

BAY HARBOR CLUB CONDOMINIUM ASSOCIATION, INC.
RESOLUTION NO. A-2026-06-11
Move-In/Move-Out and Delivery Procedures

WHEREAS, the Bay Harbor Club Association, Inc. Board of Directors (“the Board”) is authorized under the Declaration, Bylaws, and Chapter 718, Florida Statutes, to adopt reasonable rules governing the use of common elements; and

WHEREAS, the Board finds that move-ins, move-outs, and large deliveries and pick-ups require advance coordination to protect and preserve the common elements and minimize disruption to residents;

NOW, THEREFORE, BE IT RESOLVED THAT the following procedures are adopted, effective June 11th, 2026.

1. **Advance Notice.** Owners and occupants must notify management at least two (2) business days before any move-in, move-out, or large delivery (such as furniture, appliances, building materials, or similar items).
 - a. **Advance Notice required via the [Elevator Request Form on bhccondo.com](https://bhccondo.com)**
2. **Certificate of Insurance:** Prior to any move or large delivery, the moving or delivery company must provide management and the Association with a certificate of insurance (COI) naming the Bay Harbor Club Association, Inc. as an additional insured. No move or delivery will be permitted without the required certificate on file.
 - a. **Example Certificate of Insurance available upon request** by emailing management.
 - b. **Minimum Insurance requirements:**
 - i. Commercial General Liability: \$1,000,000 per occurrence and \$2,000,000 general aggregate, written on an occurrence form, with the Association named as an additional insured by policy endorsement.
 - ii. Automobile Liability: \$1,000,000 combined single limit, covering owned, hired, and non-owned autos.
 - iii. Workers' Compensation: as required by Florida law, with Employers' Liability of at least \$1,000,000.
 - iv. Umbrella/Excess Liability (if applicable): coverage carried by the vendor should follow form over the underlying policies.
3. **Scheduling.** Moves and large deliveries are permitted Monday–Friday, 9:00 a.m. to 5:00 p.m. only. None are permitted on Saturdays, Sundays, and holidays.

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4. **Deposit.** A refundable deposit of \$500.00 is required before move-in, move-out, and deliveries, and will be applied toward any damage to the common elements. Any balance is refunded within thirty (30) days.
 - a. **Acceptable forms of payment include** Cashier's Check or Money Order payable to The Bay Harbor Club Association, Inc., c/o PMI Sunshine State,
 - b. **No personal checks or cash will be accepted** to safeguard the person(s) submitted deposits and the Association.
 - c. Only one \$500.00 deposit is required within any 30-day period, even if you have several deliveries or a move-in or move-out along with one or more deliveries or pick-ups. If you have multiple deliveries within a 30-day period, the owner or resident must notify management of each occurrence. Deposits will be refunded once management is notified that all activity is complete. Even though only one deposit is needed for events within 30 days, a separate certificate of insurance is required for each individual move-in, move-out, delivery, or pick-up.
5. **Elevator and Protection.** The designated elevator must be used, with protective padding installed by [management/the resident]. Moving through the Lobby entrance is prohibited. **Moving all personal property, appliances, and other items is permitted only through garage level P1.** When the taller, freight elevator is required, moving is permitted through P1 (lobby entrance door) to the Elevator. The main entrance to the building is strictly forbidden.
 - a. Management/the resident is required to install carpet protection prior to the scheduled date of moving/ delivery. Acceptable forms of carpet protection include Ram Board or Neoprene Floor Runner. Floor protection must cover all carpeted activity areas. Moving dollies, hand trucks, or other wheeled material-handling devices may not come into contact with the carpet flooring.
6. **Conduct.** Hallways, lobbies, and entrances must be kept clear; all packing materials and debris must be removed by the responsible owner or occupant. No personal property, moving equipment, or supplies may touch, lean, or be stored against hallways, doors, door frames, or other common element surfaces.
 - a. **Moving Debris.** All trash, refuse, and packing waste from a move, including cardboard, is the mover's responsibility. Cardboard and other recyclables must be broken down, folded, and hand-carried to the ground-floor trash room. All other trash must be bagged, tied, and disposed of via the trash chutes.

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- b. **Large-Item Disposal.** Furniture, appliances, and other large items may not be left in the trash room. They must be placed curbside on Wednesday for pickup by the Town of Bay Harbor Islands on Thursday morning.
 - i. Owners/ Residents are responsible for placing large items curbside. If an item is placed incorrectly or outside the pickup window and the Association is fined, the Association will pass the fine to the responsible owner.
 - ii. If owners/ residents place large items in the refuse room, the Association will invoice the responsible party for labor associated with disposal.
- 7. **Responsibility.** The owner/ resident is responsible for the conduct of their movers, tenants, residents, guests, and delivery personnel, as well as for any resulting damage.
- 8. **Enforcement.** Violations are subject to fines and remedies available under the governing documents, the Bay Harbor Club Association Violations Committee, and Florida law.

ADOPTED by the Board of Directors on June 11th, 2026

Bay Harbor Club Association, Inc.