

PARAMOUNT CONDOMINIUM HOMEOWNERS ASSOCIATION, INC.

Managed by: CAS Management
Post Office Box 83, Pinehurst, NC 28370
Telephone: 919-788-9911 (ext. 1404)
Email: jim@casnc.com

Moving Procedures, Building Access and Parking

1. Moving Fee. Unit owners will incur a **\$300** move-in fee and a **\$300** move-out fee for moves that occur Monday-Friday from 7:00 a.m. to 5:00 p.m. ("Standard Delivery Times"). If a move occurs at any other time, an additional **\$150** will be charged. These fees apply each time an owner **or** tenant moves into or out of the building. Payment must be received prior to the move at the CAS office.
2. Furniture Staging Fee. Unit owners will incur a **\$150** furniture staging fee for units being marketed for sale or rent. The fee covers both the set up and removal of the staging. Payment must be received prior to the staging at the CAS office.
3. Moving Schedule. To schedule a move or staging, contact the CAS Moving Representative ("TMR") named above at least 5 days prior to the move or staging. The advanced notice is required to schedule the opening and closing of the Boylan Avenue gate and the installation of the elevator pads. You must contact the TMR immediately upon the conclusion of your move or staging. The Boylan Avenue gate and the elevator pads will be removed at 5:00 p.m. unless other approved arrangements are made with the TMR.
4. Restrictions. All moves, staging and large deliveries are prohibited through the main lobby and must come through the Boylan Avenue garage. All trucks must be no larger than 28 feet. Residents will need to request a shuttle truck from their movers. All trucks or vans must be safely parked along the street on Boylan where possible and not in driveway. Moving residents must accompany and monitor the move and cannot prop the 3rd floor door open while unattended.
5. Normal Furniture Delivery. Owners will not incur a charge for normal furniture delivery that made during Standard Delivery Times and is not a part of a move or staging; however, owners or their tenants must contact the TMR to have the elevator pads installed. Same restrictions as above apply.
6. Damages. Please be aware that the unit owners and their tenants are responsible for damage to the common areas which include, but are not limited to, the following: floors, walls, trim, elevator, and entrance area. Damages to the common areas will be repaired at the unit owner's expense.
7. Box and Packaging Removal. Removal of moving boxes and packaging material is the unit owner's responsibility. Some cardboard boxes can be put in the cardboard dumpster located in the 1st floor parking garage. Please note cardboard boxes must be made flat before disposal in the cardboard dumpster. Cardboard cannot be put in the trash chutes. Owners will be charged a minimum fee of **\$200** to remove cardboard, other moving debris or personal items left in the common areas. This area includes the parking garage, hallways, common trash rooms, lobby areas, etc.

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8. Assigned Storage Areas. Please be sure that items are stored in assigned storage units only. Items stored in the corridors of the storage room will be removed without notice. Assigned storage units are listed in the attached directory.
9. Building and Unit Access.
 - Condominium Front Door Key. The key is your individual key to your unit. It is mandatory that you provide CAS with a copy of your key to your unit in case of emergencies while you are away from home. These keys will be remain secured until needed.
 - Corridor Key. This key will open any corridor hall door throughout the building, the doors from the parking garages, some outside doors and the trash disposal rooms on each level. Additional building keys can be purchased from CAS.
 - Mailbox Key. This key is issued by the United States Postal Service and opens your mailbox in the mailroom. Contact the United States Postal Service, South Raleigh Annex, 2100 Lake Dam Road, Raleigh, NC (phone number 919-743-0663) if you lose your mailbox key. The homeowners association does not have duplicate mailbox keys.
 - Garage Remote. Garage remotes may be purchased from CAS. To open the gate, press the button on the remote as you approach the gate. When leaving, the parking gate will open as your vehicle approaches the exit. Remember to approach each entrance and exit slowly to allow the parking gate time to open. Do not exit the parking garages through the entrance gate for your safety and the safety of others.
 - Exterior Door Key Fob. These small fobs, designed for key rings, open several exterior doors to the building. Touch the key fob to the access sensor located near the door and listen for a beep or a click, indicating the lock has turned.
 - Wallet Wafer. This quarter-sized wafer conveniently fits inside your wallet and will also allow you to open select exterior doors of the building. To unlock the door using the wafer, hold your wallet (with wafer inside) in front of the access sensor located near the door and listen for a beep or a click, indicating the lock has turned. It should not be necessary to remove the wafer from your wallet to activate the sensor.
 - Limit. Each owner shall be issued one garage remote per parking space and a maximum of three fobs or wallet wafers per unit unless otherwise approved by the Board of Directors.
10. Entry Phone. Guests will be able to use the "Entry Phone Unit" located to the left of the front door to call a homeowner for access to the building. The "Entry Phone Unit" will call one designated phone number for each condo. Upon receipt of a call, the homeowner may press the number "9" on the phone to unlock the front door for the guest to enter. The "designated phone number" will be determined by each homeowner and given to CAS at (919) 878-8787 Ext

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258. The initial programming of the homeowner call number is at no fee. Thereafter, the fee will be \$25.00 for each telephone number change.

11. Parking. All parking spaces are numbered and assigned. Level 1 parking is accessed by the Johnson Street entrance. Level 2, 3 and 4 parking is accessed by the Boylan Avenue entrance. There are no visitor or guest parking spaces available. Owners must park in the assigned space or the vehicle may be towed at the owner's expense and without prior notice. The assigned parking spaces can be found in the attached directory. No parking is allowed in areas other than the designated areas.
12. Cable/Telephone Rooms. A cable and telephone room is located on each floor of the building and labeled accordingly. Please contact the TMR to gain entry to this room during internet/cable service installation.



PO BOX 83, PINEHURST NC 28370
TEL: 910-295-3791 FAX 919-788-9735
EMAIL: tim@casnc.com WEB: www.casnc.com

PARAMOUNT MOVING AGREEMENT

You must include a copy of your lease with form if you are moving in.

I _____ am moving IN/OUT of unit located at
(NAME)

618 - _____ North Boylan Ave on _____
(UNIT) (DATE)

Between the hours of _____ and _____
(Start time) (End time)

Home Phone: _____ Work Phone: _____

Cell Phone: _____

Email: _____

I have read and agree to the move terms. I understand that as the owner/renter of the unit I am solely responsible for any damages caused during the move.

(SIGNATURE)

(DATE)

Please Note: Any boxes and/or debris left behind and not properly disposed of during your move will be removed at your expense.

Please make checks payable to: Paramount HOA

Mailing address:

**CAS, INC.
PO BOX 83
PINEHURST NC 28370**

FOR OFFICE USE ONLY

Amount \$ _____ Check number: _____

Superintendent notified on: _____

Notes: