

**Appendix B**  
**Delivery Checklist**

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The checklist below shall be followed to avoid any fees associated with not abiding by the Turnberry Rules and Regulations when scheduling, coordinating, and accepting deliveries:

- **Before delivery**

- Deliveries shall be scheduled to start no earlier than 8:00AM and be completed no later than 5:00PM.
- Notify the Management Company and/or the Board **48 hours** prior to delivery so the elevator can be reserved and padded for use.

- **During delivery**

- The delivery truck must not block the garage door.
- Make sure the hallways, parking spaces, and/or lobbies are not being blocked.
- Only the garage door shall be used for deliveries. Do NOT use the front entrance door.
- Only use the padded elevator prepared for your use.
- The hotel carts shall not be used to transport delivered items.
- All setup and/or installation work must be performed within the unit. All supplies, materials, and tools must also remain within the unit.

- **After Delivery**

- All large debris must be removed from the building.
- If applicable, residents must notify the Management Company and the Board of Directors if they install "**water furniture**" and present evidence that their homeowner's insurance will cover any damage caused by such "water furniture" to Common Elements, Limited Common Elements, or the individual property of other unit owners.

**If, due to the act of the unit owner or resident or a contractor(s) hired by the unit owner or resident, (a) damage is caused to the Common Elements, or to a unit, or to units owned by others; or (b) if maintenance, repairs, or replacements are required to the common elements or another unit, then the unit owner is obligated to pay for such damage, maintenance, repairs, and replacements as determined by the Board of Directors.**

**For additional information, see Turnberry Rules and Regulations.**