through a Realtor or other Management Company, they should provide a copy of that document to their service provider.
- Special policies will need to be enacted during the time a condominium building is undergoing elevator modernization as only one elevator will be in service during the modernization. The residents of the building will be notified of those policies at the appropriate time.

1. Elevator Keys

- a. Some deliveries and moves may require an elevator key to properly manage the move and prevent damage to elevator mechanisms.
- b. If an elevator key is required to hold elevator doors open to allow items to be loaded/unloaded, the IP Security guard must be contacted.
- c. The IP Security guard will require the key requestor, whether Mover, Owner or Tenant, to surrender their driver's license until the key is returned

2. Island Pointe (IP) Management Company Representative Contact Information

- a. The IP management company representative may be contacted at the onsite office in the Island Pointe Clubhouse or by phone
 - i. Address: Island Pointe Clubhouse Office
 1. 470 Sail Lane, Merritt Island, FL 32953
 - ii. Office Phone: 321-806-4908
 - iii. If onsite representative is not available contact Fairway Management:
 1. Phone: 321-777-7575
- b. Hours are posted on the clubhouse door or on the Island Pointe Condominium website at <http://Islandpointecondo.org>

3. Deliveries

- a. At least 1 business day prior to having a significant delivery of household goods (e.g. furniture, cabinetry, appliances), the responsible unit owner/tenant must notify the Island Pointe management company representative. See contact information above.
- b. The IP management company representative will make arrangements to have moving pads installed in the appropriate elevator for the delivery and assure that, if required, an elevator key to cause the elevator to be put on and off service will be available (see #1).
- c. On the day of the delivery, the owner/tenant should notify IP Security of the time delivery person(s) will be arriving.

4. Move In/Out Hours and Delivery Hours

- a. Move-In/Out and deliveries are only allowed Monday through Friday from 8 a.m. – 5 p.m.
- b. Moves on nights, weekends or holidays are not allowed.

5. Moving Into/Out of a Unit Notification and Documents Required

- a. At least *one week* prior to the date an owner/tenant will move into or out of a unit, the owner/tenant must complete and submit a Move-In/Out form to the Island Pointe management company representative and provide the following:
 - i. Move-Ins and Move-Outs
 1. Date of move required to allow moving pads to be placed in the elevator and to secure an elevator key as/if required
 - ii. Move-Ins
 1. The new owners to provide a copy of their HUD or ALTA Statement from closing and copies of car registration(s) - up to 2 allowed to secure car tags

2. New tenants to provide a copy of their lease signed by the tenant(s) and the owner and a copy of car registration(s) - up to 2 allowed to secure car tags.
6. Moving Day Guidance

On the day of the move, either the Island Pointe Security guard or Island Pointe Maintenance staff, will instruct the movers of the appropriate parking location for their moving vehicle. They will review with the owner/tenant and the movers, the moving rules. This includes:

 - a. Do not block any garage or undercover parking entrances and make sure traffic is able to move around truck
 - b. Doors to the building may not be jammed or propped open for extended periods of time as this will cause heating/air conditioning issues.
 - c. Elevator doors may not be propped open. If it is necessary to keep elevator doors open for a period of time to place goods in or take them out of the elevator, an elevator key must be used – See Item 1. Propping elevator doors open without a key may do significant damage to the elevator mechanisms.
 - d. Materials may not be propped up against any common area walls
 - e. Materials being delivered shall be staged in such a manner so as not to interfere with access of the occupants of the building, to and from the elevators on any floor and access to their units and the common area facilities (e.g. mailboxes, cart room).
 - f. Moving companies and delivery companies shall follow the direction of the IP Security or Maintenance staff with regard to the flow of materials into and out of the condominium.
7. Damages for Deliveries and Move In/Out
 - a. The unit owner shall be responsible for any damage made to the Condominium property as a result of a Delivery or a Move-In/Out
8. PODS
 - a. POD scheduling is typically as follows:
 - i. Day 1 – POD is delivered to Island Pointe and placed in spot designated by Island Pointe Maintenance or Security staff
 - ii. Day 2 – POD is loaded or unloaded as planned by the owner/renter who has reserved the POD
 - iii. Day 3 – POD is removed from Island Pointe
 - iv. Note: The POD may not be on property for more than this 3 day period that will allow the owner/renter to complete their POD load or unload.
 - b. PODS may only be delivered and loaded/unloaded during the same hours allowed for a standard move of delivery. See Item 4.
 - c. Advance notice (1 week) of the plan to use a POD as part of a move is required to allow IP Maintenance staff to block off a suitable parking location for the POD on the day it is to be delivered.
9. Unit and Condominium Lobby Access Responsibility
 - a. It is the unit owner/tenant's sole responsibility to provide access for a Move-In/Out or Delivery to their unit and to supervise the Move-In/Out Delivery. A unit owner/tenant must familiarize their movers and delivery persons with these regulations.
10. Trash
 - a. The moving company or delivery company shall remove all packing cartons and other moving/delivery materials from the building on the day of the move/delivery.
 - b. If the moving/delivery company does not remove all packing cartons and materials from the property, the unit owner/tenant is responsible for breaking down the boxes, bundling them together and taking these materials to the trash room. All packing materials should be compressed as much as possible before taking to trash room to avoid overloading the bins.

Island Pointe Move-in/Move-Out and/or Delivery Request

Owner Name: _____

Tenant Name (if applicable) _____

Address (at Island Pointe) _____

Telephone: _____

Email address: _____

Select One:

Moving IN

Moving OUT

Furniture/Appliance/Large Item Delivery

Moving or Delivery Company Name: _____

Address: _____

Telephone: _____

Please provide several proposed date and time frame, in case the date has already been booked. We will try to accommodate your first preference whenever possible.

Proposed Date (in order of preference):

1. Date and Time Frame: _____

2. Date and Time Frame: _____

3. Date and Time Frame: _____

Please provide five (5) days prior notice whenever possible. We will accommodate requests on a first come, first serve basis. You may be denied access to the property without prior approval from the Property Manager or the Board of Directors.

Please email complete form to IPOffice@fairwaymgmt.com or deliver to the Island Pointe Management Office located in the Clubhouse at 470 Sail Lane, Merritt Island, FL 32953

For Office Use Only:

Board Member or Office Manager

Date

The preceding document was approved by the Board of Directors on May 21, 2020.

Signed: *Laurence Oklando*

Print name: LAURENCE OKLANDO

Secretary for Island Pointe Condominium

STATE OF FLORIDA
COUNTY OF BREVARD

The foregoing instrument was acknowledged before me this 16th day of June, 2020, by LAURENCE OKLANDO, who is personally known to me or produced identification _____.

Paula J. Matthes
Signature of Notary

PAULA J. MATTHES
Printed Name

Notary Stamp:



OLD FORM - DO NOT USE THIS COPY

**This form modified at Board Meeting of September 17, 2020
See new form on page 3 of this document**

Island Pointe Condominium Move-In/Out Form

Please complete this form and either present this information in person in the IP Clubhouse Management office or mail to:

Island Pointe Condominiums
470 Sail Lane
Merritt Island, FL 32953

Owner Name: _____

Tenant Name: (if applicable) _____

Address (at Island Pointe): _____

Owner Contact Phone #: _____

Tenant Contact Phone #: {if applicable} _____

Move Date: _____

Will you be moving IN or OUT? _____

Name of Moving Company: _____

Address: _____

Phone #: _____

**This form modified at Board Meeting of September 17, 2020
See new form on page 3 of this document**