

BUCHTEL PARK

COMMUNITY POLICIES

The following policies have been created with the best interests of all Buchtel Park Apartment residents in mind. These policies are considered an Addendum to the Apartment Lease Contract and are fully enforceable. Failure to comply may be grounds for Termination of the Apartment Lease Contract.

BUSINESS OFFICE HOURS: Monday through Friday 9:00 a.m. to 6:00 p.m.
Saturday 9:00 a.m. to 4:00 p.m.
Closed Sunday
*Office hours are subject to change without notice.

MAINTENANCE REQUESTS: *Non-Emergency maintenance requests should be directed to the Leasing Office by telephone or in writing during normal business hours. Our maintenance staff is on-call for emergencies only, 24 hours a day. Our answering service can assist you in the event the Leasing Office is closed. Please call our office at 303-756-5566 for assistance or further information.*

PACKAGE/DELIVERIES: *Employees are not authorized to permit entry into your unit for deliveries (i.e., furniture, packages, etc.). Management is not responsible for packages, or their contents, left at the Leasing Office. Packages may be picked up from the Leasing Office during normal business hours only.*

GUESTS: *Guests must be accompanied by the Resident at ALL times while using the pool, fitness room, and any other common areas. Residents will be responsible for guest's conduct and, if applicable, any damages to the Property. Resident is required to notify the Leasing Office during normal business hours only.*

UNIT CONDITION: *Resident is to maintain the unit in a clean and sanitary condition.*

DISTURBING NOISES: *Please be considerate of others. The volume of voice levels and electronic equipment should be kept low so other Residents are not disturbed.*

PETS: *We do allow cats on Property if all requirements are met, Management gives written permission, and the appropriate fees/deposits are paid in full. Please contact a member of Management to obtain the specific requirements regarding this policy. Pet sitting or watching pets for non-residents will not be allowed. Guests of Residents will not be allowed to bring their pets onto the Property. WE DO NOT ALLOW DOGS ON THE PROPERTY AT ANY TIME.*

HALLWAYS/ENTRANCES/WALKS/AND LAWNS: Hallways, entrances, walks, and lawns are to be kept free and clear of items such as grocery carts, garbage, personal items, etc. Grocery carts brought on Property need to be immediately returned or placed by the dumpster areas.

BREEZEWAYS ON EXTERIOR BUILDINGS: Breezeways are to be kept free and clear of items other than gas grills, plants, and appropriate patio furniture. Per Denver Fire Code, any propane cylinder over one (1) pound is not allowed on any of the balconies and absolute **NO CHARCOL GRILLS ABOVE THE FIRST FLOOR**. These areas are not to be used for storage under any circumstances. Please do not hang clothes or bedding articles on the railings.

CLOGGED DRAINS: If any of your drains are backed up, please call maintenance. DO NOT put Draino or any other caustic materials in the drain as this can result in burns and/or injuries to the person removing the item or debris that is causing the drain to backup.

PARKING AREAS: Any car(s) that are parked at any time in the Fire Lanes or Handicapped spaces will be ticketed and towed at Owners expense. Vehicle repairs, of any type are prohibited in the parking areas and carports. All vehicles must have current registration, license plates, and be in operational condition. Management reserves the right to tow unauthorized vehicles or any vehicle not meeting the above conditions.

WINDOW COVERINGS: Only original window coverings are allowed. Signs, tin foil, posters, etc. are prohibited in the windows.

TRASH REMOVAL: The trash chutes are designated for small tied plastic bags of trash. LARGER items are to be placed in the dumpsters, which are placed at various sites around the Property. All trash must be placed and secured in plastic bags to avoid odors, pests, and to keep animals out of the trash areas. Cardboard boxes in the trash chutes will result in a jam that may cause odors in the hallways. Please do not leave your trash by your door or on your balcony. Please put trash in the dumpster provided; DO NOT PLACE TRASH BY THE SIDE OF THE CONTAINER.

ELEVATORS: Smoking is not allowed in elevators per Colorado Law. Ceiling panels in the elevators are not to be removed for any reason. Items taller than the elevator height must be moved via the stairway. Any damage incurred to elevators during move-in or out, which require Professional Services, will be charged back to the Resident. Please do not try to prop open doors by placing boxes, tools, etc. in the elevator track. Upon request, the freight elevator can be locked off during your move-in/out process for your convenience.

SMOKE DETECTORS: Residents are forbidden to disconnect ANY smoke detector located in the elevators or apartments.

TRANSFER/BREAK LEASE FEE: A two hundred dollar (\$200.00) break lease fee will be charged for re-leasing your apartment should you break your lease for any reason during your Lease Agreement. You will also be responsible for the remaining rent owed on your current lease until the apartment is re-rented. A two hundred dollar (\$200.00) transfer fee will be charged for transferring between apartments during your current Lease Agreement.

LOCKOUTS: A fee of twenty-five dollars (\$25.00) will be charged to any Resident who finds it necessary to have Management Personnel unlock their apartment outside of regular business hours. Lockout fees are to be paid to maintenance personnel at the time of lockout or billed to next months rent.

CLUBHOUSE POLICIES: Any Resident of Buchtel may use the clubhouse for private parties when it is reserved in advance. There is a thirty-five dollar (\$35.00) non-refundable usage fee. A cleaning and key deposit of two hundred dollars (\$200.00) is required and is refundable providing the following conditions are met:

- a. Clubhouse key is returned to the Leasing Office by noon the next business day.
- b. A walk through of the clubhouse the next business day to determine that it was left in a clean, orderly condition and there are no damages.

An initial walk through will be conducted at the time the key is issued. Management Personnel will note any unsatisfactory conditions in which the Resident will not be held accountable for in writing with a copy to the Resident at that time.

Management is not responsible for any item(s) left unattended in the clubhouse at any time. All fees are required to be paid in advance. A thirty-five dollar (\$35.00) charge will be assessed per day for failure to return the clubhouse key as noted above.

FITNESS ROOM: The fitness room is for the use of Buchtel Residents only. No food or open containers are allowed in the fitness room. There is a thirty dollar (\$30.00) membership fee for the term of the Lease. Please do not make a copy of your key or share your key with other Residents or friends as this could result in termination of your privileges. For security purposes, please do not prop open the door to the exercise room.

SWIMMING POOL: The swimming pool is open during the summer from 10:00 AM to 10:00 PM. An adult must accompany anyone under the age of 16 at all times while in the pool area. Residents may bring two (2) guests to the pool at one time. More than two (2) guests need approval from the Management Office. Please observe and obey the Pool Rules posted in the pool area.

NO LIFEGUARD IS ON DUTY AT THE SWIMMING POOL AT ANY TIME. All persons using the pool do so AT THEIR OWN RISK. Owners and Management are not responsible for injuries or accidents to any Resident, their family, or guests.

Resident Signature

Date

Buchtel Park Management Office

Resident Signature

Date

Buchtel Realty Investors, LLC