



GLASSWORKS 214 OWNERS, INC. MOVE-IN/MOVE-OUT/DELIVERY POLICY & PROCEDURES

When an Owner or Owner's long-term tenant is moving in/out or accepting the delivery of large items requiring the use of the freight elevator, the following procedures are the Owner's responsibilities and must be followed:

1. At least three (3) business days in advance, the Owner (or verified Owner's Agent) shall email the Property Management Company (hereafter referred to as "Cornerstone") representative and give the date and approximate time of the move-in/out or delivery. If the process continues over more than one (1) day, that information should be relayed at the same time. If an Owner's Agent or Tenant will be present for the move-in/out or delivery, they should be included in the initial email with both owner and agent/tenant included in all subsequent emails. At the same time, the Owner/Agent will establish a time to return the key (from the Owner's Lockbox) to Cornerstone once the move-in/out/delivery has been completed.
2. Freight Elevator Use by Owners or their Tenants: once the Owner (or verified Owner's Agent) complies with 1) above, then the Cornerstone representative will provide to the Owner/Agent the **code** for the Owner's Lockbox on the outside stairwell near the door to the freight elevator area. Inside the Owner's lockbox is the key to open that door and gain access to the freight elevator area. Once in that area, the freight elevator is accessible and can be used, and does not require any key, and can go to any floor above 1-5, but the Owner/Agent/Tenant may only operate the freight elevator between the first floor and the Owner's unit floor. At no time should the freight elevator stop at any other floor, and no one is allowed to use the freight elevator to go to or from the basement.
3. The Owner is responsible to ensure that when the elevator is not in use or when the move-in/out/delivery is finished, the freight elevator must be returned to and left on the first floor with the door facing the interior of the building open, and, when the loading dock is not in use, the garage door must be closed and securely locked. The Owner/Agent, once finished, shall return the key to Cornerstone.
4. The responsibilities of the Owner on behalf of himself/herself or any party moving in/out or accepting a delivery are: a) Follow all the procedures outlined above. b) Exercise caution while operating the freight elevator. The doors are heavy, and the HOA recommends everyone secure their own professional movers or assistance in operating the freight elevator or moving heavy objects. If the Owner/Agent/Tenant choose to operate the freight elevator on their own, they do so at their own risk. c) All involved in the move-in/out/delivery should use caution so that the loading dock, elevator, and hallways are not damaged during the process. Any damage will be repaired at the owner's expense. d) No moving material, boxes, or unwanted items from the move-in/out/delivery may be left on the loading dock, in the freight elevator, the basement, or in any area of the upper floors. All such items will be removed by the HOA at the owner's expense. e) Boxes for recycling must be, according to City of Louisville guidelines, broken down or cut to pieces no larger than 2 feet by 2 feet.