

Smoke-free: The Daniels Building is a smoke-free environment.

Maintenance: Any problems within a loft should be addressed to the loft's owner. Problems in the common areas should be addressed to Wylene Carol , who is the maintenance coordinator (owner/occupant of Unit F): wylene.carol@comcast.net (719) 661-1481.

Owners are responsible for maintenance of their own HVAC units. However, the HOA is responsible for having dryer vents cleaned on a regular basis. For safety of individuals and the building itself, HVAC units need to be properly maintained.

One man's ceiling is another man's floor: Please do not allow water to overflow onto the floor. Overflows leak directly into the unit below.

Heat in the individual units should be kept at a temperature that prevents pipes from freezing.

Common areas: Fire Department regulations and building esthetics require that hallways, garage, and basement remain free of personal items.

Roof: The roof is off limits to people, pets, and possessions.

Balconies should be free of clutter.

Electronics: No new penetrations of the building are allowed for internet or TV.

Mail: Mailbox keys are issued by the unit owner. USPS does not issue new locks. Keys should be returned to the unit owner when the tenant vacates the building. The loft owner is responsible for re-keying the mailbox if re-keying is necessary.

For FedEx and UPS deliveries when you're not home, Wylene will give FedEx and UPS access when she's home. Also, you may leave a note on the front door, specifying that your package should be left at Savory Spice (next door), Metro Brokers, or elsewhere.

Garage: Remote controls are issued by the unit owner. Remote controls should be returned to the unit owner when a tenant vacates the building.

Given the small size of the garage, parking can be difficult. Residents who damage posts or the brick wall are responsible for the cost of repairs. Note that hitting the brick wall can damage the structural integrity of the building.

Dumpsters: For regular trash, we use the Bestway dumpster. For recycle items, use the Waste Connections dumpster. Boxes should be flattened. We share both dumpsters with the building next door (north).

Security: Please keep all exterior doors securely closed. Vehicles in the garage are easy prey for alley pedestrians if garage doors are not secure, including the “regular” north door by the dumpsters.

Elevator: Power outages are rare, but if you’re in the elevator when an outage occurs and the ceiling lights in the elevator cab are off, this means the entire building has lost power. This has happened only once in 17 years (as a result of a city outage). If the power does not come on in a few minutes, use the elevator phone to ask the elevator service to call 911 for a Fire Department rescue. If you have your phone, you can call the Fire Department directly.

If the ceiling lights are on, this means the elevator itself is the problem. If the elevator is not operating, it probably has stopped while residents or service technicians move large items in or out. If it does not start operating in a few minutes, use the elevator phone to notify the elevator service or call 911 for a Fire Department rescue.

When you know the dates and times that a resident is moving in or out of the building, please post notices or let Wylene know so that other residents can avoid using the elevator during that time.

Note that the HOA is charged double or even triple for after-hours elevator service, so we try to avoid unnecessary calls. But neither should anyone have to suffer being stuck in the elevator for an extended time.

Moving vans inevitably block garage access when a new owner or tenant moves into the building. Please give residents a few days’ notice of the date and times garage access will be blocked.

Pets: If the owner of a leased loft approves, the tenant may have one small pet, assuming that pet does not cause any problems. Residents must pick up, bag, and properly dispose of pet waste in the Bestway or a city dumpster, but never in the recycle dumpster.