

**CHATEAU COUNTRY CLUB**  
**TOWNHOME OWNERS ASSOCIATION**

**Information for New Residents**

*The CCC Townhome Association welcomes you! Please take a few moments to read the following information. This should answer many of your questions regarding living in your home.*

We have formed an Association and have elected a Board of Directors to exercise control over the common properties of the community. The Board operates within, and is governed by the Covenants of the Association. The Covenants are meant to protect our investment, both in the respective units and in the common elements, owned by all townhome owners.

Therefore, rules are essential to assure this protection. Respecting the rules together with a natural pride in the development will make this a nice place to live for all of us.

The following is a very-condensed version of some of the significant regulations that are considered necessary for harmonious living in our community. Please see that all members of your household read and understand these guidelines. **Please note that this letter is not a substitute for reading and knowing your association's deeds and covenants.** Keep the page of referral numbers handy to your telephone in case you have any problems. The same information is available on our website listed below.

There are three separate associations within the complex. The townhomes consist of 126 units. YOU LIVE IN THE TOWNHOMES. Your Board of Directors meets on the second Thursday of each month at 6:30p.m. at the Recreation Center Party Room. These are closed work sessions, but you are invited to attend these meetings to listen in to find out what is going on. You can then express your thoughts and ideas about decisions that affect you when we have our annual meetings and quarterly meetings – which are posted on the mailboxes and on our website: . <http://www.stcharlesccc.com>

Our website has lots of pertinent information to keep you informed of events. You can also contact Maintenance through the email links available on the website or call the Rec Center office to express your thoughts, helpful suggestions or concerns.

Another entity is the Recreation Center at 2052 Avignon Parkway. As a townhome owner, you are entitled to partake of the facilities offered by the Recreation Center, provided your monthly townhome association dues are up-to-date. Admission to the Rec. Center is by key fob. Please contact Vladimir Sterkin at 314-583-8132. Tell him who you are and where you just moved and he will issue one to you at a cost of **\$15.00** each. Further discussion of the Recreation Center and its facilities follows later in this notice.

The third entity is the Condominium Association. It includes all the other buildings. The Condos have a separate Board of Directors and are not connected with the Townhome in any way except that we equally share and fund the Recreation Center Facilities.

**ASSOCIATION DUES -- TOWNHOMES ONLY**

The monthly association fee, currently at **\$225.00** per month, is due **on or before the first of the month**. You will be notified by US Mail of any rate changes. Your check can be dropped into the door slot at the Recreation Center office or mailed to **Chateau Townhomes, 2052 Avignon Dr St Charles, MO 63303**. The Board of Directors has approved collecting a **“LATE FEE” FOR ANY PAYMENT NOT RECEIVED BY THE 5TH DAY OF THE**

**MONTH.** This fee is **10% of the unpaid balance with a minimum of \$25.00** per month. Please take note of this and try to make your payments on time to avoid the late charges. When payments plus late fees have accumulated to \$500.00, legal action will be taken to secure a lien against the property or by forcing a sale on the courthouse steps if that is warranted. For any questions regarding your account, call G&P Management, Pete Neumann at **636-219-7025**.

### **ARCHITECTURAL UNIFORMITY**

An Architectural Committee will review any and all requests for changes you may want to make to your property. Article VII of our deeds and covenants discusses architectural uniformity. If you wish to plant something on the common ground or alter the outside of your unit or replace your roof, please use our website to access the Architectural Change Form and email it. Upon receipt of your request, including specific details, the Committee will review your request and make a determination and recommendation to the Board of Directors. After discussion, the Board of Directors will approve or disapprove your request and advise.

### **SIGNS**

“For Sale” signs, alarm company signs and other signs must be displayed **ONLY** in the **FRONT WINDOW** of your unit – **nothing on the outside or front yard.**

### **DRIVING/PARKING**

Please use your garage to its fullest extent. To comply with fire regulations, parking is permitted on **ONLY ONE SIDE OF THE STREET**, facing in the correct direction. Please avoid parking on the grass or curb and do not park by curbs painted yellow. Avoid blocking sidewalks. Please observe “One-Way” signs. Violators of these rules will be subject to towing at the owner’s expense. Also, please observe the speed limit of 20 mph within the complex. This limit is enforced and is for the protection of us all. Alert your visitors to these regulations. No business vehicles, trucks, over-sized vehicles or trailers are to be parked on the streets per St Charles city ordinances or on any lot. Call the City if you spot a violation so that it can noted and acted upon. You are responsible for remediation of all oil and radiator fluid spots emanating from your vehicles onto city streets.

### **NOISE**

Try to remember your neighbor may not appreciate the sound vibrations of loud stereos, loud vehicular exhaust pipes or fireworks. Know who lives next to you. Respect their sleeping habits and those of their children. Parties and late-night activities must be controlled to minimize the disturbance of your neighbors.

### **PETS**

All pets are subject to the City of St. Charles leash law at all times. Pets should not be chained or tied in the front of any townhome or in a place where they might interfere with our neighbor’s entry. **OWNERS** are **RESPONSIBLE** for **IMMEDIATE AND CONTINUOUS CLEAN UP AFTER THE ANIMAL**. If walking your pet, take a bag with you to pick up the excrement on the grass or concrete. If this duty as a pet-owner is neglected by you, a paid employee will do it and you will be billed for the services. You will also be billed for any damage to shrubs, plants, etc., resulting from your pet’s excrement. If you should see any violation of these rules, call the Animal Control Office at 636-949-3395 and report it. If you call, you must have the address of the pet at the time you call. You can also download to your phone the See/Click/Fix app from the city and take a picture of it happening and report it on the app.

## **TRASH**

**You must contact Republic Waste Management @ 636-947-5959 and establish service for recycle and trash containers.** You are responsible for yard waste removal as a result of trimming plants, trees and shrubs from your courtyard. Ask for one of Republic's calendars. There's a lot of information about the trash pick-up on them. Pick-up is on Thursdays. If a holiday would fall on that day, trash will be picked up the following day. Look for a call from Republic Waste in these situations. **Special arrangements must be made for pick-up of bulky items, do not set them out until the scheduled day for pick-up.** Avoid placing containers on the grass. Put them at the curb. Do not put trash out until after dark on the day before pick-up. Do not store the containers in the front of your unit; please store in your garage, in the rear of your lot or on the side of your garage behind the building line (per city ordinance). Do not leave empty trash containers setting out after pick-up the pick-up day. It is helpful to have your address on all trash and recycle bins and containers with lids that aren't attached so they can be returned to you if blown away.

## **RECREATION CENTER**

A part of your monthly townhome payment is forwarded to the Recreation Center for its maintenance and expenses. Please be cost-conscious when you use these facilities. Help guard against wasteful use of utilities and abuse or vandalism of equipment. Report any misuse you may observe to Brenda Austin at 636-724-0824.

When using the Recreation Center facilities, please remember if you turned it on, turn it off. If you opened it, close it. If you took it down, put it back up. If you dropped it, pick it up. Guests are welcome, but a resident must accompany them. An adult must accompany children under 16.

**NO ONE UNDER THE AGE OF 18 IS PERMITTED IN THE EXERCISE ROOM.  
NO GLASS OF ANY KIND IS PERMITTED IN THE POOL OR SPA AREA.  
A MAXIMUM OF FIVE [5] GUESTS PER UNIT IS ALLOWED IN THE POOL AREA.  
NO SMOKING IS ALLOWED IN THE RECREATION CENTER.**

Hours are from 7:00 a.m. to 10:00 p.m. The outdoor pool will be open as weather permits. When you are the last to leave, turn off all lights, fans, etc. Be sure the outside door locks securely behind you when you leave. After use of the equipment in the exercise room, return all equipment to its proper place. For purposes of humidity control, keep the doors to the poolroom closed. **DO NOT POUR WATER OVER THE HEATER IN THE SAUNA.** This will short-circuit the electric heater. Deposit all refuse in a trash container. Leave the restrooms and shower rooms as they were before you used them. Mop up any excess water from the shower room floor. Do not put permanent locks on lockers. They must be removed when you leave. Take all of your possessions with you. Be sure to close and lock sliding glass doors leading to the outside pool. Always close umbrellas when you leave the patio tables. Swimmers are to comply with posted regulations. **THERE IS NO LIFEGUARD ON DUTY AT ANY TIME.** There is a lost and found in the Recreation Center Office. Call 636-724-9315 to leave a message on the voice mailbox. At the prompt, press "3" for the Recreation Center. **There is a charge to reserve the Party Room in the Rec. Ctr.,** please call Brenda Austin at 636-724-0824 for more information. Rental of Party Room denies you access to the pool during the time it is rented – call Brenda or Ray Lodes for clarification prior to rental.

## **MAINTENANCE RESPONSIBILITIES:**

**The maintenance of the following items is the responsibility of each individual unit owner:**

Overhead garage doors (including hinges, tracks, locks, and weather-stripping).

Outside door to garage (includes hinges, locks, and weather-stripping).

Windows and screens (includes operation of the windows, screens, and any glass breakage. Also includes window wells).

Sliding glass doors and screens (includes operation of handles, locks, glass, and screens).

Front entrance door (includes hinges, locks, and weather-stripping).

Air conditioner units (includes compressor and electric disconnect boxes).

Chimney sweeping when required.

Doorbell and wiring.

Individual sewer line as far as the trunk line near the street.

Outside water faucets.

Indoor inspection and treatment for termites.

Roofs

**Note:** Any improvements that have been approved by the Board which have been added or attached to your townhome are to be maintained by the unit owner, i.e., automatic garage door openers, storm doors, deck modifications, etc. Any damage done by a unit owner or a tenant or guest in his unit to any portion of a building, recreational facility and/or common elements are the sole responsibility of the unit owner.

**Maintenance responsibility of the following elements belongs to the Townhome Association:**

Sewage trunk lines at the street.

Exterior termite inspection and/or treatment.

Courtyard fencing

Common areas

Outdoor lampposts.

Outside of buildings (includes wall, chimneys, decks, outside stairs and guttering).

Lawns and landscaping.

Driveways and walkways.

Streets. [Now owned and maintained by City of St Charles]

Mail boxes and concrete pads for mailboxes.

Painting of all buildings (including front door and garage doors).

### **INSURANCE COVERAGE**

The Townhome Association carries an all-risk policy to cover all buildings with a Master Policy (percentage of net value of building as determined by the insurer) which will bring your unit back to original condition. Keep in mind this would just include contractor-grade furnishings such as basic kitchen cabinets, countertops, carpets and linoleum floors. Our insurance is with American Family, Agent Craig Sengl at 636-946-0028. As a townhome owner, you should carry "tenants" insurance (H06 policy + riders) to cover your possessions and the upgrades inside of your unit. We are not trying to sell insurance for Craig, but you will get appropriate coverage from him, which will cover your upgrades above contractor-grade. Also, in the instance of an assessment (mandated by our by-laws to include all owners in case of exercise of Master Policy coverage) you can get and should get coverage against such an assessment. Again, contact Craig for details.

If you have any maintenance questions or problems for which the townhome association is responsible, please use the website tab "Contact us". In case of a maintenance related emergency call Paul Kennedy at 314-495-5571

### **MISCELLANEOUS INFORMATION**

You should get a copy of the By-laws for the Association at time of closing, as well as your mailbox key. If you do not, you can get a copy of the Deeds and Covenants at the website listed above. If you do not receive a mailbox key, you must obtain one from the St. Charles Post Office. Call 636-946-8895 for information. The FOB [key] for the Recreation Center is available from Vladimir Sterkin at 314-583-8132.

Please assist your fellow owners by avoiding staking firewood against any building to avoid termite damage.

## **SCCCC BOARD OF DIRECTORS**

### **OFFICERS: Latest information available at stcharlesccc.com**

**Jeff Moriarty - President**  
[president@stcharlesccc.com](mailto:president@stcharlesccc.com)

VP - open

**Iris Fowler - Secretary**  
[secretary@stcharlesccc.com](mailto:secretary@stcharlesccc.com)

**Ray Lodes - Treasurer**  
[Treasurer@stcharlesccc.com](mailto:Treasurer@stcharlesccc.com)

**Allen Harrison- Architectural Committee-Chair**  
[architectural@stcharlesccc.com](mailto:architectural@stcharlesccc.com)

**BOARD MEMBERS:** Allen Harrison, Jeff Moriarty, Ray Lodes, Iris Fowler,

**THE FOLLOWING IS A LIST OF TELEPHONE NUMBERS FOR READY REFERENCE.**

Accounts, Insurance and By-Laws

Pete Neumann [G&P Management]

636-219-7025

Architectural Change Request	Allen Harrison	480-227-7302
Rec. Center key fob	Vladimir Sterkin	314-583-8132
Lost & Found	Rec. Center office	636-724-9315
Maintenance	Paul Kennedy [G&P Management]	314-495-5571
Rec. Center President	Vladimir Sterkin	314-583-8132
Reservation of facilities	Brenda Austin	636-724-0824
Mail box key	St. Charles Post Office	636-946-8895
Trash	Republic Waste Management	636-947-5959
Water service	City of St Charles	636-949-3212
Animal Control	City of St Charles	636-949-3395