



March 2020

BROOKS TOWER NEIGHBORHOOD QUICK FACT SHEET

Welcome to Brooks Tower! Since you are new, there are a few basics you should know about living at Brooks Tower. Consult your **Declaration of Covenants, Conditions and Restrictions, Bylaws, Rules and Regulations, as well as all Amendments** for more information. They are online at brookstowerresidences.com and log in information is available at the Management Office.

1. **RENTALS:** 30-day rentals. Rentals of less than 30 days are prohibited. This is part of the **Declaration of Covenants, Conditions and Restrictions** at Brooks Tower and has been approved by a vote of owners.
2. **Pets:** Dogs must always be leashed for the safety of all in Common Areas. Dogs urinating on planters and the garden walls is prohibited. Pet owners will heel dogs on a short leash upon exiting and entering the building, keeping the pets away from all planters and out of the Courtyard Garden. The current weight of any dog must be no more than thirty (30) pounds (Restriction on Animals-Section E, page 43 of the **Declaration of Covenants, Conditions and Restrictions**). Dogs must be registered in the Management Office.
3. **NOISE:** Loud and objectionable noises within units or in the hallways disturb residents of other Units. Please be respectful of your neighbors.
4. **SMOKE AND SMELLS:** Be a good neighbor! Noxious odors, such as cigarette or marijuana smoke, should be contained within each Unit. For information on mitigation of odors, please call the Management Office.
5. **SPEED:** A safe speed limit in the Parking Garage is **SLOW**. Remember to drive on the opposite side of the road when entering and exiting the garage. Yellow arrows on the garage floor indicate direction. Please turn on headlights. Better visibility helps prevent accidents.
6. **USE OF COMMON AREAS:** For the use of the Residents' Room, Billiards Room and Conference Room, please contact the Management Office for scheduling.
7. **TRASH:** Trash items should be double-bagged or placed in non-leak or appropriate trash bags before they are taken to the Trash Room. Help us eliminate damage or stains to hallway carpets.
8. **CONSTRUCTION:** A Construction Packet must be completed for all phases of construction (including painting). You are responsible for having each contractor complete the packet. Please see the Management Office for details. The packet must be completed, and proof of insurance received by Management before work can begin. All contractor insurance must meet the insurance limits posted by the Management Office. Hours of construction are 8:00 AM to 5:00 PM Monday-Friday. No construction is allowed on weekends or holidays.
9. **SCOOTERS:** No scooters are to be left on Brooks Tower property, including the sidewalk in front of the building.
10. **LOADING ZONES:** The Loading Zone in front of the building is for passenger loading only, **NOT PARKING**. Do not leave your car unattended. If you see an unattended car parked in that zone, please call the police non-emergency number: 720-913-2000. Any resident may help monitor parked or unattended cars and make a report.
11. **OWNERS ARE RESPONSIBLE:** Owners are responsible for the conduct of their renters and any fines imposed because of renter misconduct are the responsibility of the Owner.