

Contacts

Swallow Hill Property Manager:

Market Street Management (MSM)

Phone: 303-595-8710

Fax: 303-595-8704

www.marketstreetmanagement.com

See *Contacts* on swallowhillhoa.org for more information.

To reach any member of the Board of Directors, use the following email: SHboard@marketstreetmanagement.com

Get Involved/Stay Informed

MSM communicates important information (e.g. safety & security, building maintenance, meetings and events) to residents by email. Contact MSM to request your email be added to the list.

Bulletin boards are located next to the garage elevators. MSM, the HOA and Board post various notices including upcoming meetings and social events. Residents may also post appropriately worded personal announcements and advertisements, etc.

A list of current Board members and their contact information, condo Rules & Regs, upcoming events, frequently asked questions and other resident resources are available at swallowhillhoa.org.

Safety & Security

Never allow entry of anyone unknown to the building or garage. All residents and guests should have their own means of entry. Be vigilant.

Report lost or stolen keys, fobs or remote garage openers to MSM immediately.

Stop after entering or exiting the garage until the door has closed to deter intruders from entering the garage on foot.

Do not leave valuables in your vehicle in plain sight.

Lock boxes may not be placed on the exterior elements of the building and may only be attached to unit door handles. Real estate agents who require access to units should contact MSM for instructions on how to enter the building.

Do not disable in-unit smoke detectors or the automatic front door closers.

Report gas leaks directly to Xcel Energy at 800-895-2999.

Report any safety issues to MSM immediately.

Balconies & Patios

Only outdoor furniture, umbrellas, grills and planters are allowed on balconies and patios. Umbrellas may not extend over balcony rails or patio limits and must be adequately weighted and closed when not in use.

Charcoals grills, fire pits and chimeraeras are not permitted on balconies or patios.

All balconies and patios are equipped with a natural gas line for natural gas grills. For propane gas grills, only 1 lb. propane bottles are permitted on balconies. Larger propane tanks are permitted on patios only.

Balconies and patios are not to be used to store bicycles, trash bins, storage containers, etc., and no decorations may be hung (e.g. wind chimes, wind socks, art work).

Do not toss or sweep cigarette butts, trash, leaves or refuse of any kind from your balcony or upper level patio onto those of the units below.

Cleaning balconies in a manner that causes runoff water to stain the brick or flow onto the units below is prohibited.

When watering plants, please prevent water from running over onto the balcony or patio of the unit below.

Dogs

Dogs must be kept on a leash in all public areas and owners are responsible for picking up dog waste.

Changes to Structural Elements of the Building

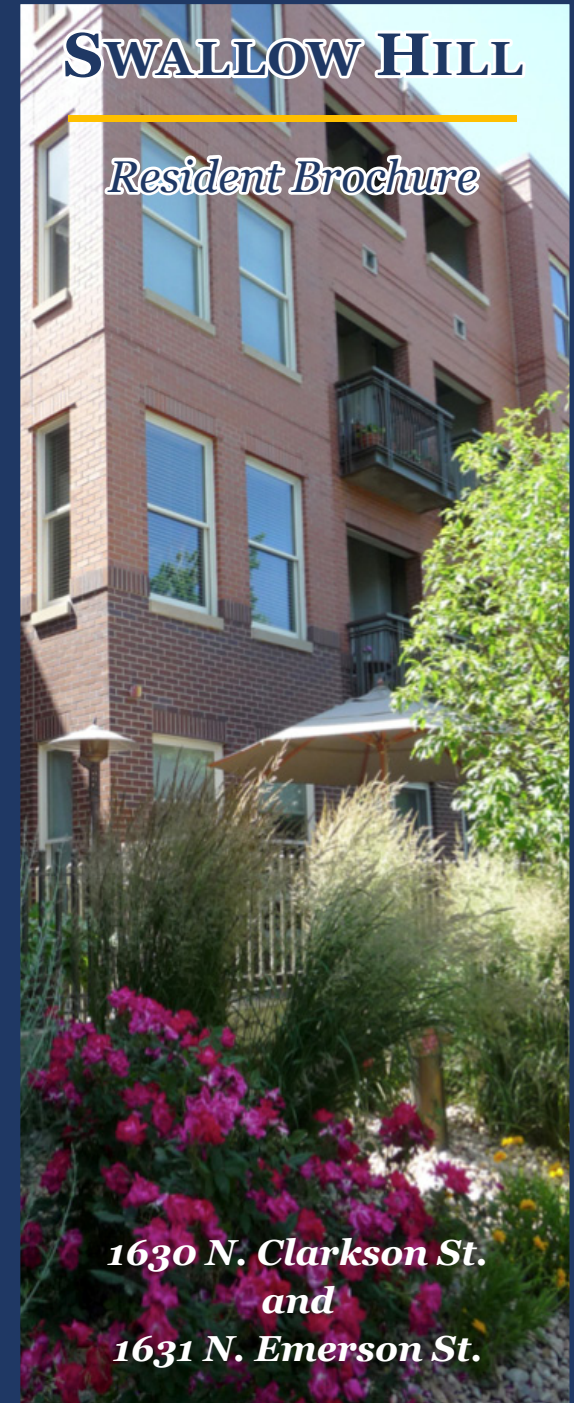
Changes to the structural elements of the building, including plumbing and electrical systems and all outdoor spaces, are not permitted without Board approval. Contact MSM who will facilitate obtaining approval.

Need More Information?

For more information refer to the Swallow Hill Condominium Rules and Regulations and other Condominium documents at swallowhillhoa.org.

SWALLOW HILL

Resident Brochure



**1630 N. Clarkson St.
and
1631 N. Emerson St.**

Welcome to Swallow Hill!

Moving In and Out

Notify Market Street Management (MSM) at least 24 hrs. prior to your move (or by end of Thu for Sat/Sun moves) so padding can be hung in the elevator.

All moves must be conducted using only the freight delivery entrance in the rear of the building. Propped doors cannot be left unattended.

Boxes to be discarded must be broken down and disposed of in the trash room on the first floor. Do not place boxes of any size in the trash chutes.

Carts and Dollies

Carts and dollies for resident use are located in the garage near the elevators. Please return them to the garage promptly for others to use.

Storage Lockers

Storage lockers are located on the lower level of the garage. Residents must supply their own lock.

Locks/Keys/Fobs/Garage Door Openers

To change the lock on your unit door, or obtain additional keys to your unit door, contact Mathias Lock and Key: 303-573-9000, 1123 Delaware St., Denver, CO 80204

Additional common area keys, fobs and remote garage openers can be purchased by contacting MSM. Renters may request additional keys through their unit's owner as MSM must have the owner's permission to distribute extra access devices.

Report lost or stolen keys, fobs or remote garage openers to MSM immediately.

Lock Outs

If locked out, call MSM at 303-595-8710. The resident will be charged a fee for lock outs that occur outside of normal business hours (8-5 M-F).

Quiet Hours

Sun - Thu: 10:00 p.m. - 8:00 a.m.
Fri & Sat: 11:00 p.m. - 8:00 a.m.

Trash

There's a trash room on the first floor and a trash chute accessible from the main hallway on each upper floor.

After discarding your trash, the light should turn off indicating the chute door is fully closed. If not fully closed, the chutes on all other floors remain locked.

The trash chutes are not designed to handle large items or boxes (even if boxes are broken down) and can obstruct the chute. Place large items directly in the trash room dumpsters. Report blocked chutes to MSM immediately.

Recycling

Recycling bins are located in the trash room. Always break down boxes regardless of size to conserve space in the bins.

Only place items accepted by our recycling program in the bins. Refer to the *Recycling Guide* posted in the trash room and on swallowhillhoa.org.

Composting

Scraps composting service is available to Swallow Hill residents at a discounted rate. Participants receive a household compost bin and access to the compost collection bins located in the first floor trash room.

To sign up, go to the following URL or scan the QR code with your smart phone:

<https://members.scrapsmilehigh.com/forms/swallow-hill>



Contact Scraps at info@scrapsmilehigh.com for more information.

Deliveries

All large item deliveries must be made using only the freight delivery entrance in the rear of the building. Propped doors cannot be left unattended. Notify MSM in advance so padding can be hung in the elevator.

Utilities

Owner and non-owner occupants are responsible for paying electric, cable, Wi-Fi and internet for their individual units. The HOA is responsible for gas and water.

Xcel Energy provides electric services to the building. New residents should contact Xcel to set up an account.

Units are wired for cable and satellite service. Contact MSM for a list of authorized cable, Wi-Fi and internet service providers. Individual satellite dishes are not permitted.

HOA Fees

HOA payments are due on the 1st of each month and should be sent to:

Market Street Management
1800 Glenarm Place, Suite 200
Denver, CO 80202

ACH payments are also accepted and can be set up under *Resident Resources* at: www.marketstreetmanagement.com

Parking and Garage Spaces

Garage spaces are not to be used for storage of loose items. Bikes must be locked on approved racks. Contact MSM for details on obtaining and installing a rack.

Residents may request approval to install a locking storage bin in their assigned space. Contact MSM who will facilitate obtaining the required Board approval.

Reporting Maintenance Issues

All maintenance issues should be reported to MSM by calling 303-595-8710.

Non-urgent issues should be reported during regular business hours (8-5 M-F). Callers reporting emergency issues after hours will be routed to MSM's voicemail service, which will instruct them to leave their name, building (Clarkson/Emerson), unit # and a call back phone number. A maintenance engineer will be automatically alerted and return the call.

Xcel Energy is the natural gas provider for the building. Report gas leaks directly to Xcel at 800-895-2999.