

## **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. Revised Rules and Regulations
4. 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.
5. Exterior Modification Acknowledgment (fill in the information, date and sign)
6. Automatic Condo Fee Payment Application Agreement form (optional)
7. Purchaser Update Information form (complete, sign and return after closing)
8. A \$25 fee is charged to the purchaser at closing to complete lender documents, if required
9. **Occupancy Permit - call the City of Brentwood at 962-4800 (forward a copy to the Association Office)**
10. Attach a copy of the Sales Contract
11. 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 - [office@brentwoodforest.com](mailto:office@brentwoodforest.com)  
Website – [www.brentwoodforest.com](http://www.brentwoodforest.com)**

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 [office@brentwoodforest.com](mailto:office@brentwoodforest.com) or look at the Brentwood Forest website at [www.brentwoodforest.com](http://www.brentwoodforest.com)

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 a diverse group of individuals who enjoy leisurely condominium lifestyle. Brentwood Forest is best known for its location, affordable housing, and beautiful park like settings, amenities and 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 6:00 p.m. on the last Tuesday 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 bi-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. Please visit us at [www.brentwoodforest.com](http://www.brentwoodforest.com)

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.

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.

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, 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.

Purchaser(s) are responsible for the reading of the Brentwood Forest Declaration & Bylaws and the Rules & Regulations and Fine prior to closing.

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 \$125. This check represents administrative changes to records and master programs.**

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

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

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 \$70 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  
1401 Thrush Place  
Brentwood, MO 63144**

The **Master Insurance Policy**, through Crane Agency & Assured Partners, 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 \$500 per unit.

Purchasers are responsible to obtain coverage on their Unit for damages that are below the Master Policy deductibles. Additional coverage for earthquake, sewer back up, loss assessment and other optional coverage may also need to be considered. Call your insurance agent to obtain adequate insurance for your condo.  
\_\_\_\_\_

Unit owners are responsible to notify the Association office of any **occupancy changes**, phone numbers, and vehicle/license changes, email address and forward a Resident Update form to avoid a fine and/or loss of privileges. \_\_\_\_\_

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. \_\_\_\_\_

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. \_\_\_\_\_

Brentwood Forest condos may not be used as a **hotel or Airbnb and similar sites**, 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. \_\_\_\_\_

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

<b>1<sup>st</sup> Offense</b>	<b>Written Warning letter (optional, for serious offenses)</b>
<b>2<sup>nd</sup> Offense</b>	<b>\$100 fine for the same issue as 1<sup>st</sup> offense</b>
<b>3<sup>rd</sup> Offense</b> <b>Subsequent Offenses</b>	<b>\$200 fine and loss of privileges for one year and a \$300 fine for each violation thereafter of the same issue as the first and second offense.</b>

**Fines and Procedures for Certain Offenses: Some rules and policies have specific fines and procedures contained in the policy. In the event, the fines and procedures in those policies will be applicable instead of the ones set forth herein.**

**Fines may be appealed by forwarding a written letter to the Association office within twenty (20) days from the date of the notice requesting a hearing before the Board of Managers. \_\_\_\_\_**

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

# 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

Review the following pet regulations:

- ❖ 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
- ❖ Attach a pet application fee (1 pet \$35 - 2 Pets \$50) payable to Brentwood Forest Condominiums
- ❖ No dog which normally exceeds a maximum weight of 40lbs when full grown. Automatic \$250 FINE
- ❖ 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\_\_\_\_ Office Approval \_\_\_\_\_

**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

**AUTOMATIC CONDO FEE PAYMENT  
APPLICATION AGREEMENT**

Dear Owner,

Condo fee payments are due on the first of each month and become delinquent if not received by the tenth. Instead of writing a monthly check, consider enrolling in the automatic payment program which deducts the condo fee from your designated checking account on the fifth day of each month. Owners have found that this process eliminates addressing envelopes, purchasing stamps, and avoids a late fee if you forget to write or mail your check.

If you are selling your condominium, change banks or wish to discontinue monthly withdrawals, a cancellation form must be submitted to the Association Office, giving 15 days notice to avoid overpayment.

To enroll in the Automatic Condo Fee Payment program, complete the bottom of this page and return it to Brentwood Forest Condominiums Association, 1401 Thrush Place, Brentwood, Mo. 63144. Please allow seven (7) days to process your request. Should you have any questions regarding the Automatic Payment Program, please contact the Brentwood Forest Association Office at (314) 961-3066.

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**WITHDRAWAL AUTHORIZATION AGREEMENT**

I/we hereby authorize Brentwood Forest Condominiums Association to initiate debit entries from my/our designated checking account below to withdraw condo fees monthly. Condo fees will be withdrawn monthly as directed until the Association office has received written notification that the unit has been sold, designated bank account has been changed, or upon receipt of a signed Cancellation Agreement form to stop withdrawals.

“I/we understand that if the necessary funds are not on deposit in the account on the first of the month, a late fee will be assessed based upon BFCA’s late fee policy. I/we shall be liable for any expenses incurred by BFCA subsequent to the funds not being available for withdrawal. BFCA reserves the right to discontinue providing this service in the event the funds are not available for two consecutive monthly withdrawals.”

(Print) Name on the Account	Second Party, if Joint Account
Brentwood Forest Condo Address	Name of Bank
Bank Routing # _____	Bank Account # _____

The first condo fee payment should be withdrawn Month \_\_\_\_\_ Year 20\_\_\_\_\_

**NOTE: A voided check or a copy of a check (no deposit slip) must be returned with this form. Or ACH will not be setup.**



# **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: office@brentwoodforest.com Website: <a href="http://www.brentwoodforest.com">www.brentwoodforest.com</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>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>Public Works</b>	<b>(314) 963-8642</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>