

MOVING PROCEDURES - MIRAVISTA STRATA PLAN KAS3488

Following the moving procedures minimizes inconvenience to your neighbours, ensures that damage to your property and common areas is prevented, and maintains lobby security. To schedule your move contact miravistabuilding@gmail.com indicating your Unit Number, Name, Phone Number, and Date of desired move. Book early to ensure availability of your preferred date.

1. The fee to move into the complex shall be \$200. Payable via e-transfer or cheque to Miravista2020@gmail.com for returning homeowners or tenants. New homeowners pay the moving fee via conveyancing.
2. The building administrator must be informed of a move-in or move-out at least 72 hours prior to a move and is subject to the availability of the elevator and loading access for a moving truck.
3. If the building administrator is not informed as required by Moving Rule 2, the resident may be restricted from moving in/out and/or be subject to fines.
4. Moving in/out is only permitted between the hours of 8:00 a.m. and 8:00 p.m. in four-hour intervals 8am to 12pm, 12pm to 4pm, or 4pm to 8pm
5. Only one moving van per driveway will be permitted at any one time. The combined overall length of the vehicle may not exceed 40 feet.
6. If a vehicle is blocking emergency access, the vehicle must be removed immediately upon request of council or the building manager. Failure to do so may result in the vehicle being towed at the owner's expense.
7. Moving in or out through emergency exit doors is not permitted. Moving must be conducted through the front doors.
8. Every resident moving into Miravista will receive a copy of the moving procedures upon notification to the building administration. The moving procedures must be followed at all times.
9. Lobby Doors must be supervised at all times during the move and must not be left propped open and unattended.
10. No moves are permitted on Waste & Recycling pick-up days (currently Thursdays and subject to change) as driveways must be kept clear for disposal truck access.
11. Sea Can shipping containers are not permitted to be parked in the driveways or Fire Lanes in front of or behind the buildings.
12. Lobby doors need to be accessible for all residents throughout the move. Any resident who requires access to the elevator due to handicap or emergency must be accommodated.
13. Use of the elevator key for above ground floors is required. A \$50 refundable security deposit can be sent via e-transfer to miravista2020@gmail.com or by cheque to the administration office. No cash transactions are available.
14. Instructions for picking up the elevator key from the lock box will be provided to you via email at 6pm the evening before your moving day.
15. The elevator key fits in the receptacle on the bottom right of the elevator control panel. Slot the key gently into the receptacle and press it deeper into the hole then gently turn to the right to lock out the door.
16. Please minimize elevator lock out time by moving enough household items from the moving truck to the lobby before beginning to load the elevator.
17. When unloading from the elevator move items to the hallway beside the elevator and release the elevator before transporting belongings to your unit. When moving out, the converse applies.

18. When there is a break during the move or while the elevator is unloaded, return the elevator to service for the duration of the break.
19. New residents need to provide a cell phone number where they can be contacted during the move.
20. The strata contact number for urgent issues during your move is **250-718-9212**.
21. To receive your refundable \$50 key deposit, send an email to miravistabuilding@gmail.com to notify that the key has been returned to the Lobby Mailbox labelled Building Manager.

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