



MOVE-IN GUIDELINES



MANAGEMENT OFFICE

Monday – Friday | 8:00 am to 5:00 pm | 619.338.4096

Daniela Enck | General Manager
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On behalf of the entire staff and Board of Directors, we would like to welcome you to Horizons.

Please complete and sign the Confidential Owner/Tenant Registration Form. To schedule your move-in please return the Move Agreement with deposit and move fee to the onsite office or via email tdoty@actionlife.com as soon as possible. Remember your move cannot be confirmed until all required fees and documents have been submitted.

WELCOME HOME! WE ARE HERE TO ASSIST YOU.



HORIZONS
M A R I N A D I S T R I C T
MOVE-IN AGREEMENT

Please read, sign and return this Move-in Agreement to the Manager Assistant, no less than 48 Hours prior to your move.

Your move will not be confirmed until all documentation and fees are received by the Management Office.

Horizons-Marina District Owners Association ("Horizons") has Rules and Regulations ("Community Handbook"), CC&Rs and Architectural Guidelines for the benefit of all in our community. These Governing Documents provide standards that everyone can live by while ensuring the community is maintained at a level which is a source of pride. To maintain our exclusive reputation, we ask for your assistance.

1. New Resident's moving into Horizons, must provide Management with Proof of Ownership or a Signed Lease Agreement prior to your move.
2. Each move requires a \$300.00 refundable security deposit check made payable to Horizons-Marina District and \$175.00 non-refundable moving fee paid to J & A Move Coordinating. J & A will send an invoice to the resident 24 hours in advance to receive your credit/debit card for payment. Choose from a four-hour window, either 8:00 AM – 12:00 PM or 1:00 PM – 5:00 PM. The overtime rate will be \$50.00 for each additional hour.
3. **If you cancel the move and do not provide 48- hours' notice, a \$175.00 fee will be charged.**
4. An appointment to schedule a move must be made five (5) business days in advance to ensure elevator access within a specific timeframe and day. Moves occur in four (4) hour increments during the following hours: 8:00 AM to 12:00 PM or 1:00 PM to 5:00 PM. Any move that exceeds the scheduled time will result in an additional payment of \$50.00 for each additional hour. Moves are conducted Monday-Friday, except for: New Year's Day, Presidents Day, Memorial Day, 4th of July, Labor Day, Thanksgiving and the Friday after it, and Christmas Day. Please contact the Management Office to schedule moves and deliveries. Unauthorized moves are subject to a fine per Horizons' Governing Documents.
5. Elevator pads and hallway runners are required for your move. Possessions may not be "staged" in the lobby or residential hallways. Movers must also remove large boxes/trash from premises. Flatten and discard small boxes and take them to P-1. Do not place them in the refuse room on your floor.
6. All moving companies must carry their own insurance to cover damages. You or your moving company must provide the Management Office with a current Certificate of Liability Insurance Naming Horizons-Marina District Owners Association as an additional insured, and Workers' Compensation Insurance. No moving company will be permitted entry to Horizons without first providing such certificate of insurance.
7. I have read the Move-in Agreement for Horizons. I understand and agree that;
8. I will accept total responsibility for the cost of any damage, repair, cleaning, losses or other liabilities if damage is incurred as a result of my move.
9. I acknowledge that if there is no damage, my deposit will be returned to me within thirty (30) days of my move.

The move-in is scheduled for _____ from 8:00 AM to 12:00 PM or 1:00 PM to 5:00 PM.
Date of move

I understand and agree to all terms as described in the Procedures

Name: _____

Unit: _____ North or South

Signature: _____

Date: _____



INSURANCE REQUIREMENTS

Horizons-Marina District Owners Association, hereinafter collectively referred to as "Horizons," requires that a Certificate of Insurance and Endorsement be submitted at least 48 hours prior to each move or delivery. Please note that a move or delivery is NOT confirmed until the certificate is received by Management.

The endorsement must include ALL of the following:

- Prior to any move or delivery, the company must supply the Association with a current Certificate of Insurance with a minimum of \$1,000,000 for both General Liability and Workers Compensation before any move/delivery can begin.
- The certificate(s) must name Horizons- Marina District Owners Association and Action Property Management, Inc. as an additional insured in the Certificate Holder Box at the bottom of the Insurance Form with the below address.
 - Horizons-Marina District Owners Association
Action Property Management, Inc.
555 Front Street
San Diego, CA 92101

RESIDENTIAL SELF-MOVE IN AGREEMENT

I, _____, resident of unit _____ North or South have scheduled a self-move in
Your name Unit number
at Horizons on _____ between the hours of 8:00 AM to 12:00 PM or 1:00 PM to 5:00 PM.
Date of move

As I am not utilizing a moving company, and therefore, have no liability insurance coverage for my move, I understand that I will be responsible for any damage done to Horizons' common areas during my move. Furthermore, I am aware that a pre-inspection and post-inspection of the common areas will be performed in relation to my move to ensure all pre-existing and new damage is documented accurately.

Print Name: _____

Signature: _____

Date: _____



CONFIDENTIAL OWNER/TENANT INFORMATION FORM

Please complete and return the following information to the Management Office

In accordance with the Community Handbook of Horizons, all Owners are required to provide a copy of the Governing Documents prior to the leasing of the Owner's Condominium(s). Any lease or rental agreement must be in writing between the parties and must state that the Lease is subject to the Governing Documents. Failure by the Owner to provide such Governing Documents shall be a breach under the Declaration.

DATE: _____ UNIT: _____ SOUTH or NORTH

RESIDENTS INFORMATION

FIRST NAME: _____
 LAST NAME: _____
 CELL PHONE: _____
 HOME PHONE: _____
 EMAIL: _____
 CALLBOX NUMBER CELL or HOME
***EVACUATION ASSISTANCE YES or NO**
 FIRST NAME: _____
 LAST NAME: _____
 CELL PHONE: _____
 HOME PHONE: _____
 EMAIL: _____
 CALLBOX NUMBER CELL or HOME
***EVACUATION ASSISTANCE Yes or NO**

VEHICLE INFORMATION

	VEHICLE 1	VEHICLE 2
MAKE		
MODEL		
COLOR		
LICENSE PLATE		
PERMIT # (OFFICE)		

AUTHORIZED GUESTS

Please list those people who are to be granted access to the property without a prior call to your home (for example, family or domestic help). Please note that entry to the building will still require your guest to use the entry phone system or use a fob. Please file any future additions to this list with Management.

First & Last Name	Relationship
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Pursuant to the requirements of the Declaration as stated above, both owner and tenant, by signing below, acknowledge receipt of the Community Handbook.

DATE: _____

DATE: _____

OWNERS NAME: _____

TENANTS NAME: _____

OWNERS SIGNATURE: _____

TENANTS SIGNATURE: _____



RELEASE WAIVER AND INDEMNIFICATION AGREEMENT

In a high-rise community, there is the potential for damage to your own or to your neighbor's home from, for example, a plumbing leak. Your Association needs a copy of your front door key for quick access for emergency repairs and your authorization to do so.

Failure to sign this form can expose you to liability in the event of loss and also could result in damage to your front door if the Association must break or cut it open for access.

I, an owner of a residential condominium at the Horizons - Marina District, hereby grant permission for entry into my residential condominium to the Horizons - Marina District Owners Association and/or its Managing Agent for purposes of emergency repair for the benefit of the Association.

I certify that I am a current owner, resident, invitee, family member or guest of Horizons - Marina District Owners Association. I understand that I am responsible for giving my key and any instructions regarding access, including alarm codes, to the Horizons - Marina District Owners Association and/or its Managing Agent. Should I change my locks or the alarm system code, I am responsible for providing the current key/information to the Horizons - Marina District Owners Association and/or its Managing Agent as soon as the change is made.

To the extent that I lease my residential condominium, I agree to fully explain to my tenant that I have granted access to the Horizons - Marina District Owners Association and its Managing Agent, and that I also have provided the above with a key and any alarm codes. Additionally, I will require them to provide a key if they replace the key that I gave to the Association.

Signature of Homeowner/Tenant: _____

Date: _____

I decline to sign the above agreement.

Signature of Homeowner: _____

Date: _____

Emergency Contact Name: _____

Phone: _____



EMAIL DELIVERY CONSENT FORM

I hereby consent to the email delivery of the Horizons-Marina District Owners Association disclosure documents, as indicated below. I understand and agree that if the Association chooses to deliver said documents by email, that delivery is complete at the time of the transmission (and that all statutory or other notice requirements as defined in the Association's governing documents is perfected upon such transmission). If such documents are delivered by email, I understand that I have the right, at any time, to request, in writing, that the documents be made available to me in paper/non-electronic form. I further understand a) that it is my responsibility to notify the Association's Management Company, in writing, of email address changes; and, b) that I can revoke my consent to e-mail delivery, and again require Association notices, disclosures and other documentation in hard copy by sending my revocation notice to the Association's Management Company via email, facsimile or mail at the address listed below (and that if I do so, the management company will confirm receipt of my written request within five (5) business days of its receipt).

- | | |
|---|---|
| 1. Assessment & Reserve Funding Disclosure Summary (form) | 13. Review of Financial Statement |
| 2. Pro Forma Operating Budget or Budget Summary | 14. Annual Update of Reserve Study |
| 3. Assessment Collection Policy | 15. Notice of Proposed Rule Changes |
| 4. Notice/Assessments and Foreclosure (form) | 16. Notice of Adopted Rule Changes |
| 5. Insurance Coverage Summary | 17. Notice of the Results of an Election to Reverse a Rule Change |
| 6. Board Minutes Access | 18. Requests for Candidates |
| 7. Alternative Dispute Resolution (ADR) Rights (summary) | 19. Board Meeting Notices |
| 8. Internal Dispute Resolution (IDR) Rights (summary) | 20. Notice of Annual Meeting Election Results |
| 9. Architectural Changes Notice | 21. Annual Budget Report |
| 10. Secondary Address Notification Request | 22. Annual Policy Statement |
| 11. Monetary Penalties Schedule | 23. Newsletters |
| 12. Reserve Funding Plan (summary) | |

If you wish to participate in this program, please complete the form below and return to the physical address below.

WE MUST RECEIVE AN ACTUAL "WET" SIGNATURE- The form may not be submitted via email or fax.

Owners Name Printed: _____
Must be on title First Name Last Name

Property Address: _____ Unit Number: _____ City: _____ Zip: _____

Email Address: _____ (Please print clearly and only one email address per household)

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

Signature: _____

(By signing above, you consent to the Association's distribution of the above referenced documents via email)



Legal Privacy Notice — Response Requested

Please take notice: As of January 1, 2020, the California legislature's new provision to Civil Code § 5200 makes it possible to include members' e-mail addresses as a part of the official membership roster for the Association. In other words, the new law makes owners' personal email addresses subject to disclosure should a member make an appropriate request for the membership roster.

Prior to the enactment of the new law, the Association collected owners' email addresses ONLY for the purpose of streamlining communications between the management company and the owners via an e-blast system. The owners did not submit their email addresses to the Association thinking that their email addresses might be shared with other owners. Understandably, the new law raises privacy concerns for owners who do not want to share their email addresses with other owners.

Therefore, in order to balance the important privacy concerns of owners with the Association's obligation to comply with the new legislation, the Association decided to create a new membership roster and provide owners the option to update their current roster listing so it includes their e-mail address. Owners understand that by doing so, their e-mail address may be given to owners making a legitimate request for the membership roster.

Page two (2) of this letter is a form that owners may complete and submit to the Association if they wish to update their membership roster listing to include an e-mail address. If an owner completes the Opt-in Form, the Association will include that information as part of the Association's membership roster. If you do not wish to update your roster entry to include your e-mail address, there is nothing that you need to do and you can simply disregard the form.

Civil Code § 5200 Personal Information Opt-in Form

I _____ [first and last *name*] wish to update my membership roster entry to include my e-mail address. I understand that the information I am sharing will be retained by the Association as part of the official membership roster and may be shared with other members pursuant to an appropriate Association Records inspection and/or copying request.

Please provide the information below to update your membership roster information if you wish to do so at this time:

Property Address: _____ Unit Number: _____ City: _____ Zip: _____

Email Address: _____ (Please print clearly and only one email address per household)

Signature: _____

Must be on title