

## **Barcelona of Pasadena Condominium Owners' Association**

---

**85 North Madison Avenue  
Pasadena, California 91101  
www.barcelonaofpasadena.com**

### **Move-in/Move-out Procedures**

Please contact the Resident Manager (Unit 7, (626) 318-6912) to schedule any move-in/move-out, including delivery of furniture, appliances, and other large items from furniture stores.

To ensure safety, guard against potential damage to the Common Areas and Common Facilities, and to minimize disruption to residents, the Association Rules & Regulations provide the following move-in/move-out procedures:

#### **40.00 Unit Leasing/Rental**

- a. Unit lease/rental agreements shall be for a term of not less than ninety (90) days. (C§2.49(a))
- b. Owners are responsible for the actions of and compliance by Owner's tenant/lessee. (C§2.4(b)-(c), C § 4.4(a)(i)-(ii); B § 6.2(a))\*
- c. Within five (5) days after consummation of a lease or rental agreement, an Owner shall provide a copy of the following materials/information to the Association/Management Company (C § 2.3, C § 2.5(a)(2), C § 2.4(a)):
  1. Lease/rental agreement, which shall include a provision providing that any violation of the Governing Documents shall constitute a breach of the lease/rental agreement. (C § 2.5(a)(1))
  2. A written statement signed by each and every adult tenant/lessee acknowledging receipt of copies of the Associations Governing Documents and agreeing to be fully bound by the Association's Governing Documents, including all Association disciplinary powers and procedures. (C § 2.4(a), C § 2.5(a)(2), C § 2.5(a)(1))
  3. The Unit Number of the condominium leased by the tenant/lessee. (C § 2.5(a)(1))
  4. The number and names of all persons who intend to occupy said Unit. (C § 2.5(a)(3), C § 2.5(a)(6), C § 2.5(a)(1))
- d. An Owner who fails to comply with the provisions of the Governing Documents vis-à-vis unit lease/rental agreements will be subject to disciplinary action as outlined in the Association's Governing Documents. (C § 2.2(a), C § 4.4(a)(i)-(ii), C § 14.6; B § 6.4)

#### **50.50 Move-In/Out Procedures**

- a. Moving of household furnishings and personal belongings is restricted to the rear staircase and door at the west end of the building. (C § 3.6(a), C § 7.1; B § 1.3; CC § 1364(a))
- b. Moving of household furnishings in the elevator is strictly prohibited. (C § 3.6(a), C § 7.1; B § 1.3; CC § 1364(a))
- c. No household furnishings or personal belongings may be left in the doorways, hallways, basement, or Common Areas. (C § 3.6(a), C § 7.1; B § 1.3; CC § 1364(a))
- d. Failure to comply with Move-In/Out Procedures will result in a fine of \$250.00. (C § 3.6(a), C § 7.1; B § 1.3; CC § 1364(a))

---

\* Citation Legend: B = By-Laws; C = CC&Rs; CC = California Civil Code