

BRENTWOOD FOREST CONDOMINIUM

RENTAL **REGISTRATION PACKET**

Dear Owner/Tenant,

A Rental Registration Packet must be forwarded to the Brentwood Forest Condominium Association office, 1401 Thrush Place (corner of Eager Road and Thrush Place) prior to occupancy. Enclosed find information, requirements and the following documents:

1. Welcome Letter
2. Rental Registration Form (owner and tenant complete, sign and return)
3. Tenant/Owner Acknowledgment of BF Policies and Rules (read, initial, sign and return to the Association Office – retain the “copy” for your records)
4. Revised Rules and Regulations
5. Pet Report/Pet Registration form (complete, date and sign by a veterinarian)
NOTE: If no pet, check the appropriate space, sign and date.
6. Exterior/Interior Modification Acknowledgment (owner and tenant sign)
7. Forward a copy of the Lease Agreement (signed and dated)
8. Occupancy Permit - call the City of Brentwood (forward a copy of the permit to the Association office when issued)
9. Enclose a \$125 Transfer Fee payable to Brentwood Forest Condominiums

Tenants are encouraged to read the Brentwood Forest newsletter, “The ForestLine” delivered to each residence each month to be aware of new regulations, policies, upcoming events and City issues. Should you have any questions regarding the above requirements or documents, please call the Association office at (314) 961-3066. Deliver the required documents to the Association office, or drop them in the mail slot at the front entrance after hours or on weekends, fax, e-mail or mail 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**

FINES ARE ASSESSED AGAINST THE UNIT OWNER
IF THESE DOCUMENTS ARE NOT RECEIVED PRIOR TO THE TENANT OCCUPYING
THE UNIT

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. Stop by the office or check the Brentwood Forest Condominium website at www.brentwoodforestcondo.net.

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.

The Brentwood Forest newsletter, the "ForestLine", is delivered to each residence and mailed to offsite owners monthly. The newsletter is the Association's official method of notifying the owners and tenants of policies, current projects, recreational events, changes, ads, City of Brentwood happenings 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. The owner must sign for their tenants to use this facility. Brentwood Forest has two swimming pools, two tennis courts, a nature trail and beautiful Lake Jefferson. A laundry facility is located behind 1614 High School Drive or off Wrenwood Lane at Thrush Terrace across from Lake Jefferson. There is also an extra large washer and dryer available to clean and dry bulky items, such as: comforters, rugs etc. The laundry facility is available from 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 or at the Brentwood Library, located at 8765 Eulalie (corner of Brentwood Boulevard and Eulalie adjacent to City Hall).

Household trash is picked up on Mondays and Thursdays except on holidays. Signs are posted on the grounds if trash pickup days change. 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 pickup days. The City of Brentwood picks up large items on the fourth Friday of the month upon request for a nominal fee such as: furniture, carpeting, mattresses, building materials, etc or call any hauler of your choice. 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.

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 housing an unapproved pet along with a \$30 fine 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.

One vehicle (no larger than ¾ 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 are responsible to inform their friends, relatives and guests of Brentwood Forest's Parking Policy. No advertisement, logos or phone numbers are permitted on any vehicle parked in Brentwood Forest.

Brentwood Forest provides a maintenance service to assist owners/tenants with household repairs for a fee. Tenants must have approval from the owner before any work may be performed. Services include: 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, hang pictures, weather stripping, etc. Brentwood Forest replaces broken/rusted mailboxes and burnt out light bulbs at entrance doors only 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.

A condensed version of policies most frequently asked about, or violated, are included in this packet. The owner and tenant are responsible to read the Brentwood Forest Declaration and By-Laws and the Brentwood Forest Rules, Regulations and Fine Policies booklets prior to signing these required documents so that the tenant enjoys a leisurely lifestyle and avoids receiving a violation notice.

BRENTWOOD FOREST CONDOMINIUM ASSOCIATION

RENTAL REGISTRATION FORM

BF Address _____ Move In Date _____

Lease Term ___ yr Rent with the option to Purchase Yes () - No ()

Tenant is related to owner Yes () No () If yes, relationship _____

Print - Legal Name of Tenant

Print - Legal Name of Tenant

Work #

Cell #

Home #

Work #

In an emergency, contact _____ Relationship _____

Wk # _____ Cell # _____ Hm # _____

Pet Yes () - No () A Pet Application form must be signed and dated stating if you do or do not have a pet.

All vehicles and license plate numbers and any changes are **REQUIRED** to be on file with the Association office. No large trucks, mobile homes, trailers, boats, sea doo, commercial vehicles, pods or advertisement is permitted. Vehicles may not be stored on the premises, no wrecked or unlicensed vehicles are permitted.

Lic. Plate #

State

Make

Model

Year

Color

Tenant's Signature

Date

Tenant's Signature

Date

Owner Complete:

Owner's Signature

Date

Owner's Signature

Date

Off Site Address

Work

Cell

Home

Transfer Fee \$125 Paid on _____ Check # _____ Cash _____

TENANT & OWNER'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. The **Owner and Tenant** 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 required forms. _____

The Condominium Association is responsible for the maintenance of the exterior of the buildings and 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 repairs, such as: cleaning dryer vents, door lock/window pane or repair/replace a garbage disposal, fix 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. Tenants must have approval from the owner before any work can be performed. _____

The **ForestLine**, Brentwood Forest's monthly newsletter, provides information regarding topics discussed at Board meetings; such as bid proposals, resident comments, committee reports, upcoming activities and events, condo policies, 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. _____

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. _____

Tenants are responsible to obtain insurance coverage for their personal property and liability coverage. Call O'Connor Insurance at (314) 434-0038 to ask questions about adequate insurance coverage to protect yourself in the event of an unforeseen catastrophe. Owners are responsible to have adequate coverage for losses on the interior of the unit. _____

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. No advertisement is permitted. Vehicles must have a license plate and current sticker. (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 one parking space for one vehicle from each unit to park near their front door. If there are four doors at your entrance, only one vehicle from each unit may park one vehicle in one of these four spaces. Second vehicles, family, friends and guests must park away from prime parking spaces intended for residents. Residents are responsible to inform their friends, family and guests of Brentwood Forest's Parking Policy. (Brentwood Forest Rules, Regulations and Fine Policies booklet) _____

Pets (permanent and 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 their pets and must immediately pick up pet waste deposited on the grounds and place 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 animals 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 owner for housing an unapproved pet and 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. (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 except on some holidays. Recyclables are picked up on Mondays. Signs are posted on the grounds for trash pick-up day changes. Place trash at the curb prior to **6:00 a.m.** on pickup 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 porches, the grounds, under a deck, in or behind bushes. A special pickup is required for large items, such as: a mattress, 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 any 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 and stairs 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, radon mitigation system, light fixtures, deck staining, satellite dish and wiring, cable wiring, holiday displays etc.). Changes to interior load-bearing walls are not permitted without prior approval from the Board of Managers. Fines are assessed for unapproved modifications. (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 10:00 p.m. and 7:00 a.m. Declaration & By-Laws, Article XVIII, Section 18.3 - Peace Disturbance and Nuisance and the BF Rules, Regulations and Fine Policies booklets) _____

Unit owner/tenant is responsible to notify the Association office of any **occupancy changes**, phone numbers, vehicle or license plate changes, etc. and to forward a **Rental Packet or Resident Update form** to avoid a fine and/or loss of privileges for changes that are not reported to the Association office. (BF Rules, Regulations and Fine Policies booklet) _____

No **signage** is permitted visible from inside a residence, vehicle or posted on the premises advertising a condo or vehicle "For Sale" or "For Rent". No balloons or other markings 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 patio decorations may be displayed on a **deck or patio**. Residents are encouraged to keep BBQ pits on their rear deck/patio. BBQ grills should be placed away from the building to prevent damage to the vinyl siding. Bikes may be stored on rear decks only. **Storage Locker** doors are to remain closed to prevent weathering and/or damage to the hinges and the tenant's 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 items damaged 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 _____

No **flammable lighting** or **tiki lights** are permitted on decks, patios or anywhere on the grounds. No **string lights** are permitted except for holiday decorations. No decorative yard lights are permitted without prior approval from the Board of Managers. Replacement of exterior light fixtures must be approved lights. _____

Firewood must be stored on a metal log rack away from the exterior walls, railings or posts. No more than one-quarter of a cord is recommended to avoid damage to the deck which is the unit owner's expense for repairs made by the Association. 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. Fruit and vegetable gardens are not permitted. Planter boxes may be placed on removable hanging brackets only, no nails/screws are permitted. To avoid injury or accidents no flower pots may be placed on deck rails. **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. Nails may be placed in wood only. Large hooks, tape or similar fasteners may not be used. Holiday displays are permitted with approval from the Association. Holiday decorations may be displayed one month prior to the holiday and must be removed three weeks after the holiday. Door decorations and wreaths may not cover address numbers at any time, so that the police and firemen 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, fireplace/flue and vent fans, etc. shall be the responsibility of the unit owner to maintain and repair. The Association replaces **light bulbs** at the front entrance and damaged **mailboxes** upon request. Mailbox lids should be kept closed to prevent rust and to protect your mail if it rains or snows. _____

TENANT & OWNER'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. The **Owner and Tenant** 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 required forms.

The Condominium Association is responsible for the maintenance of the exterior of the buildings and 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 repairs, such as: cleaning dryer vents, door lock/window pane or repair/replace a garbage disposal, fix 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. Tenants must have approval from the owner before any work can be performed.

The **ForestLine**, Brentwood Forest's monthly newsletter, provides information regarding topics discussed at Board meetings; such as bid proposals, resident comments, committee reports, upcoming activities and events, condo policies, 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.

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.

Tenants are responsible to obtain insurance coverage for their personal property and liability coverage. Call O'Connor Insurance at (314) 434-0038 to ask questions about adequate insurance coverage to protect yourself in the event of an unforeseen catastrophe. Owners are responsible to have adequate coverage for losses on the interior of the unit.

Vehicles of residents parked in BF are required to be registered with the Association office. No large trucks (over $\frac{3}{4}$ 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. No advertisement is permitted. Vehicles must have a license plate and current sticker. (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 one parking space for one vehicle from each unit to park near their front door. If there are four doors at your entrance, only one vehicle from each unit may park one vehicle in one of these four spaces. Second vehicles, family, friends and guests must park away from prime parking spaces

intended for residents. Residents are responsible to inform their friends, family and guests of Brentwood Forest's Parking Policy. (Brentwood Forest Rules, Regulations and Fine Policies booklet)

Pets (permanent and 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 their pets and must immediately pick up pet waste deposited on the grounds and place 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 animals 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 owner for housing an unapproved pet and 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. (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 except on some holidays. Recyclables are picked up on Mondays. Signs are posted on the grounds for trash pick-up day changes. Place trash at the curb prior to **6:00 a.m.** on pickup days or **after 7:00 p.m.** the night before pickup. 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 porches the grounds, under a deck, in or behind bushes. A special pickup is required for large items, such as: a mattress, 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 any 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 and stairs 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, radon mitigation system, light fixtures, deck staining, satellite dish and wiring, cable wiring, holiday displays etc.). Changes to interior load-bearing walls are not permitted without prior approval from the Board of Managers. Fines are assessed for unapproved modifications. (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 10:00 p.m. and 7:00 a.m. Declaration & By-Laws, Article XVIII, Section 18.3 - Peace Disturbance and Nuisance and the BF Rules, Regulations and Fine Policies booklets)

Unit owner/tenant is responsible to notify the Association office of any **occupancy changes**, phone numbers, vehicle or license plate changes, etc. and to forward a **Rental Packet or Resident Update form** to avoid a fine

and/or loss of privileges for changes that are not reported to the Association office. (BF Rules, Regulations and Fine Policies booklet)

No **signage** is permitted visible from inside a residence, vehicle or posted on the premises advertising a condo or vehicle “For Sale” or “For Rent”. No balloons or other markings 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 patio decorations may be displayed on a **deck or patio**. Residents are encouraged to keep BBQ pits on their rear deck/patio. BBQ grills should be placed away from the building to prevent damage to the vinyl siding. Bikes may be stored on rear decks only. **Storage Locker** doors are to remain closed to prevent weathering and/or damage to the hinges and the tenant’s 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 items damaged 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

No **flammable lighting** or **tiki lights** are permitted on decks, patios or anywhere on the grounds. No **string lights** are permitted except for holiday decorations. No decorative yard lights are permitted without prior approval from the Board of Managers. Replacement of exterior light fixtures must be approved lights.

Firewood must be stored on a metal log rack away from the exterior walls, railings or posts. No more than one-quarter of a cord is recommended to avoid damage to the deck which is the unit owner’s expense for repairs made by the Association. 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. Fruit and vegetable gardens are not permitted. Planter boxes may be placed on removable hanging brackets only, no nails/screws are permitted. To avoid injury or accidents no flower pots may be placed on deck rails. **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. Nails may be placed in wood only. Large hooks, tape or similar fasteners may not be used. Holiday displays are permitted with approval from the Association. Holiday decorations may be displayed one month prior to the holiday and must be removed three weeks after the holiday. Door decorations and wreaths may not cover address numbers at any time, so that the police and firemen 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, fireplace/flu and vent fans, etc. shall be the responsibility of the unit owner to maintain and repair. The Association replaces **light bulbs** at the front entrance and damaged **mailboxes** upon request. Mailbox lids should be kept closed to prevent rust on the interior 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 of Brentwood Forest Rules and Policies 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

Complaints and disturbances may be submitted in writing to the Association Office stating the 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 may register at the Association Office, 1401 Thrush Place (corner of Eager Road and Thrush Place) or at the Brentwood Library at 8765 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 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.

Owners and 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

PLANTS AND FLOWER POT POLICY

ARTICLE ONE, Section 1.1 of the Brentwood Forest Declaration and By-laws identifies Common Elements as “all portions of the Property other than the Units and other than as particularly set forth with respect to items solely servicing a particular Unit.” Another way of stating this is that all ground is held in common in a condominium community. Limited common elements refer to those items solely servicing a particular Unit; namely, front porch or entrance, rear deck, or patio. For the purpose of this policy, a flower pot, or pots, is defined as any vessel used to hold living plants in an outdoor setting.

Planting and upkeep of trees and shrubs are responsibilities of the Association’s contracted groundskeepers and may not be planted or removed by a Unit Owner or Tenant. Trees or shrubs in need of attention or replacement should be reported to the Association Office. Vines, fruits and vegetables may not be planted in the ground but may be planted in pots if they can be kept non-invasive, non-damaging to any part of a building and away from animals.

A Unit Owner or Tenant is encouraged, with prior permission, to plant flowers, annuals and/or perennials. A Plant Application form must be submitted to the Association Office prior to planting flowers in the ground. The Owner or Tenant must agree to water, weed and care for the plants, remove spent flowers and dead foliage, remove annuals and flower pots after the growing season, prepare perennials for winter and remove any plants that die.

Unit Owners and Tenants may place or hang flower pots on limited common elements (as defined above) with certain restrictions that must be respected. Nails may be placed in wood posts only, and any hanging plant must be secured with adequate hardware. No brackets, nails or screws may be secured to wood rails, and only removable hanging brackets are permitted.

Flower pots may not exceed eighteen inches (18”) in diameter nor obstruct access to any unit/units, steps or walkways. For safety reasons, unsecured flower pots of any size may not be placed on deck rails. After the growing season, flower pots must be stored out of sight and cannot be visible on either common elements or limited common elements.

Without notification, the Association may remove flowers planted without approval and may remove flower pots placed unsecure on deck rails.

A \$50 fine may be assessed against a Unit Owner for flower violations or flower pot violations. After the first fine, a \$100 fine will be assessed for each violation, along with the loss of pool privileges for the year in which the violation occurs.

STANDARD FINE POLICY AND PROCEDURES

Each Unit Owner is responsible for compliance with all regulations in Brentwood Forest. Fines for non-compliance by a Tenant ultimately are the responsibility of the Unit Owner since the Tenant resides in Brentwood Forest because of the Unit Owner.

Unless a particular policy sets forth a specific fine for an offense, the following Standard Fine Schedule will be used when Declaration and By-Laws violations or other offenses are brought to the attention of the Association.

1st Offense: Written warning and request for correction.

2nd Offense: \$50 fine.

3rd Offense: \$100 fine and loss of privileges for one year.

Subsequent and Continuing Offenses within the same year: \$100 fine per offense. _____

Fines and Procedures for Certain Offenses: Some rules and policies have specific fines and procedures attached to them. In such cases, the stated fines and procedures will be applicable. _____

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 houses a pet temporarily or permanently (except fish) must forward this Pet Application form requesting approval from the Association Office. New residents must forward the application prior to the pet occupying the unit. Previously registered residents must request approval of a new pet within 30 days. 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, violation and any assessments or fines attached to pet ownership ultimately are the responsibility of the Unit Owner.

Pet owners, whether Unit Owners or the 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. _____

Non-Compliance with Pet Application: An automatic \$100 fine will be charged against the Unit Owner for each pet housed in a Unit without a Pet Application, followed by a \$30 fine for each pet on the first (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 first (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 18.4 ff. 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/INTERIOR MODIFICATION POLICY
ACKNOWLEDGMENT**

I/we Owner _____ and

Tenant _____

regarding a condominium located in Brentwood Forest known and numbered as:

Brentwood Forest Unit Address

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

Owner(s) _____ Date _____

Tenant _____ Date _____

HELPFUL PHONE NUMBERS & INFORMATION

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