

CONTACT

Swallow Hill property manager

Market Street
Management

1800 Glenarm Place
Suite 200
Denver, CO 80202

(p) 303.595.8710
(f) 303.595.8704

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

1800 Glenarm Pl. #200
Denver, CO 80202

ACH arrangements are available for
HOA payments.



The Swallow Hill HOA has
quarterly meetings.

For meeting schedules and
agendas, visit:

www.swallowhillhoa.org

SAFETY & SECURITY

Building security is everyone's
concern!

Allow only people whom you
know belong in the building
through the locked entry doors.

If you don't know someone,
introduce yourself and make sure
you know how they are connected
to the building.

Keep nothing of value unlocked in
the garage.

Maintain the security of your
garage door openers.

Maintain your vehicle security by
removing valuable objects from
sight within the vehicle, keeping
your doors locked, and shutting
your vehicle windows.

Maintain the fire defenses of the
building by never disabling the
in-unit smoke detectors or in-unit
automatic front door closers.

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**See something suspicious?
Call 9-1-1 and report it.**

Swallow Hill

Residents' Brochure



Welcome to Swallow Hill!

Moving In & Out

Moving in and out of units requires that the owner of the unit provide notice to St. Charles Town Co. at least 24 hours in advance of the move.

Every move into the building requires a \$200 move-in fee, which will be billed to the unit owner. Once notification of a move is received, St. Charles Town Co. will place padding in the freight elevator and provide you with a way to stop the elevator to make your move easier.

All moves must be done using the back alley entrances, rather than the front doors. Help us keep up appearances by not hauling goods through the front entryways.

Trash & Recycling

Both buildings have a trash room on the 1st floor, and a trash chute accessible from the main hallway on each floor. Be sure to fully close the chute door when you are finished dumping your trash in a trash chute – if the door is not closed, the chute remains locked on all of the other floors.

If you find that the chute door is locked, please never leave your trash outside of the chute. Take it to the first floor trash room.

Swallow Hill also supports recycling by supplying recycling bins in the trash rooms. Please break down your boxes to conserve space in the recycle bins.

Dogs

Swallow Hill is a dog-friendly environment. But please remember to keep your dogs on leashes while they are outside of your unit, and to clean up after your pets at all times.

Parking & Garage Issues

The parking spots downstairs can be tight. Be kind to your neighbors by parking within the lines of your parking spot.

Garage spaces are not to be used for storage of loose items. Bikes must be locked onto approved racks. Owners may also petition the HOA Board for permission to install a locking storage bin in a garage space.

Quiet Hours

Swallow Hill has quiet hours between 10:00 p.m. and 8:00 a.m. Sunday through Thursdays, and 11:00 p.m. through 8:00 a.m. on Friday and Saturday.

Balconies & Grills

Swallow Hill follows the fire code rules in effect at the time this building was built. The fire code does not permit the use of charcoal, wood, or propane tanks over the size of 1 lb. to be on the balconies and patios above the first floor. The building was designed with both a natural gas connection and an electrical outlet on the balconies that can be used for grills.

Nothing Over the Edge

Remember that you have neighbors directly below your balcony or upper-level patio! It is not fair to allow trash or effluent to flow from your unit onto the balconies and patio below you.

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 prior Board approval. If you wish to drill a hole in, or otherwise change any of the structural elements controlled by the HOA, you must obtain approval first.

Locked Out?

Market Street Management has the unit key that every owner must place with the property manager. A fee of \$125 will be billed to the unit owner if the service is provided outside of normal office hours.



Have questions about the rules and regulations? Need information on HOA or resident resources?

www.swallowhillhoa.org