



# PARK PLACE

A Prescott Managed Community

Unit #: \_\_\_\_\_

Last Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Owner/Tenant (circle one)**

## Verbal Reminders for New Residents (Staff Use Only)

1. Booster Fan for the dryer
2. Parking decals, bike decals, transponders
3. Water and gas shutoffs
4. Water on balconies
5. The mail vase
6. The mailman's privacy
7. Intercom, a local phone number, hit number 9
8. All moves must be scheduled Monday-Friday 8am – 4:30pm
9. Move deposit \$300; Move fee \$250 (4 hours) & \$35/hour (additional hours)
10. Guest List - Access

## Checklist for Deposit Returned

- Common Area Inspection Completed with no new damage incurred
- Copy of Homeowner's Insurance (if owner) or Lease (if tenant) on file
- All waivers and forms signed and submitted to Management
- Contact Information Updated
- Emergency Key Verified
- All fees due to the Association have been collected (\$250.00 fee [for 4-hour move], plus \$35/hour fee [for each additional hour])



# PARK PLACE

## MOVE-IN/OUT POLICY

Dear Park Place Owner/Resident:

The Board of Directors for Park Place on Harbor Drive Owners Association has approved a new Move-In/Out Policy for the Association.

**All moves and furniture deliveries must be scheduled through the Front Desk. Moves will only be allowed Monday through Friday, from 8am to 4:30pm, excluding holidays.**

A non-refundable fee of **\$250.00** as well as a refundable damage deposit of **\$300.00** must be provided in two separate checks made out to **"Park Place HOA"**. These checks and all required Association move forms must be completed by the given deadline for submittal.

The non-refundable fee of \$250.00 covers moves that will take place within a four-hour time block. If a move requires more than four hours to complete, **additional hours will be billed at a rate of \$35.00/hour**. A check made out to **"Park Place HOA"** will be collected following your move if you incur any additional hours. The \$300.00 deposit will be returned once the checklist below has been completed.

Moving parties who fail to provide a forty-eight (48) hour written notice of cancellation prior to a cancelled move in/out date will be assessed \$250.00 for expenses incurred by the Association. A damage deposit of \$300.00 is also required for the delivery of large items requiring ingress and egress across the common areas.

Failure to comply with the above policy will result in a fine of \$200.00 assessed against the owner's Association account without the necessity of a hearing.

## Checklist for Deposit Returned

- Post-Move Common Area Inspection Completed with no new damage incurred
- Copy of Homeowner's Insurance (if owner) or Lease (if tenant) on file
- All waivers and forms signed and submitted to Management
- Contact Information Updated
- Emergency Key Verified
- All fees due to the Association have been collected (\$250.00 fee [for 4-hour move], plus \$35/hour fee [for each additional hour])



# PARK PLACE

## MOVING AND FURNITURE DELIVERY

### PRIOR TO YOUR MOVE OR DELIVERY

To insure proper protection of common areas, move-in elevator availability and reserved street parking, it is necessary for you to schedule your move or delivery with your General Manager. The observance of these procedures will expedite your move and reduce the risk of building damage and liability exposure to you and the Association.

In the event that you find it necessary to move or have any items delivered that requires two or more persons to transport, all Moving and Furniture Delivery requirements remain. Residents who wish to move or deliver their own furniture without using a professional company may do so providing they meet all the requirements of moving companies.

If you will be hiring a moving company, please choose them carefully! It is best to select a company that has experience with condominium high rises and are familiar with their detailed moving procedures.

If you use one of the companies listed below, it is not necessary to provide certificates of insurance as the Association has current certificates with these companies on file; however, all other requirements remain the same. Please provide a moving company that is not listed below with the attached letter addressed to "2009 Vendor." It includes details of what the insurance certificate should include.

The pre-approved moving companies are:

<b>Company:</b>	<b>Phone:</b>
Alexander Mobility (Atlas Van Lines)	800.458.2648
Bekins	858.578.8900
Atlas Transfer & Storage (Allied Van Lines)	858.513.3800
Sullivan Moving (United Van Lines)	858.874.2600
McCollister's Transportation Group	800.257.9595
Ace Relocation Systems, Inc. (Atlas Van Lines)	858.410.2425

Also, please contact the front desk at (619) 236-0690 as soon as possible, because we need to contact our moving coordinator to finalize the move schedule.



700 W Harbor Drive  
San Diego, CA 92101

619-236-0690  
Fax: 619-236-0697

Dear 2010 Vendor:

Park Place Home Owners Association has established certain requirements for you, in order to do business with the Association. The Association needs a new insurance certificate with the following insurance:

- General Liability: \$1,000,000.00 per Occurrence; \$2,000,000.00. General Aggregate; \$2,000,000.00 Products/Completed Operations Aggregate; \$1,000,000.00 Personal and Advertising Injury.
- Auto Liability: \$1,000,000.00 Combined Single Limit for Owned (if applicable), Hired and Non-Owned Autos.
- Workers Comp: Statutory limits; \$1,000,000.00 Employers Liability limits.
- Umbrella/Excess Liability: Depending on type of work vendor performs; vendors who work on the ground floor or building interior \$1,000,000.00; and for vendors working above the ground floor of building exterior, to include rooftop equipment \$3,000,000.00.

Insured/additional insured(s):

Park Place Homeowners Association; its Board of Directors, and its agents; its Committee Members; and The Prescott Companies

Certificates of Insurance may be e-mailed as an attachment to [ncardenas@prescottmgt.com](mailto:ncardenas@prescottmgt.com), faxed, or mailed to Nicole Cardenas, at the address provided in the header.

There is vendor parking at Park Place from 8-5 on a first come first serve basis. All vendors must check-in at the front desk. Work cannot begin before 8:00 am and must conclude by 5:00 pm.

Contact me with any questions.

Nicole Cardenas  
General Manager  
On Behalf of the Board of Directors



# PARK PLACE

## MOVING AND FURNITURE DELIVERY AGREEMENT FOR RESIDENTS

(To be signed by Resident)

Please read, sign and return this agreement to your General Manager prior to beginning any move.

1. I have read the Moving and Furniture Delivery Requirements for Park Place on Harbor Drive Owners Association and agree to fully comply.
2. I understand and agree that if damage is incurred as a result of any move, I will accept total responsibility for the cost of any damage, repair, cleaning, losses or other liabilities.
3. I further understand and agree that if my move requires more than the slotted time that it may be interrupted to allow other scheduled moves.

\_\_\_\_\_  
**Owner(s) Name**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Owner(s) Signature**

\_\_\_\_\_  
**Suite or Town Home # at Park Place**

Please deliver mail or fax this agreement to:

**Address:**  
Nicole Cardenas  
General Manager  
Park Place Owners Association  
700 West Harbor Drive  
San Diego, CA 92101

– OR –

**Fax Number:**  
619.236.0697



# PARK PLACE

## Rules and Regulations list

- Please respect resident quiet hours from 10:00 p.m. to 8:00 a.m.
- You may have guests dial your code at the front door call box for access to the building and elevator. If they experience difficulty, please stop by the front desk for assistance.
- There is a maximum of two pets per unit. Please be sure to clean up after your pets. This includes accidents in elevators, hallways, and lobby areas.
- Understand and sign all rules associated with private party use of the lounge/rec-room.
- Please respect all posted pool rules and limit guests to 4 per unit.
- All resident vehicles are required to display parking sticker on vehicle's window.
- You must be 18 years of age to use fitness center without adult supervision.
- Resident must be present when guests are using common area facilities.
- It is the owners' responsibility that all residents of their unit know and abide by all governing rules.
- Furniture moves and contractor work are only allowed Mon – Friday (excluding holidays) 8am – 4:30pm and must be scheduled with the front desk. The Architectural Review Committee must approve all renovations and building permits must be acquired.
- Please don't throw anything off of your balconies, especially cigarettes. They fall onto balconies below, creating many complaints and they also present a safety hazard.
- Do not hose down or wash off your balconies, as anything that goes down the drain pours onto the balconies below. Sweeping and damp mopping are advised. The drains are for rainwater only.
- The front desk number is (619) 236-0690 and is staffed 24 hours/day for your assistance.
- The Homeowners Association strongly requests that you provide an emergency key to your unit. As the name implies, this key is for emergency use only, and cannot be given out. If you would like a key for visitors, please provide a courtesy key (see below).
- If you provide the front desk with a spare key (a courtesy key), to be given out for contract work at your discretion, that key will only be available Monday – Friday, 8:00 a.m. – 4:30 p.m. only. It may also serve as a key for personal visitors. Please call during those times if you require the courtesy key to be made available for someone outside of these hours.
- Homeowners are required by the Governing Documents to own homeowner's insurance.
- If someone is parked in your parking space without your permission, contact the front desk. Park Place staff is not authorized to tow cars from deeded parking spaces.
- Our local mail carrier kindly requests that residents stay out of the mailroom while he is delivering and sorting everybody's mail.



# PARK PLACE

## HOMEOWNER CONTACT AND BUILDING ACCESS INFORMATION

Unit#: \_\_\_\_\_

Homeowner Name(s): \_\_\_\_\_

Do you live on site?  Yes  No Year Round?  Yes  No

HOA Billing Address: \_\_\_\_\_

Home#: \_\_\_\_\_ Work#: \_\_\_\_\_ Cell#: \_\_\_\_\_

Email(s): \_\_\_\_\_

Do we have your Homeowners Insurance policy on file?  Yes  No

Does it Auto Renew or Expire? \_\_\_\_\_ What date? \_\_\_\_\_

Do you have a tenant?  Yes  No

If so, please read and sign "Rules for Rentals," fill out separate "Tenant Contact and Building Access Information" sheet, and return both documents to Park Place Management.

Tenant Name(s): \_\_\_\_\_

Number of Fob's/Cards you currently own: *(please print numbers on lines below)*

\_\_\_\_\_  
\_\_\_\_\_

Would you like your name(s) in the Building Entry System Box?  Yes  No

If so, what phone number would you like it to dial? \_\_\_\_\_

Do you have a bicycle in bike storage?  Yes  No If so, how many? \_\_\_\_\_

Bicycle Decal #'s: \_\_\_\_\_

Parking Space #'s: \_\_\_\_\_

Make & model of vehicles including license plate #'s: \_\_\_\_\_

\_\_\_\_\_

Parking Decal #'s for each vehicle: \_\_\_\_\_

\_\_\_\_\_

Permanent Guest List – please list those people who are to be granted access to your KEY without a prior call to your home (i.e., family, domestic help, gardener):

\_\_\_\_\_

\_\_\_\_\_

Permanent Guest List – please list those people who are to be granted elevator access to your FLOOR without a prior call to your home (i.e., friends, regular guests, etc.)

\_\_\_\_\_

\_\_\_\_\_

People who you do NOT want to have access to your key or floor: \_\_\_\_\_

\_\_\_\_\_

Owner(s) Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# PARK PLACE

## Rules for Rentals

### Rental of Residential Condominiums

An Owner shall be entitled to rent the Owner's entire Condominium (but not a portion thereof) subject to the following guidelines:

1. All Owners who rent their Condominiums shall submit names and contact numbers for their tenants to the management company for the Project.
2. Any rental or leasing agreement shall be in writing, shall provide that the lease or rental is subject to the Project Documents and shall provide that **any failure to comply with any provisions of the Declaration or the Project documents shall be a default**, under the terms of the lease agreement. The rental period shall not be less than **twelve** months. **Subletting is prohibited**. Copies of all leases and rental agreements shall be provided to the Association.
3. A copy of the Governing Documents and Project Handbook shall be provided by the Owner to each tenant or lessee.
4. The Owner shall, at all times, be responsible for their tenant's or lessee's compliance with all of the provisions of this Declaration pursuant to the occupancy and use of the Condominium.
5. A lessee shall have no obligation to the Association to pay assessments imposed by the Association nor shall any lessee have any voting rights in the Association.
6. An Owner shall be entitled to rent the entire Condominium, but not a portion thereof. No Owner may lease a Condominium for hotel, motel, or transient purposes.
7. Owners forfeit the use of common area amenities, pool, gym, spa, lounge, etc. while their unit is being leased.

I have read and understand the above conditions.

\_\_\_\_\_  
Owner or Leasing Agent

\_\_\_\_\_  
Date



# PARK PLACE

## TENANT CONTACT AND BUILDING ACCESS INFORMATION

Unit#: \_\_\_\_\_ Owner Name(s) \_\_\_\_\_

Tenant Name(s): \_\_\_\_\_

Address: \_\_\_\_\_

Home#: \_\_\_\_\_ Work#: \_\_\_\_\_ Cell#: \_\_\_\_\_

Email(s): \_\_\_\_\_

Do you have a current lease on file?  Yes  No Exp. Date: \_\_\_\_\_

Number of Fob's/Cards you have been provided: *(please print numbers on lines below)*

\_\_\_\_\_

Number of Common area keys you have been provided? \_\_\_\_\_

Would you like your name(s) in the Building Entry System Box?  Yes  No

If so, what phone number would you like it to dial? \_\_\_\_\_

Have you been given a storage locker?  Yes  No Storage Locker #: \_\_\_\_\_

Have you been assigned parking?  Yes  No Parking Space #: \_\_\_\_\_

Make & model of vehicles including license plate #'s: \_\_\_\_\_

\_\_\_\_\_

Parking Decal #'s for each vehicle: \_\_\_\_\_

\_\_\_\_\_

Do you have a bicycle in bike storage?  Yes  No If so, how many? \_\_\_\_\_

Bicycle Decal #'s: \_\_\_\_\_

Permanent Guest List – please list those people who are to be granted access to your KEY without a prior call to your home (i.e., family, domestic help, gardener):

\_\_\_\_\_

Permanent Guest List – please list those people who are to be granted elevator access to your FLOOR without a prior call to your home (i.e., friends, regular guests, etc.)

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People who you do NOT want to have access to your key or floor:

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# PARK PLACE

## KEY / MAIL / PACKAGE / DELIVERY RELEASE WAIVER

I \_\_\_\_\_ am an Owner or Tenant of a residential condominium unit at the Park Place on Harbor Drive Owners Association.

I hereby grant permission to the Park Place Owners Association and their staff to hold and/or forward any keys that I leave with them, and to accept mail, packages, and deliveries on my behalf. I will not hold the Park Place Owners Association and their staff responsible for any loss or damaged items.

I have read and understand all terms of this agreement. I further agree to comply with the policies adopted by Park Place on Harbor Drive Owners Association and understand that these policies are subject to change by management, ownership or the homeowner association. I am aware that this agreement is legally binding and that I am releasing certain rights by signing herein.

Owner(s) / Tenant(s)

Park Place Suite #: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_



# PARK PLACE

## EMERGENCY ACCESS RELEASE WAIVER AND INDEMNIFICATION AGREEMENT FOR ACCESS

With a very large high rise tower and the potential, for example, that a plumbing leak could cause enormous damage to your home and your neighbor's home, your Association will need a copy of your front door key for quick access and emergency repairs as well as your authorization to do so.

Failure to do so can expose you to liability to your neighbors in the event of a loss as well as likely result in the damage and/or destruction of your front door if the Association has to break or cut it open to gain access.

I \_\_\_\_\_ am an  Owner or  Tenant of a residential condominium unit at the Park Place on Harbor Drive Owners Association. I grant access for entry into my residential condominium unit at Park Place to the Park Place on Harbor Drive Owners Association and its personnel to my residential condominium unit. This access is for purposes of emergency repair for the benefit of the Association (Declaration of Covenants, Conditions and Restrictions of Park Place on Harbor Drive Owners Association recorded April 10, 2002 as Document Number 2002-0300064 (hereinafter "CC&R's") at Article IV, Section 4.3.5).

In order to provide access, I am voluntarily giving a key to Park Place on Harbor Drive Owners Association and its managing agent for my residential condominium unit. I am also providing any alarm codes necessary in order to egress my residential condominium unit. To the extent I lease my residential condominium unit, I hereby agree to fully explain giving the Park Place on Harbor Drive Owners Association and its Management Agent access to my residential condominium unit and will require the tenant to provide a key if they replace the key I originally provided the Association.

I certify that I am a current owner, tenant, resident, invitee, family member or guest of Park Place on Harbor Drive Owners Association. I understand that I am responsible for giving my key and any instructions regarding access including alarm codes to the Park Place on Harbor Drive Owners Association and/or its Managing Agent. If I should have my locks changed or the code for my alarm system changes, I am responsible for providing the current information to the Park Place on Harbor Drive Owners Association and/or its Managing Agent as soon as the change is made.

I have carefully read, understood and agree to the terms of this agreement. I further agree to comply with the policies adopted by Park Place on Harbor Drive Owners Association and understand that these policies are subject to change by management, ownership or the homeowner association. I am aware that this agreement is legally binding and that I am releasing certain rights by signing herein.

Owner / Tenant

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Suite at Park Place: \_\_\_\_\_

Date Key Received: \_\_\_\_\_ By: \_\_\_\_\_

**Park Place  
Homeowner Courtesy Key Check Out Program  
Liability Waiver & Release Form**

WHEREAS, the undersigned homeowner ("Homeowner") of unit # or town home address: \_\_\_\_\_ desires to leave a house key to said unit with The Park Place On Harbor Drive Homeowners' Association ("HOA"), to be held by HOA in its key safe for release to Homeowner's friends, family and/or subcontractors solely under the direct instruction of Homeowner.

NOW, THEREFORE, in consideration of HOA agreeing to retain Homeowner's house key for the sole and express purpose recited in the foregoing Premise, Homeowner hereby irrevocably and personally releases, holds harmless, forever discharges and, if applicable agrees to indemnify, HOA and each and every officer, agent and employee of HOA (referred to collectively as "HOA, et. al.") from any and all claims, including death, causes of action and/or liability of every kind, known or unknown, which Homeowner or any person claiming through Homeowner may have in the future against HOA, et. al. resulting from HOA's acceptance or release of Homeowner's house key in accordance with Homeowner's instructions.

Homeowner hereby acknowledges that he/she has read this document and fully understands the terms used in it and their legal significance. Homeowner further acknowledges that this Release was freely and voluntarily initiated by Homeowner and given with the understanding that all rights to legal recourse against HOA, et. al. resulting from HOA's acceptance or release of Homeowner's house key in accordance with Homeowner's instructions are expressly and knowingly given up.

This Liability Waiver & Release Form shall be regarded for all purposes as a California document, and the validity and construction hereof shall be determined and governed in all respects by the laws of California

**THIS IS A RELEASE OF YOUR RIGHTS. PLEASE READ CAREFULLY BEFORE SIGNING.**

Homeowner:

_____	_____	_____
Name	Signature	Date

_____	_____	_____
Name	Signature	Date

Key received by: \_\_\_\_\_

**Park Place  
“Courtesy Key Program”  
Key Acceptance Form**

Homeowner Name: \_\_\_\_\_ Last 4 of SSN: \_\_\_\_\_

Unit Number or Town Home Address: \_\_\_\_\_

Homeowner Phone Number(s): \_\_\_\_\_

(To be used in case of questions regarding identification of person requesting to check out your house key).

The Following Individuals are authorized to check out my house key without further direction from me:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

By signing below, I am agreeing to the following “Courtesy Key Program” rules:

1. Only one house key is to be stored and accepted for storage.
2. Homeowner agrees that the following staff persons are authorized to distribute your house key for checkout: Building Manager, Security Supervisor and any staff member that the Board of Directors may, in the future, provide key distribution authority (i.e. Concierge, etc.)
3. Homeowner is aware that only those individuals with a valid, government-issued photo I.D. will be allowed to check out their house key.
4. Homeowner is aware that keys will be distributed to only those individuals who are: A; Listed on this form, B; Persons listed on the resident outlook profile page, C; Have been authorized, by homeowner, prior to their request for such key. Please be aware that you must call or communicate in person with the Building Manager, Residential Services Manager, or security officer prior to 10:00 pm to authorize the check out of your key on a “one-time basis”. Future requests for key check out by individuals not listed on this form will require an additional authorization by the homeowner by phone or in person.
5. Keys for contract workers may only be checked out during normal working hours (8AM-4:30pm, M-F) unless at least 24 hour notification is received by the Building Manager or Residential Services Manager in writing or via email.
6. It is the sole responsibility of the homeowner to insure return of the key to the system after it has been lent out to an authorized person. Key must be returned to the Building Manager or Security Supervisor.

X \_\_\_\_\_ Date: \_\_\_\_\_ Office Use: Key received By: \_\_\_\_\_



# PARK PLACE

## Grah Safe and Lock Key Copies

- Please duplicate 1 key for Association Emergency Access
- Consider having additional key copies made for other purposes (i.e., relatives, housekeeper, etc.) as Association staff are unable to “borrow” your Emergency Access Key for non-emergencies.
- Consider having key(s) stamped with the key code from your original key and “Do Not Duplicate” (optionally)

(619) 234-4829  
939 University Ave  
San Diego, CA 92103

**\*\*24 Hour Emergency Hotline – 234-6499\*\***

