



## WFL Website Question and Answer Section

**Question: What are the Condominium Move In/Out Policies?**

**Answer:**

Residents must notify the management office at 206.443.0679 of their intent to move in or move out. Notice of at least two weeks is preferred but no less than 3 working days before the move is required. Moving times must be scheduled with the Waterfront Landings (WFL) management office:

- Move-ins and move-outs must take place Monday-Friday 8am to 5pm
- No move-ins or move-outs on Sunday without prior permission and payment of a special fee.
- Complete and return Move-In / Move-Out forms prior to move.
- Provide the moving company with the WFL Management Office Manager's name and telephone number
- Inform moving company of the time and parking requirements. Trucks may not block entrance to garage
- For security reasons, those moving must provide a person to monitor entrances being used for the move during the entire move. The condo owner will be fined if doors are left propped open and/or unattended.
- Moving is NOT allowed through the courtyards.
- Items being moved must not obstruct hallways or fire exits.

**Moving Fees:**

- \$150.00 non-refundable fee for moving in or out Monday through Friday
- \$225.00 non-refundable fee for Saturday moves.
- The fee ensures that staff is available to monitor the move and insure the move has caused no damage to the building.
- \$250 refundable deposit must be paid before the move. This is refunded if after inspection of WFL office staff or security, no damage is found as result of moving activities.
- Fees apply to all residents -owners and renters or lessees, regardless of the length of the lease. The moving fee and deposit will be assessed to the owner.

## **On the day of your Move:**

### For the Moving Company:

- Request the moving company checks in at the WFL Management Office for loading and unloading locations and building move instructions
- Receive necessary building keys
- Complete a walkthrough of halls & elevators affected with the Building Engineer
- **Make sure absolutely no doors, gates or garage doors are propped open, or left open unattended**

### For Move-Ins:

- Fill out and provide your “Owners Profile” or “Renters Profile” to office

### For Move-outs:

- Notify the Postal Carrier by filling out a “Vacant” form and place it in your mailbox. These forms can be picked up at the post office or WFL Management Office.

### Residents Responsibility:

- The resident is responsible for ensuring that the moving company follows the above guidelines. Any fines or penalties that are incurred due to violation of moving rules will be assessed to the homeowner.

## **Question: How do I make a Guest Suite reservation?**

### **Answer:**

There are two Guest Suites in Waterfront Landings. They are located near the entrances of Minato and Viaggio. These Guest Suites have the amenities of a typical hotel room including a refrigerator and microwave oven.

A resident may reserve a Guest Suite by contacting the management office in advance of the reservation at 206.443.0679 from 8 AM to Midnight.

The cost of the Guest Suite is \$75 for each reservation whether 1-3 days.

Payments are required within 24 hours of the request or the reservation will be cancelled. One-third of the payment will be forfeited if the reservation is canceled less than three weeks prior to the reservation date

Guest suite reservations may be made beginning the first day of the month six (6) months prior to the month in which the reservation is desired. For example, on January 1, reservations for dates through June 30 will be accepted.

Each unit is entitled to reserve a guest suite two (2) times per year (January 1-December 31). However, if a suite is not reserved three (3) weeks prior to the desired date, any resident may reserve it, including a resident holding two reservations.

Each unit may reserve only one guest suite during the same time period. However, if a suite is not reserved three (3) weeks prior to the desired date, it may be reserved by any resident, including a resident that has another suite reserved for that same time period.

Each reservation is limited to a three (3) night stay within a three-week period, but an extension may be granted if the suite has no other reservation within three weeks of check-in for a maximum stay of six (6) nights. Payment for the additional reservation is required at time of booking three weeks prior to the extension date.

**Question: If I reserve a Guest Suite, how do I check in and what are the policies for the use of the room?**

**Answer:**

Check-in is 3:00 p.m. and checkout is 11:00 a.m. The management office may authorize exceptions.

*The resident is responsible for picking up and dropping off the keys and garage fob and notifying the management office of the names and arrival time of their guests.*

Guests must comply with all rules and regulations and the hosting resident is responsible for all guest actions and damage. A copy of the House Rules is located in each guest suite.

There is a limit of two (2) overnight occupants in a guest suite.

Smoking is not allowed in the guest suites. If smoke odor or stains are found, the cost of cleaning will be billed to the sponsoring resident and the owner will be fined for violating house rules.

No pets are allowed in any guest suite at any time. If pets are found in the guest suite, the guest will be asked to leave and the homeowner will be fined [no warning]. If any pet odor or stains are found and require cleaning, the owner will be charged for the cost.

If any equipment or furnishings are found missing, the homeowner will be responsible for the cost to replace missing items.

**Question: How do I reserve a visitor parking space?**

**Answer:**

There are three (3) parking spaces reserved for guests of WFL residents adjacent to the Minato Building on the North side of the WFL.

These parking spaces are reserved on a first come, first served basis by contacting the WFL management office at 206.443.0679.

The individual reserving the space must obtain a parking “pass” to be displayed and visible on the parked car’s dashboard or hung from the rear-view mirror.

***Cars without WFL parking passes displayed will be towed.***

**Question: What are the rules for reserving the Lumiere Club Room?**

**Answer:**

Reservations are made with the WFL management office at 206.443.0679 for use of the room and to insure posting of a use notice.

There is a \$50.00 refundable damage/ cleaning deposit required to reserve the clubroom. Those reserving the Club Room are responsible adequately clean room the end of their event.

When cleaning is required by WFL staff after private use, a fee of \$100.00 per hour will be assessed to the resident who used the room.

Occupancy of the room is restricted to 50 people at any time.

**Question: What are the guidelines for using the Skyview Terrace?**

**Answer:**

The Skyview Terrace on the 5<sup>th</sup> Floor of the Lumiere Building is available to all residents from 6 a.m. to midnight. Security staff will lock the doors at midnight and open them in the morning.

There are no reservations for private use of the deck. All residents share the Skyview Terrace and a private function may only be held on a non-exclusive basis. There is a 30 person limit on the deck at any time.

Rules of Use:

- Minimize noise while on the Terrace given the close proximity of residential units. All noise must cease by 10 p.m. all days of the week.
- Clean the area and gas grills after each use.
- No smoking on the deck at any time.
- No pets are allowed on the deck.
- No sitting on railings

Owner's and residents are responsible for guests.

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