

Move and Delivery Overview and Policies

This document includes key information regarding moving and deliveries at Cirque. This is intended to be a helpful summary, but please remember that compliance with all HOA rules, regulations, and governing documents is required.

Residence Owners are responsible for moving in their personal items. Because the residences are fully furnished, we do not anticipate a large need for moving in additional furniture. However, **all moves must be scheduled with the Residential Services Team.**

Site Logistics

- **Location.** Your physical address will be 130 Wood Road, #xxx Snowmass Village, CO 81615
- **Pre-Closing Deliveries.** Neither the contractor, developer, or HOA can accept or hold any deliveries for owners or designers prior to closing. All of your personal items should be delivered off-site in preparation for your move. In the interest of protecting your items, anything that is sent to the construction site will be returned to sender.
- **Ongoing Work.** At the time of your Closing, work in various areas of the garage, common areas, elevators and stair cores could still be on-going. Please be aware that all circulation through the garage and the building may initially be shared with contractors as well as other Owners and guests.
- **Moving Truck Staging.** While work is ongoing on the exterior of the building all move and delivery trucks must be staged in the pull-off next to the Cirque building. This area is also designated emergency vehicle zones per the Town of Snowmass Village. Vehicles may not be left unattended. The driver must remain with the truck in the event it needs to be moved.
- **Building Entrances.** There are two main points of entry to the building. Cirque is located on the south side of the existing Pinnacle Viceroy Snowmass porte cochere, across Wood Road from the core of Snowmass Base Village. Access from Pinnacle to Cirque, is available by walking on a sidewalk to the Main Entrance through the front door or by utilizing an interior connecting corridor at the pool level. It is recommended that all movers use the Main Entrance and route from the truck to the residence to understand the path of travel.
- **Elevator Access.** All circulation through the elevators will be shared with contractors as well as other Owners and guests.

Moving Logistics

- **Scheduling.** You will be able to schedule your move once your closing date has been confirmed. All moving and furniture delivery activities must be scheduled with the Residential Services team through written confirmation at least three (3) business days in advance to ensure truck staging capacity and elevator availability.
 - All moves must be confirmed in writing by Residential Services. Time slots will be filled on a first come first serve basis. To review availability and to schedule, **please contact Residential Services.**
 - Kendall VanHee: Kendall.Vanhee@viceroyssnowmass.com
 - Miguel Sanchez: Miguel.Sanchez@viceroyssnowmass.com

- **Hours.** Moving activities may only occur during the hours of 8:00 a.m. until 5:00 p.m. unless otherwise approved by Residential Services.
- **Loading Zone/Staging Area.** Movers may only utilize areas approved by Residential Services for loading and unloading activities. Pursuant to Snowmass Village regulations, the driver must stay with the truck during moving or delivery activities, so that the truck can be relocated if required. No moving or delivery vehicles are allowed within the project's parking garage.
- **No Obstructions.** Moves and deliveries cannot obstruct walkways, entrances, stairways, elevators, sidewalks, parking spaces, and driveways, and must comply with all markings and signs regulating traffic and parking. No furniture, boxes, packing materials, etc. may be left in any common areas.
- **Oversight.** All moving and delivery activities must be handled by the Owner, by your property manager, or other on-site representative. It is recommended that owners utilize a professional moving company to assist with a move and that owners can have on-site property manager or owner representative to oversee all moving and delivery activities.
 - The HOA Manager, HOA staff, Residential Services, concierge, valet, contractors, developer, etc. will not be available to assist with any portion of a move, including access, acceptance of deliveries, installation of common area protection, trash removal, clean-up, etc.
 - Owners must provide Residential Services with all relevant moving company information and the on-site owner contact no less than 48 hours in advance of the move.
 - Moving and delivery companies are responsible for providing any and all moving equipment. The HOA luggage carts may not be used for moving by anyone other than Owners and guests.
- **Protection.** Moving or delivery professionals must provide protective coverings for the elevator, stairway and pathways during the moving process.
- **Elevators.** There are two elevators at Cirque. Oversized or overweight items may need to be moved utilizing the stairs.
 - Interior dimensions of the Service Elevator cab is approximately 10'8" deep x 8'2" wide x 7'4" tall. The door opening is about 4' wide x 7' tall.
 - Interior dimensions of the Passenger Elevator cab is approximately 7'10" deep x 8'4" wide x 7'4" tall. The door opening is about 3'7" wide x 7' tall.
- **Trash Removal.** All boxes and materials must be removed promptly. Moving and delivery trash may not be disposed of in the property's trash room; all waste and recycling must be removed from the site by the moving and delivery companies.
- **HOA Inspection.** The Owner or their on-site representative will be responsible for ensuring that the elevator, entrances, and other portions of the Project are clean and undamaged following all moves and deliveries. Owners should report any damage they see before their move starts to the HOA Manager. Owners will be responsible for damage caused by their guests, vendors, or subcontractors to any property owned or controlled by the HOA. Owners should review the moving company's protection procedures and insurance coverage. Within 48 hours following a scheduled move, the HOA Manager's staff will conduct an inspection to determine if repairs or clean-up are required by the Owner as a result of a move or delivery, and any associated expense will be the responsibility of the Owner.

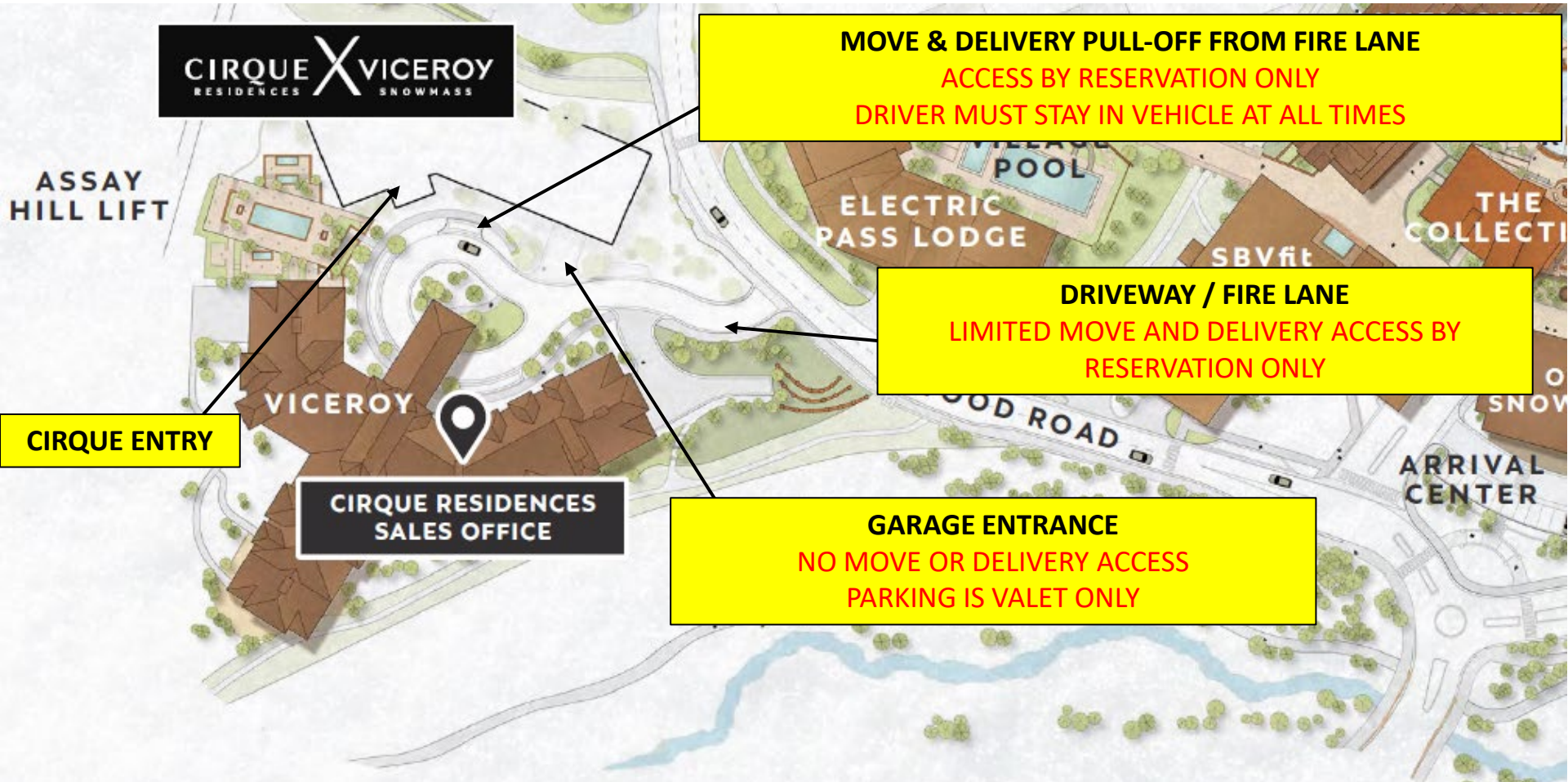
Location

Physical Building Address: 130 Wood Road Snowmass Village, CO 81615
FedEx and UPS Address: 130 Wood Road Unit #xxx Snowmass Village, CO 81615



Move and Delivery – Site Overview

Cirque residences are fully furnished and equipped with houseware items.
All moves must be scheduled with the Residential Services Team.



Move and Delivery – Level 1 Main Entry

All moves must be scheduled with the Residential Services Team.
All trash should be removed from the site by the move-in company.

