

## **PURCHASER REGISTRATION PACKET**

### **THE PURCHASER IS RESPONSIBLE TO READ THE BRENTWOOD FOREST DECLARATION & BY-LAWS AND THE RULES, REGULATIONS & FINE POLICIES BOOKLET**

Please read the Welcome Letter, complete and return the following forms with the required information to the Association Office **three weeks** prior to the closing date.

1. Purchaser Registration Form (complete, sign and return)
2. Purchaser's Acknowledgement of BF Policies and Rules (read, initial, sign and return to the Association Office – retain the “copy” for your records)
3. Pet Report/Pet Registration Application form (sign, date and **indicate No Pet, if applicable**). A licensed veterinarian must complete, date and sign the application form.
4. Exterior Modification Acknowledgment (fill in the information, date and sign)
5. Automatic Condo Fee Payment Application Agreement form (optional)
6. Purchaser Update Information form (complete, sign and return after closing)
7. A \$25 fee is charged to the purchaser at closing to complete lender documents, if required
8. Occupancy Permit - call the City of Brentwood at 962-4800 (forward a copy to the Association Office)
9. Attach a copy of the Sale Contract
10. Notify the Association office promptly if the closing date changes to avoid an additional fee for a second Waiver Letter

Mail, fax, e-mail or drop off the above required documents to:

**Brentwood Forest Condominium Association  
1401 Thrush Place  
Brentwood, Mo. 63144-1199**

**Office – (314) 961-3066      Fax – (314) 961-4935  
E-mail - [bfca@charter.net](mailto:bfca@charter.net)**

Prior to closing, the seller is responsible to provide the following to the Purchaser:

1. Brentwood Forest Declaration and By-Laws booklet
2. Brentwood Forest Rules, Regulations and Fine Policies booklet
3. Condo Coupon booklet & envelopes, if applicable (condo coupons are mailed mid-December.)
4. Pool Passes are available in May – pool passes must be picked up by the owner
5. Modifications (exterior and/or interior) - disclose to the purchaser prior to closing, if any

**YOUR CLOSING MAY BE DELAYED IF THE ABOVE FORMS ARE NOT RETURNED  
PROMPTLY TO THE ASSOCIATION OFFICE**

## **Welcome to Brentwood Forest!**

**The Board of Managers and Management of Brentwood Forest wish you a pleasant and leisurely condominium lifestyle during your residency. Brentwood Forest, formerly known as Audubon Park, was developed by Jefferson Savings and Loan between 1980 and 1987. Apartments built in the 1950's were converted into 1,425 condominiums offering first floor, second floor and town home units.**

**The Brentwood Forest Association office hours are Monday through Friday between 8:00 a.m. and 5:00 p.m. The office is located at 1401 Thrush Place (corner of Eager Road and Thrush Place). For assistance or answers to questions, call the Association Office during office hours at (314) 961-3066, fax (314) 961-4935, e-mail to [bfca@charter.net](mailto:bfca@charter.net) or look at the Brentwood Forest website at [www.brentwoodforestcondo.net](http://www.brentwoodforestcondo.net).**

**The Developer assigned their rights over to the Unit Owners on June 1, 1987. Ten owners, two from each of the five wards, oversee the operation of the Association to retain a premier condominium community. A reserve study is conducted every two to three years to plan for long-term anticipated maintenance and improvements in the future. Since the inception of the Association, no special assessments have been assessed to the unit owners.**

**Brentwood Forest houses young and mature, professional and retired, single and married residents who enjoy a leisurely condominium lifestyle. Brentwood Forest is best known for its location, affordable housing, beautiful park like setting, amenities, activities for all ages and financial stability.**

**New residents are encouraged to attend monthly Board of Managers Meetings held at the Brentwood Forest Clubhouse located at 9000 Wrenwood Lane at 7:00 p.m. on the last Monday of each month. Residents have an opportunity to voice their opinions to the Board regarding any concerns or issues. Come meet the ten elected Board Members, your two Board Representatives, Association Managers and Brentwood Forest Owners and Tenants.**

**The Brentwood Forest newsletter, the "ForestLine", is delivered to each residence and mailed to off site owners monthly. The newsletter is the Association's official method of notifying the owners of policies, current projects, recreational events, changes, ads (which pay for the publication each month) and other topics of interest.**

**Amenities available for your enjoyment include a beautiful clubhouse with two party rooms for special events available to owners at current rental rates. Brentwood Forest has two swimming pools, two tennis courts, a nature trail and beautiful Lake Jefferson with two fountains. A laundry facility is located behind 1614 High School Drive or off Wrenwood Lane at Thrush Terrace. An extra large washer and dryer are available to clean and dry comforters, rugs etc. The laundry facility hours are 7:00 a.m. to 10:00 p.m. daily.**

**New residents are encouraged to register to vote. For your convenience, register at the Association Office at 1401 Thrush Place (corner of Eager Road & Thrush Place) or at the Brentwood Library, located at 8765 Eulalie (corner of Brentwood Boulevard and Eulalie adjacent to City Hall).**

**Condo fee payments are due on the first of each month and become delinquent if not received by the tenth of each month. The Association encourages owners to sign up for the Automatic Payment Program**

which eliminates addressing an envelope, postage and avoids a late fee if you forget to write or mail your condo fee payment. If you are interested in this program, an application form is attached for your convenience.

Household trash is picked up on Mondays and Thursdays. Recyclable items are picked up on Mondays. Trash must be placed at the curb prior to 6:00 a.m. on pick up days or after 7:00 p.m. the night before scheduled pick up days. The City of Brentwood picks up large items on the fourth Friday of the month upon request for a nominal fee. Call the City of Brentwood Public Works Department to schedule a special pick-up for large items, mattress, furniture, carpeting or building materials, etc. for a fee. Items must be picked up within 24 hours to avoid an automatic \$100 fine. Call Public Works at 962-4800 for a free recycling container or to schedule a special pick up or contact any hauler of your choice.

**Two pets are permitted per household providing the breed of pet does not exceed 40 pounds when full grown and the pet owner follows Brentwood Forest's Pet Policies and Rules. An automatic \$100 fine is assessed against the owner for unapproved pets along with a \$30 fine on the first of the month thereafter until the Association is notified in writing that this pet no longer resides in Brentwood Forest.**

One vehicle (no larger than  $\frac{3}{4}$  ton) per unit may park in one prime parking space nearest to their front door. If there are four doors at your entrance, the nearest four spaces are reserved for one vehicle from each of these four units. Residents are responsible to park second vehicles away from these "reserved" spaces and to inform their guests of Brentwood Forest's Parking Policy. No business advertisement or logos are permitted on vehicles.

Brentwood Forest has a maintenance service department to assist owners with household repairs for a fee, such as: plumbing leaks, faucet replacements, install window panes with broken seals, clean dryer vents, repair or replace door locks, closet door adjustments, replace rubber washer hoses with steel reinforced hoses (required by the City of Brentwood), install ceiling fans, window treatments, pictures, etc. Brentwood Forest replaces broken/rusted mail boxes and burnt out light bulbs at entrance doors upon request. For your safety and to deter crime, Brentwood Forest and the Brentwood Police Department encourage residents to keep exterior lights on after dark to illuminate the community.

A condensed version of policies most frequently asked about, or violated, are included in this packet. Purchaser(s) are responsible for reading the Brentwood Forest Declaration and By-Laws and the Brentwood Forest Rules, Regulations and Fine Policies booklets prior to closing to avoid a fine or loss of privileges.

Brentwood Forest is a premier condo community and we hope your residency is enjoyable.

**Brentwood Forest Condominium Association**

**BRENTWOOD FOREST**  
**PURCHASER REGISTRATION FORM**

BF Address \_\_\_\_\_ Closing Date \_\_\_\_\_ Bldg # \_\_\_\_\_

Unit to be occupied by: Owner ( ) Relative ( )-relationship \_\_\_\_\_ Tenant ( ) Move in date \_\_\_\_\_

\_\_\_\_\_  
Print - Legal Name of New Owner

\_\_\_\_\_  
Print – Legal Name of New Owner

\_\_\_\_\_  
Work #

\_\_\_\_\_  
Cell #

\_\_\_\_\_  
Home #

\_\_\_\_\_  
Work #

\_\_\_\_\_  
Cell

Purchaser's e-mail address \_\_\_\_\_

Purchaser(s) off-site address if condo is a rental unit:  
\_\_\_\_\_

Emergency contact person \_\_\_\_\_ Relationship \_\_\_\_\_

Wk # \_\_\_\_\_ Cell # \_\_\_\_\_ Hm # \_\_\_\_\_

Pets: Dog ( ) Cat ( ) Breed/Type \_\_\_\_\_ Name \_\_\_\_\_ Age \_\_\_\_ Wt. \_\_\_\_\_

Dog ( ) Cat ( ) Breed/Type \_\_\_\_\_ Name \_\_\_\_\_ Age \_\_\_\_ Wt. \_\_\_\_\_

**All vehicles, license plate numbers and any changes are REQUIRED to be on file with the Association office. No large trucks, mobile homes, trailers, boats, commercial vehicles or advertisement are permitted. Vehicles may not be stored, wrecked or unlicensed. Vehicles will be towed if not removed within 24 hours.**

Lic. Plate #

State

Make

Model

Year

Color

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

Purchasers R.E. Company Name R.E. Office # R.E. Agent's Name R.E. Agent's Ph #

\_\_\_\_\_  
Title Co. \_\_\_\_\_ Closer \_\_\_\_\_ Ph # \_\_\_\_\_

**If a tenant will occupy the unit, a "Rental Registration" packet must be completed, signed and returned to the Association Office prior to the tenant occupying the unit. Forward the packet with all forms completed along with a check payable to Brentwood Forest Condominiums in the amount of \$100. This check represents administrative changes to records and master programs. A \$50 fine will be assessed against the unit if the Rental Registration documents have not been received. A \$100 fine will be assessed each 30 days after notification.**

\_\_\_\_\_  
Purchaser's Signature

\_\_\_\_\_  
Purchaser's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## **PURCHASER'S ACKNOWLEDGMENT OF BRENTWOOD FOREST'S POLICIES AND RULES**

This document provides information including a **condensed** version of Brentwood Forest policies and rules that are most frequently asked or violated. **Purchasers are responsible to read the Brentwood Forest Declaration and By-Laws and the Rules, Regulations and Fine Policies booklets prior to signing and returning the attached forms.** \_\_\_\_\_

The Condominium Association is responsible for the maintenance of the exterior of the buildings and the grounds. The Board of Managers oversees the operations of the Association, financial status and ongoing improvements of the buildings and grounds. Brentwood Forest provides an interior **maintenance service** to assist owners upon request, for a fee, for interior condo repairs, such as: cleaning dryer vents, door lock/window pane or garbage disposal repair/replacement, plumbing leaks, closet door adjustment, hang blinds/mirrors, toilet repairs, and installation of steel reinforced washing machine hoses (required by the City of Brentwood) to prevent a potential flood or damage to your condo or your neighbor's home. Service fees are \$65 an hour plus materials with a minimum \$30 charge. Call the Association office for a quote or to schedule an appointment for service. \_\_\_\_\_

**Each unit is assessed a monthly fee, based on square footage, to provide for the ongoing care of the buildings and grounds, insurance, operating expenses, utilities, administrative fees and future improvements to retain the beauty and financial stability of Brentwood Forest. Condo Fee assessments are due on the first of each month. A \$30 late fee is assessed against the owner for payments received after the 10<sup>th</sup> of each month. Owners are encouraged to enroll in the Automatic Condo Fee Payment Program (ACH) which eliminates writing monthly checks, postage and a late fee if you forget to write or mail a payment. An application is included in this packet if you are interested in this popular method of payment. Condo payment booklets are mailed annually in the Owner's Year End packet in mid-December. Mail condo fee payments to:**

**Brentwood Forest Condominiums  
c/o UMB  
P.O. Box 798177  
St. Louis, Mo. 63179-8000**

The **Master Insurance Policy**, through O'Connor Insurance, covers the exterior of the buildings and units as well as liability coverage. This insurance is on a replacement cost basis with a **\$10,000** deductible per occurrence, for all losses except earthquake. The Earthquake deductible is estimated at \$22,000 per unit.

Purchasers are responsible to obtain coverage on their Unit for damages that are below the Master Policy deductibles. Request a **Condominium Unit Owners Form 6 Insurance Policy** to cover your personal property, personal liability and a minimum of \$22,000 unit coverage with Earthquake. A renter's policy (contents) is inadequate and will not cover your needs. Additional coverage for earthquake, sewer back up, loss assessment and other optional coverage may also need to be considered. Call O'Connor Insurance at (314) 434-0038 to ask questions to obtain adequate insurance coverage to protect your condominium or an insurance carrier of your choice. \_\_\_\_\_

The **ForestLine**, Brentwood Forest's monthly newsletter, provides information regarding topics discussed at Board meetings; such as bid proposals, resident's comments, committee reports, upcoming activities and events, condo rules and regulations/changes, condo maintenance tips, ads, City of Brentwood developments and articles of interest, etc. Residents are encouraged to read this newsletter each month. \_\_\_\_\_

**Vehicles** of residents parked in BF are required to be registered with the Association office. No large trucks (over ¾ ton) or commercial vehicles are permitted. No mobile homes, RV's, trailers, boats, rusted/inoperable wrecked or non-driven vehicles may be parked or stored on the premises. Vehicles must have current license plates (Declaration & By-Laws Article XIX, Section 19.2 – Parking and Driving on Common Elements and BF Rules, Regulations and Fine Policies booklets) \_\_\_\_\_

**Brentwood Forest's Parking Policy** provides for one vehicle from each unit to park in one space near their front door. If there are four doors at your entrance, only one vehicle may park in one of the four spaces. Second vehicles and guests must park away from prime parking spaces intended for neighbors. Owners are responsible to inform their friends, family and guests of Brentwood Forest's Parking Policy. (Brentwood Forest Rules, Regulations and Fine Policies booklet) \_\_\_\_\_

**Pets** (including temporary) must be registered and approved by the Association Office prior to the pet's occupancy. Pet Application forms must be completed and signed by a veterinarian. No more than two pets are permitted per household. **The breed of dog for which a pet owner is seeking approval may not exceed a maximum weight of 40 pounds when full grown.** Pet owners are responsible for immediately picking up pet waste deposited on the grounds and disposing it in an appropriate container. All pets (dogs and cats) must be leashed and under the control of their handler when outdoors. Pets are not permitted on decks or patios unattended. Pets may not disturb neighbors. No chains, ropes, cages or doghouses are permitted outdoors. No warning is necessary for dangerous or vicious pets, before the Board directs that such animal be permanently removed from the premises. Cat litter must be disposed of in an appropriate manner and not on the grounds. Fines are assessed for pet violations after a warning notice. An automatic \$100 fine is assessed against the unit for housing an unapproved pet and a \$30 fine will be assessed on the first of each month thereafter until the Association is notified in writing that this pet no longer resides in Brentwood Forest. (Declaration and By-Laws, Article XVIII, Section 18.4 Pets & BF Rules, Regulations and Fine Policies booklets) \_\_\_\_\_

**Household trash** is picked up on Mondays and Thursdays. Recyclable items are picked up on Mondays. Place trash at the curb prior to 6:00 a.m. on pick up days or after 7:00 p.m. the night before pick up. Trash must be placed in a trash container with a lid or in a securely tied trash bag. Pizza boxes, detergent bottles/boxes, shoe boxes and small items must be placed in a trash container or standard trash bag. Trash containers should be removed promptly to provide a desirable appearance of the community. Trash and recycle containers may be stored on the rear deck/patio only, not on the common grounds, under the deck or behind bushes. A special pickup is required for large items, mattresses, appliances, furniture, building materials, carpeting, cabinets, etc. Items must be picked up within 24 hours to avoid an automatic \$100 fine. Contact the City of Brentwood at 314-962-4800 to schedule a special pickup or call a hauler of your choice. The City of Brentwood provides a free recycle container upon request. (BF Rules, Regulations and Fine Policies booklet) \_\_\_\_\_

To maintain a uniform appearance of the exterior of the buildings, **window treatments** visible from the exterior must be white or off-white. (BF Rules, Regulations and fine Policies booklet) \_\_\_\_\_

**Carpet** - Second floors shall be and remain carpeted, except bathrooms, kitchen and entry foyer. Second floor units may have hardwood floors providing that a full size area rug is in place to absorb sound and foot traffic. (BF Rules, Regulations and Fine Policies booklet) \_\_\_\_\_

Any **change to the exterior of the building** is a modification and must be approved prior to installation (deck extension, gate, fencing, storm door/patio door, windows, door lock/knob/bell/knocker, light fixtures, deck staining, satellite dish and wiring, cable wiring, holiday displays and radon mitigation systems, etc.). Changes to interior load bearing walls are not permitted without prior approval from the Board of Managers. (Declaration & By-Laws Article XVII, Section 17.11- Approval of Modifications and the BF Rules, Regulations and Fine Policies booklets) \_\_\_\_\_

Living in a condo community requires consideration and **respect for neighbors' rights**. No noise, music, stereo, TV or entertaining guests may disturb others. Appliances, such as a dishwasher, washing machine, dryer, exercise equipment, vacuum sweeper, etc. may not be used between the hours of 10 p.m. and 7 a.m. Declaration & By-Laws, Article XVIII, Section 18.3 - Peace Disturbance and Nuisance and the BF Rules, Regulations and Fine Policies booklets) \_\_\_\_\_

Unit owners are responsible to notify the Association office of any **occupancy changes**, phone numbers, vehicle/license changes, etc. and to forward a **Rental Packet or Resident Update form** to avoid a fine and or/loss of privileges. (BF Rules, Regulations and Fine Policies booklet) \_\_\_\_\_

Unit owners are responsible to pick up, complete and return a **Seller's Packet** to the Association Office three weeks prior to the closing date. To avoid additional charges, notify the Association office promptly if the closing date has changed. Rules, Regulations and Fine Policies booklet \_\_\_\_\_

A **Waiver Letter** will be forwarded to the title company prior to the closing date upon receipt of the Purchaser Registration and Seller forms. The Purchaser and seller forms must be returned to the Association office three weeks prior to your closing. The closing may be delayed if the required documents are not received. Notify the Association office if the closing date has changed. \_\_\_\_\_

No **signage** is permitted inside a vehicle, residence or posted on the premises advertising a vehicle or condo "For Sale" or "For Rent". No balloons or other marking are permitted. The Association permits **Security stickers** ("5 X 5") on glass only. See the BF Rules, Regulations and Fine Policies booklet for other sign policies \_\_\_\_\_

The Board of Managers and Management strive to provide uniformity throughout the complex. Patio furniture and related items, barbeque pit, and bikes may be placed on the rear **deck/patio only**. **Storage Locker** doors are to remain closed to prevent weathering and/or damage to the hinges or personal property. The Association is not responsible for items that are kept in storage lockers that are susceptible to moisture/inclement weather. These items should be kept in the condo. Residents assume all risk for damaged items in storage lockers. \_\_\_\_\_

**Children's toys** may be stored on rear decks only in moderation. Children's small **swim pools** are permitted on rear deck/patio only during the BF pool season and must be removed promptly from visibility after the pool season. Declaration & By-Laws, Article XVIII, Section 19.3, Balconies, Porches, Decks and Patios and Rules, Regulations and Fine Policies Booklets \_\_\_\_\_

**Firewood, trash/recycle containers** and **bikes** may be stored on rear decks only. No **tiki lights** or **flammable lighting** are permitted on decks, patios or anywhere on the premises. Residents are encouraged to store BBQ grills on the rear deck/patio. BBQ grills should be placed away from the building to prevent damage to the vinyl siding. **Firewood must be stored on a metal log rack** away from the exterior walls, railings or posts. Firewood must be removed from the premises by May 30 of each year. Rules, Regulations & Fine Policies booklet. \_\_\_\_\_

Residents are encouraged to plant **flowers** for their own enjoyment and to beautify the community. A Plant Application form must be forwarded to the Association office stating that you agree to water, weed and remove dead plants each season. Planter boxes may be hung on hanging brackets only, no nails/screws are permitted. Fruit and vegetable gardens are not permitted. To avoid injury or accidents, **flower pots** may not exceed 18” in diameter when placed in mulch beds, on steps, porches or walkways and may not obstruct access to a unit. **Garden hoses** (neatly rolled up and disconnected from the faucet) and **hose reels** may be placed in an out of the way/out of view, safe location. Flower pots, hoses and hose reels must be removed from the grounds by October 31 of each year. Rules, Regulations & Fine Policies booklet \_\_\_\_\_

**Decorations** are permitted providing no holes are placed in the exterior walls, vinyl siding or doors. Large hooks, tape or similar fasteners may not be used. Nails may be placed in wood only. Holiday decorations may be displayed one month prior to the holiday and must be removed three weeks after the holiday. Decorations and wreaths may not cover address numbers so that the police and fire departments can locate an address quickly when responding to emergency calls. Rules, Regulations and Fine Policies booklet. \_\_\_\_\_

Any item that solely serves a particular unit including, but not limited to, hot water heaters, furnaces, air conditioning equipment and exhaust fans, etc. shall be the responsibility of the unit owner and their successors to maintain and repair. The Association currently replaces **light bulbs** at the front entrance doors and replaces damaged **mailboxes** upon request. Mailbox lids should be in a closed position to prevent rust on the interior of the mailbox and to protect your mail if it rains or snows. \_\_\_\_\_

The Declaration & By-Laws (Article XVII, Section 17.13) grants power to the Board of Managers to **adopt policies**. A Standard Fine Schedule has been adopted to assess fines for violations after a warning notice. A fine may be assessed without notice when a situation becomes dangerous or a nuisance to other residents deemed necessary by the Board of Managers or Management \_\_\_\_\_

Problems or disturbances may be submitted in writing to the Association Office stating the **complaint**, date of the occurrence, names of the parties involved and describe the steps that have been taken to correct the situation. Declaration & By-Laws, Article XIV, Section 14.5 –A Reports of Violation and the Rules, Regulations and Fine Policies booklet \_\_\_\_\_

Residents are encouraged to **vote!** If you are not a registered voter with the state, you can register at the Association Office, 1401 Thrush Place (corner of Eager Road and Thrush Place) or at the Brentwood Library at the corner of Brentwood Blvd. and Eulalie Ave. \_\_\_\_\_

Residents may have a **home office** as long as no goods, products, supplies, or materials are regularly delivered to the unit. Clients, customers, suppliers or others may not regularly call on the unit. No manufacturing, experimenting or commercial storage is permitted. Rules, Regulations and Fine Policies booklet \_\_\_\_\_

Brentwood Forest condos may not be used as a **hotel**, to house unit owner’s **employees** or **business associates** for a short duration and no unit owner shall regularly charge a fee for occupancy of the unit in less than one (1) month increments or subdivide unit into more than one (1) living unit. \_\_\_\_\_

**Heat Policy** – To prevent frozen pipes, anyone who does not provide adequate heat in a condo is in violation of the Brentwood Forest Declaration and By-Laws, Section 18.2 – B Maintenance of Units. Residents shall maintain sufficient heat to prevent pipes in the building from freezing, and shall do nothing to impair the structural integrity of the building. An automatic \$200 fine will be assessed against the unit for each occurrence. The temperature inside a unit may not register lower than 50 degrees.

New residents are welcome to visit the Association Office facility to meet the staff and to pick up a **Welcome Bag!** The Association Board of Managers, Management and staff are available to assist you with any questions, concerns or suggestions. We hope that you become a long term resident of our community and enjoy a pleasant condominium lifestyle.

I/we hereby purchasers of \_\_\_\_\_ located in Brentwood Forest Condominiums understand the above policies and rules and my/our signatures certify that I/we have read the Declaration & By-Laws and the Brentwood Forest Rules, Regulations and Fine Policies Booklets.

\_\_\_\_\_  
Purchaser's Signature

\_\_\_\_\_  
Purchaser's Signature

\_\_\_\_\_  
Work Number

\_\_\_\_\_  
Home Number

\_\_\_\_\_  
Cell Number

\_\_\_\_\_  
Cell Number

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**COMPLETE, SIGN, DATE AND RETURN TO:**

**BRENTWOOD FOREST ASSOCIATION OFFICE  
1401 Thrush Place      Brentwood, Mo. 63144**

## **PURCHASER'S ACKNOWLEDGMENT OF BRENTWOOD FOREST'S POLICIES AND RULES**

This document provides information including a **condensed** version of Brentwood Forest policies and rules that are most frequently asked or violated. **Purchasers are responsible to read the Brentwood Forest Declaration and By-Laws and the Rules, Regulations and Fine Policies booklets prior to signing and returning the attached forms.** \_\_\_\_\_

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c/o UMB  
P.O. Box 798177  
St. Louis, Mo. 63179-8000**

The **Master Insurance Policy**, through O'Connor Insurance, covers the exterior of the buildings and liability coverage. This insurance is on a replacement cost basis with a **\$10,000** deductible fee per unit per occurrence, for all losses except earthquake.

Purchasers are responsible to obtain their own **Condominium Unit Owners Form 6 Insurance Policy** to cover their personal property, personal liability and a minimum of \$16,000 in building coverage for interior damage that could be your responsibility. A renter's policy (contents) is inadequate and will not cover your needs. Additional coverage for earthquake, sewer back up, loss assessment and other optional coverage may also need to be considered. Call O'Connor Insurance at (314) 434-0038 to ask questions to obtain adequate insurance coverage through a carrier of your choice. \_\_\_\_\_

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**Household trash** is picked up on Mondays and Thursdays. Recyclable items are picked up on Mondays. Place trash at the curb prior to 6:00 a.m. on pick up days or after 7:00 p.m. the night before pick up. Trash must be placed in a trash container with a lid or in a securely tied trash bag. Pizza boxes, detergent bottles/boxes, shoe boxes and small items must be placed in a trash container or standard trash bag. Trash containers should be removed promptly to provide a desirable appearance of the community. Trash and recycle containers may be stored on the rear deck/patio only, not on the common grounds, under the deck or behind bushes. A special pickup is required for large items, mattresses, appliances, furniture, building materials, carpeting, cabinets, etc. Items must be picked up within 24 hours to avoid an automatic \$100 fine. Contact the City of Brentwood at 314-962-4800 to schedule a special pickup or call a hauler of your choice. The City of Brentwood provides a free recycle container upon request. (BF Rules, Regulations and Fine Policies booklet) \_\_\_\_\_

To maintain a uniform appearance of the exterior of the buildings, **window treatments** visible from the exterior must be white or off-white. (BF Rules, Regulations and fine Policies booklet) \_\_\_\_\_

**Carpet** - Second floors shall be and remain carpeted, except bathrooms, kitchen and entry foyer. Second floor units may have hardwood floors providing that a full size area rug is in place to absorb sound and foot traffic. (BF Rules, Regulations and Fine Policies booklet) \_\_\_\_\_

Any **change to the exterior of the building** is a modification and must be approved prior to installation (deck extension, gate, fencing, storm door/patio door, windows, door lock/knob/bell/knocker, light fixtures, deck staining, satellite dish and wiring, cable wiring, holiday displays and radon mitigation systems, etc.). Changes to interior load-bearing walls are not permitted without prior approval from the Board of Managers. (Declaration & By-Laws Article XVII, Section 17.11- Approval of Modifications and the BF Rules, Regulations and Fine Policies booklets) \_\_\_\_\_

Living in a condo community requires consideration and **respect for neighbors' rights**. No noise, music, stereo, TV or entertaining guests may disturb others. Appliances, such as a dishwasher, washing machine, dryer, exercise equipment, vacuum sweeper, etc. may not be used between the hours of 10 p.m. and 7 a.m. Declaration & By-Laws, Article XVIII, Section 18.3 - Peace Disturbance and Nuisance and the BF Rules, Regulations and Fine Policies booklets) \_\_\_\_\_

Unit owners are responsible to notify the Association office of any **occupancy changes**, phone numbers, vehicle/license changes, etc. and to forward a **Rental Packet or Resident Update form** to avoid a fine and or/loss of privileges. (BF Rules, Regulations and Fine Policies booklet) \_\_\_\_\_

Unit owners are responsible to pick up, complete and return a **Seller's Packet** to the Association Office three weeks prior to the closing date. To avoid additional charges, notify the Association office promptly if the closing date has changed. Rules, Regulations and Fine Policies booklet \_\_\_\_\_

A **Waiver Letter** will be forwarded to the title company prior to the closing date upon receipt of the Purchaser Registration and Seller forms. The Purchaser and seller forms must be returned to the Association office three weeks prior to your closing. The closing may be delayed if the required documents are not received. Notify the Association office if the closing date has changed. \_\_\_\_\_

No **signage** is permitted inside a vehicle, residence or posted on the premises advertising a vehicle or condo "For Sale" or "For Rent". No balloons or other marking are permitted. The Association permits **Security stickers** ("5 X 5") on glass only. See the BF Rules, Regulations and Fine Policies booklet for other sign policies \_\_\_\_\_

The Board of Managers and Management strive to provide uniformity throughout the complex. Patio furniture and related items, barbeque pit, and bikes may be placed on the rear **deck/patio only**. **Storage Locker** doors are to remain closed to prevent weathering and/or damage to the hinges or personal property. The Association is not responsible for items that are kept in storage lockers that are susceptible to moisture/inclement weather. These items should be kept in the condo. Residents assume all risk for damaged items in storage lockers. \_\_\_\_\_

**Children's toys** may be stored on rear decks only in moderation. Children's small **swim pools** are permitted on rear deck/patio only during the BF pool season and must be removed promptly from visibility after the pool season. Declaration & By-Laws, Article XVIII, Section 19.3, Balconies, Porches, Decks and Patios and Rules, Regulations and Fine Policies Booklets \_\_\_\_\_

**Firewood, trash/recycle containers** and **bikes** may be stored on rear decks only. No **tiki lights** or **flammable lighting** are permitted on decks, patios or anywhere on the premises. Residents are encouraged to store BBQ grills on the rear deck/patio. BBQ grills should be placed away from the building to prevent damage to the vinyl siding. **Firewood must be stored on a metal log rack** away from the exterior walls, railings or posts. Firewood must be removed from the premises by May 30 of each year. Rules, Regulations & Fine Policies booklet. \_\_\_\_\_

Residents are encouraged to plant **flowers** for their own enjoyment and to beautify the community. A Plant Application form must be forwarded to the Association office stating that you agree to water, weed and remove dead plants each season. Planter boxes may be hung on hanging brackets only, no nails/screws are permitted. Fruit and vegetable gardens are not permitted. To avoid injury or accidents, **flower pots** may not exceed 18” in diameter when placed in mulch beds, on steps, porches or walkways and may not obstruct access to a unit. **Garden hoses** (neatly rolled up and disconnected from the faucet) and **hose reels** may be placed in an out of the way/out of view, safe location. Flower pots, hoses and hose reels must be removed from the grounds by October 31 of each year. Rules, Regulations & Fine Policies booklet \_\_\_\_\_

**Decorations** are permitted providing no holes are placed in the exterior walls, vinyl siding or doors. Large hooks, tape or similar fasteners may not be used. Nails may be placed in wood only. Holiday decorations may be displayed one month prior to the holiday and must be removed three weeks after the holiday. Decorations and wreaths may not cover address numbers so that the police and fire departments can locate an address quickly when responding to emergency calls. Rules, Regulations and Fine Policies booklet. \_\_\_\_\_

Any item that solely serves a particular unit including, but not limited to, hot water heaters, furnaces, air conditioning equipment and exhaust fans, etc. shall be the responsibility of the unit owner and their successors to maintain and repair. The Association currently replaces **light bulbs** at the front entrance doors and replaces damaged **mailboxes** upon request. Mailbox lids should be in a closed position to prevent rust on the interior of the mailbox and to protect your mail if it rains or snows. \_\_\_\_\_

The Declaration & By-Laws (Article XVII, Section 17.13) grants power to the Board of Managers to **adopt policies**. A Standard Fine Schedule has been adopted to assess fines for violations after a warning notice. A fine may be assessed without notice when a situation becomes dangerous or a nuisance to other residents deemed necessary by the Board of Managers or Management \_\_\_\_\_

Problems or disturbances may be submitted in writing to the Association Office stating the **complaint**, date of the occurrence, names of the parties involved and describe the steps that have been taken to correct the situation. Declaration & By-Laws, Article XIV, Section 14.5 –A Reports of Violation and the Rules, Regulations and Fine Policies booklet \_\_\_\_\_

Residents are encouraged to **vote!** If you are not a registered voter with the state, you can register at the Association Office, 1401 Thrush Place (corner of Eager Road and Thrush Place) or at the Brentwood Library at the corner of Brentwood Blvd. and Eulalie Ave. \_\_\_\_\_

Residents may have a **home office** as long as no goods, products, supplies, or materials are regularly delivered to the unit. Clients, customers, suppliers or others may not regularly call on the unit. No manufacturing, experimenting or commercial storage is permitted. Rules, Regulations and Fine Policies booklet \_\_\_\_\_

Brentwood Forest condos may not be used as a **hotel**, to house unit owner’s **employees** or **business associates** for a short duration and no unit owner shall regularly charge a fee for occupancy of the unit in less than one (1) month increments or subdivide unit into more than one (1) living unit. \_\_\_\_\_

**Heat Policy** – To prevent frozen pipes, anyone who does not provide adequate heat in a condo is in violation of the Brentwood Forest Declaration and By-Laws, Section 18.2 – B Maintenance of Units. Residents shall maintain sufficient heat to prevent pipes in the building from freezing, and shall do nothing to impair the structural integrity of the building. An automatic \$200 fine will be assessed against the unit for each occurrence. The temperature inside a unit may not register lower than 50 degrees.

New residents are welcome to visit the Association Office facility to meet the staff and to pick up a **Welcome Bag!** The Association Board of Managers, Management and staff are available to assist you with any questions, concerns or suggestions. We hope that you become a long term resident of our community and enjoy a pleasant condominium lifestyle.

**RETAIN THIS COPY FOR FUTURE REFERENCE  
BRENTWOOD FOREST CONDOMINIUM  
DECLARATION & BY-LAWS**

# PET REPORT

(Must be completed - Pet or No Pet)

Name \_\_\_\_\_ BF Address \_\_\_\_\_

Work Number \_\_\_\_\_ Cell Number \_\_\_\_\_ Home Number \_\_\_\_\_

NO PET ( ) Date \_\_\_\_\_  
Signature of Resident Owner ( ) Tenant ( )

PET ( )



## PET REGISTRATION & PET APPROVAL REQUEST

In accordance with the Brentwood Forest Declaration and By-Laws (Article XVIII, Section 18.4 – PETS) any unit owner/tenant who temporarily or permanently houses a pet (except fish) must first forward a written application requesting approval from the Association Office. I/we hereby certify that I/we have received and read the Declaration and By-Laws, Section 18.4 – PETS and agree to abide by the rules and the Pet Policy adopted and/or amended by the Board of Managers. Review the following pet regulations:

- ❖ The estimated weight of the breed of pet may not exceed **40** pounds when full grown
- ❖ A Pet Application form is required to be completed by a veterinarian prior to the pet(s) occupancy
- ❖ Attach a current **photo** of your pet. BFCA may request to take a picture of the pet at their discretion
- ❖ Forward a pet application fee (**1 pet \$40 - 2 Pets \$60**) payable to Brentwood Forest Condominiums
- ❖ Fines are assessed for unapproved and unregistered pets and pet violations
- ❖ Pet owner agrees to abide by the BF pet rules and regulations and the City of Brentwood Pet Ordinances

### MY SIGNATURE ABOVE AUTHORIZES THE VETERINARIAN TO COMPLETE THE FOLLOWING INFORMATION

PET #1 Dog ( ) Cat ( ) - Male ( ) Female ( )  
Pet's Age \_\_\_\_\_ Pet Occupancy Date \_\_\_\_\_  
Pet's Name \_\_\_\_\_ Breed \_\_\_\_\_  
Pet Color \_\_\_\_\_  
Present Weight \_\_\_\_\_ Est. full-grown weight \_\_\_\_\_  
Neutered Yes ( ) No ( )  
Shots: Rabies 1 Year ( ) 3 Year ( )  
DHLPP Date \_\_\_\_\_

PET #2 Dog ( ) Cat ( ) - Male ( ) Female ( )  
Pet's Age \_\_\_\_\_ Date of Occupancy \_\_\_\_\_  
Name \_\_\_\_\_ Breed \_\_\_\_\_  
Color \_\_\_\_\_  
Present Wt. \_\_\_\_\_ Estimated full grown wt. \_\_\_\_\_  
Neutered Yes ( ) No ( )  
Shots: Rabies 1 Year ( ) 3 Year ( )  
DHLPP Date \_\_\_\_\_

Animal Hospital/Clinic \_\_\_\_\_ Address \_\_\_\_\_

Veterinarian's Signature \_\_\_\_\_ Phone # \_\_\_\_\_ Date \_\_\_\_\_

Pet(s) approved this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ providing the pet does not become a nuisance, the information provided is accurate to the best of your knowledge, the pet owner abides by the Pet Policy and the pet does not exceed the 40 pound weight limit after approval. An automatic \$100 fine is assessed against the unit owner for housing an unapproved pet or a pet exceeding 40 pounds. A \$30 fine is assessed on the first of each month thereafter until the Association is notified in writing that this pet no longer resides in Brentwood Forest or until the pet is approved by the Association.

Property Manager \_\_\_\_\_  
Judy Canoy

# **BRENTWOOD FOREST CONDOMINIUM ASSOCIATION REVISED RULES AND REGULATIONS**

## **PET POLICIES**

Pet ownership is a privilege of residence in Brentwood Forest and is attached to the ownership of a particular Unit. A Unit Owner may allow or disallow pet ownership by a Tenant. Therefore, restrictions, violations and any assessments or fines attached to pet ownership ultimately are the responsibility of the Unit Owner.

Pet owners, whether Unit Owners or their Tenants, are responsible for the health, well-being, training and behavior of their pets. Pet owners are expected to comply with animal regulations of Brentwood Forest, the City of Brentwood and St. Louis County.

The Declaration and By-laws set forth regulations concerning pets in Section 18.4 ff. Among other points, these regulations call for no more than two (2) pets, including any combination of small dogs, cats, birds, or other household animals (not including fish). No wild animals or livestock may be kept.

**Pet Application:** The Pet Application form is available from the Association Office. A prospective resident with a pet (or pets) must complete a Pet Application form prior to occupancy. A current resident with a new pet must complete a Pet Application form within 30 days of acquiring the new animal. Resident pet owners are requested to update information on their pets a least once a year or at the option of the Association Office.

**Non-Compliance with Pet Application:** An automatic \$100 fine will be charged against a Unit Owner for each pet housed in a Unit without a Pet Application, followed by a \$30 fine for each pet on the 1st of each month thereafter until approval of the pet(s) through a completed Pet Application process or until the Association is notified in writing that the pet(s) no longer reside in the Unit.

**Weight Restriction for Dogs:** To be in compliance, a dog may weigh no more than forty (40) pounds when full grown. The Association may request, at the owner's expense, that a veterinarian report the current weight of their dog. If a dog weighs more than 40 pounds or, according to breed, is expected to weigh more than 40 pounds when full grown, a monthly assessment of \$30 will be charged on the first (1st) day of each month against the Unit Owner until the Association is notified in writing by said Unit Owner that the pet no longer resides in said unit. If two (2) dogs in non-compliance with this weight standard are in residence, the assessment will be \$30 per dog on the 1st of each month.

**Exceptions to Weight Restrictions for Dogs:** Pets in violation of the 40 pound weight limit approved prior to June 1, 1998 and specifically grandfathered are not subject to fines for violation of the weight requirement. Because larger dogs often have shorter lives, such an animal would now be rare. Application must be made for any new pet, and weight requirements will apply for any new pet.

A service animal (for example, a dog trained to assist a visually impaired or mobility impaired person) is not subject to weight restriction so long as the resident in need of the animal's assistance offers proof of the animal's training and/or a physician's statement regarding the person's disability and need for a service animal. Strictly speaking, a service animal is not a pet, but all other regulations concerning pets apply to service animals in Brentwood Forest.

**Other Violations:** Fines for any other violation of Section 18.4ff. or regulations regarding pets will be handled under the Standard Fine Policy.

In addition to fines, Brentwood Forest Condominium Association reserves the right to require obedience training at the pet owner's expense and/or have any pet permanently removed if the pet is determined to be dangerous or vicious (by biting or seriously clawing any person without provocation), or has become a general nuisance by reason of noise, odor or other cause or if the pet is repeatedly allowed to roam loose or is regularly left unattended outside on a deck, patio or common grounds.

**BRENTWOOD FOREST CONDOMINIUM  
EXTERIOR MODIFICATION POLICY  
ACKNOWLEDGMENT**

I, \_\_\_\_\_ and \_\_\_\_\_ owner(s) of a  
condominium located in Brentwood Forest known and numbered as:

\_\_\_\_\_

hereby understand that any change to the exterior of the building (deck/patio extension/gate/bench seat, etc., storm door, green house windows, replacement windows, radon mitigation systems or any other exterior change requires prior approval from the Board of Managers/Brentwood Forest Condominium Association. I also understand that the owner is responsible for all expenses to reinstate the unapproved modification, and/or maintenance, corrections, fines and attorney fees assessed, if any, for unapproved exterior or interior modifications.

\_\_\_\_\_

Owner

\_\_\_\_\_

Date

\_\_\_\_\_

Owner

\_\_\_\_\_

Date



# NEW PURCHASER UPDATE INFORMATION

(Return to the Association office after the closing)

I/we \_\_\_\_\_ and \_\_\_\_\_,  
Print Name - Owner Print Name - Owner

Owner(s) of \_\_\_\_\_  
Brentwood Forest Address

hereby declare that the closing date transferring ownership of the above condo took place on:

\_\_\_\_\_  
Closing Date

This unit will be occupied by: Owner ( ) Relative ( ) Relationship \_\_\_\_\_ \* Rental Unit ( )  
↓

\*Forward a Rental Registration Packet to the Association Office prior to the tenant occupying the unit to avoid a fine.

\_\_\_\_\_  
New Owner Signature New Owner Signature

\_\_\_\_\_  
Work Number Cell Number Work Number Home Number

Emergency Contact Person \_\_\_\_\_ Relationship \_\_\_\_\_

Wk # \_\_\_\_\_ Hm # \_\_\_\_\_ Cell # \_\_\_\_\_

# **HELPFUL PHONE NUMBERS & INFORMATION**

<b>Emergency</b>	<b>911</b>	<b>Call only if “life threatening” or fire/water or life endangering situations only.</b>
<b>BF Emergency After Hours</b>	<b>(314) 961-3066</b>	<b>Non-emergencies should be reported to the Assn. office on the next business day. (Monday through Fri. 8:00 a.m. – 5:00 p.m.)</b>
<b>Brentwood Forest Condo Assn. 1401 Thrush Place Brentwood, Mo. 63144</b>	<b>(314) 961-3066 FAX (314) 961-4935</b>	<b>Larry Reutter, General Manager Judy Canoy, Property Manager Brad Florek, Maintenance Manager</b>
<b>E-mail: <a href="mailto:bfca@charter.net">bfca@charter.net</a> Website: <a href="http://www.brentwoodforestcondo.net">www.brentwoodforestcondo.net</a></b>		<b>Located at the corner of Thrush Pl &amp; Eager Rd. Association Hours 8:00 a.m. – 5:00p.m.</b>
<b>Brentwood Forest Clubhouse</b>		<b>9000 Wrenwood Lane (63144) Corner of Wrenwood Ln. &amp; High School Dr.</b>
<b>Electric</b>	<b>(314) 342-1000</b>	
<b>Gas</b>	<b>(314) 621-6960</b>	
<b>Cable-Charter Communications</b>	<b>1-800-211-4450</b>	<b>Optional</b>
<b>City Hall</b>	<b>(314) 962-4800</b>	
<b>Fire Department</b>	<b>(314) 963-8613</b>	<b>Chief Robert Niemeyer</b>
<b>Library – Brentwood</b>	<b>(314) 963-8630</b>	
<b>Occupancy Permit</b>	<b>(314) 962-4800</b>	<b>Housing Department</b>
<b>Parks &amp; Recreation</b>	<b>(314) 963-8689</b>	
<b>Phone Service</b>	<b>AT&amp;T 1-800-464-7928 Sprint/Nextel 1-800-877-4646 Verizon (314) 863-4440</b>	<b>Or one of your choice</b>
<b>Police Department</b>	<b>(314) 644-7100</b>	<b>Chief Stephen Disbennett</b>
<b>Public Works</b>	<b>(314) 963-8642</b>	
<b>Sewer Backup Hot Line</b>	<b>(314) 962-6234</b>	<b>City service for lateral sewer back-ups.</b>
<b>Trash Pickup (Special)</b>	<b>(314) 962-4800 (314) 832-4581</b>	<b>City of Brentwood (4<sup>th</sup> Friday of the month) Appliance Recyclers or call hauler of your choice.</b>