

NORTH PARK LOFTS MOVE IN/OUT PROCEDURE

Notice of your move and a moving fee of \$200.00 payable to North Park Lofts HOA are **required in writing ten days prior** to all moves. Please fill out the "Move In/Out Procedure form" and return to Excelsior Property Management at 4 Monroe Parkway, Suite G Lake Oswego, OR 97035. This is necessary to avoid conflict resulting from other scheduled use of the elevator and to avoid a Board imposed fine of \$500.00.

One of our employees will be there during your move to hang the pads and key the elevator. Our employees normally do not work weekends, therefore keep in mind that the moving fee covers up to 4 hours of moving time during weekdays. Weekends are considered overtime, so this will shorten the amount of actual moving time covered in the fee. Any additional time will be billed to you.

Damage to the building caused by the owner or owner's movers will be charged to the owner. Please use care while moving.

Protector Pads must be hung and floor protectors laid in the elevator cab prior to moving.

Park your moving truck at any metered spot on 8th street. **DO NOT BLOCK** any of the garage doors. The front door is not to be propped open at any time.

North Park Loft owners are responsible for their movers' compliance to the above procedures. Off load items first, then load/unload the elevator all at one time. Please do not hold up the elevator; release it for the use of other residents. An Excelsior employee will be scheduled to key the elevator for you.

Remember: Do not place boxes or large items into the trash chute. This will create a clog in the chute and trash will then back up until the clog in the chute is removed. The chute will only accommodate small items.

**NORTH PARK LOFTS
MOVE IN/OUT PROCEDURE FORM**

This form, and the \$200.00 moving fee, must be submitted to Excelsior Property Management ten days prior to your move. We are located at 4 Monroe Parkway, Suite G Lake Oswego, OR 97035. If you have any questions please feel free to contact us at 503.699.5427 or by email office@excelsiorpm.com. Fax 503.699.0913.

Today's Date _____

Your Name _____

Name of Unit Owner _____ Unit Number _____

Contact Phone _____

Date Requesting To Move _____

Hours Requested _____

Comments _____

Office Use Only:

Date Form Received

Payment Received

Excelsior Employee Scheduled

Notice Posted In Elevator

Date Pads Hung

Date Pads Taken Down

Front Entry Programmed

NORTH PARK LOFTS TRASH CHUTE & RECYCLING REGULATIONS

Trash Chute

A trash chute is located on each floor across from the elevator. The chute feeds directly into a trash container in the trash room on the lower parking area. Trash is picked up weekly.

Dispose of trash between the hours of 8:00 a.m. and 10:00 p.m. so that the tenants by the trash chute are not disturbed by noise.

Place all trash in bags and secure the bag so that trash does not spill out and create unpleasant odors. Trash not securely bagged can be taken down to the trash dumpster in the lower parking area.

Clogging of the trash chute can occur if large pieces of trash are pushed into the chute. If something does not go into the chute easily, carry it to the trash room in the lower parking area and put it into the trash dumpster.

Flammable or hazardous liquids and materials, such as gasoline and used oils, paint, batteries etc. shall not be disposed of down the chute or left in the recycling rooms or the trash rooms. Proper removal and legal disposal of such products is the responsibility of the owner/resident.

Recycling Facilities

Recycling, in addition to be ecologically desirable, also reduces the number of trash pickups at the condominium, which reduces costs to the HOA. We encourage you to recycle but it must be done correctly.

Recycling facilities are on each floor in the room across from the elevator, next to the trash chute. Additional recycling facilities are in the lower parking lot trash room.

Each revolving bin is clearly marked with the type of item that should go into each bin. Presorting recyclable items prior to placement in the bins means that the condo cleaners do not have to sort it, which again saves homeowner costs.

Please take time to read the following instructions on recycling. Emptying and rinsing out all containers is the most important and necessary step you should take to keep these areas as clean as possible. Items that you consider recyclable and do not meet posted categories for recyclable items are trash and must be disposed of properly by you. For example, plastics are not recycled in the building by Nature's grocery; they will recycle them if you take them there, or they can be placed in the trash bin in the basement.

DO NOT LEAVE GARBAGE OR ANY OTHER FORM OF NON-RECYCLABLE MATERIALS IN ANY RECYCLING AREA. DOING SO RESULTS IN THE NEED FOR SPECIAL HANDLING AND ADDITIONAL COSTS TO THE HOA.

To make recycling work, you will need to do the following:

Tin Cans

Recycling bin on each floor or in lower parking area

Remove labels and rinse

Aluminum may be left un-flattened and mixed in with the tin

Recycling Facilities Continued

Glass

Recycling bin on each floor or in lower parking area

Bottle and jar glass only, lids removed

Labels may be left on

Remove all contents and rinse well

Newspaper

Recycling bin on each floor or in lower parking area

Place in correct container

Magazines

Place in correct container in lower parking trash area

Plastic

Plastic is not currently being recycled at Park Place

Cardboard

Staples and tape may remain

Remove all food, trash, and packing waste. Completely flatten. Place in lower parking area trash room against wall, out of container, in designated place.

Recycling procedures and requirements can change from time to time. Notification of changes will be posted in recycling areas.

To recycle additional items, try Portland Recycling Team Inc. (always open), entrance on Kearney between 15th and 16th, 228-5375) or Nature's.

Re-useable and repairable items can be donated to one of many charitable organizations such as Goodwill (2215 w. Burnside - 224-3084) or William Temple Thrift Store (2230 NW Glisan, 222-3328)

Turn off lights in recycling or trash rooms when not in use.

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Excelsior Property Management
4 Monroe Parkway, Suite G
Lake Oswego, OR 97035
(503) 699-5427 Phone
(503) 699-0913 Fax

North Park Lofts - Unit Owner Profile

OWNER INFORMATION AS OF _____ *date*

Name of Unit Owner(s):

Home Address: _____ Unit #: _____

City: _____ State: _____ Zip: _____

Property Address (if different from above): _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Email Address: _____ Purchase Date: _____

Emergency Contact: _____ Phone: _____

Vehicle Make: _____ Model: _____

Year: _____ License Plate #: _____ Parking Space #: _____

Pet(s): Yes No If so, what kind?

How Many? Weight(s)?

RENTER/ADDITIONAL OCCUPANT INFORMATION (if applicable)

Name: _____

Address: _____ Unit #: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Email Address: _____ Move-In Date: _____

Emergency Contact: _____ Phone: _____

Vehicle Make: _____ Model: _____

Year: _____ License Plate #: _____ Parking Space #: _____

Pet(s): Yes No If so, what kind:

How Many: Weight(s)?

Front Entry Phone: _____ Front Entry Listing: _____

Press 6 on your phone to allow access

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