

CHATEAU COUNTRY CLUB
TOWNHOME OWNERS ASSOCIATION
<http://www.stcharlesccc.com>

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.

CCC Townhome Association and Board of Directors exercise guidance over the common properties of the community. The Board operates and is governed by the Covenants of the Association. The Covenants were drafted to protect our investment, both in the respective units and in the common elements, owned by all Townhome Association owners.

The following is a cursory 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.** 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 (with some exceptions) on the second Thursday of each month at 6:30 p.m. at the Recreation Center Meeting/Party Room. These are:

REGULAR MONTHLY MEETINGS: These are required by the Deeds and Covenants. Homeowners may attend. If you want to interact with the Board with any comments or concerns, it is best to ask to be put on the agenda. An owner may raise their hand and possibly be recognized by the president (or the chairperson) at that time if the question is pertinent to the Board's discussion or topic.

WORK SESSIONS: It is during these sessions Board members can study and discuss specific topics in depth. Work sessions are also open to owners, but there will not be interaction with the Board.

CLOSED MEETING: Only the Board can attend.

Another entity is the Recreation Center at 2052 Avignon Parkway- governed by their own Board of Directors. As a townhome owner, you are entitled to use the facilities offered by the Recreation Center, provided your monthly townhome association dues are current Admission to the Rec. Center is by key fob. Please contact Vladimir Sterkin at 314-583-8132. Advise that you purchased (insert unit address), provide contact information 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- also governed by their own Board of Directors. It includes all the other buildings besides the townhomes and the Rec Center building. The Condo Association is not connected with the Townhome except in that we equally share and fund the Recreation Center Facilities.

We encourage you to connect with the Social Committee for community events. You can connect to the Chateau Country Club Facebook group. **Please check out our website and register there to receive communications through email from the Board of Directors.** www.stcharlesccc.com

ASSOCIATION DUES -- TOWNHOMES ONLY

The monthly association fee, currently at **\$275.00** 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 no longer be dropped into the office door slot at the Recreation Center.** Please mail it yourself or arrange with your financial institution to send it to the address: make your check payable to Chateau Country Club Townhomes and mail have it mailed to...

Chateau Country Club Townhomes
c/o CMA PO
Box 66364
Phoenix, AZ 85082-6464

Since your bank does not provide a coupon with the check. Must include your address and the below identifiers in the Memo section of your check:

Management Company ID 4096 Property
Identification CHT
Account Number See top of coupon - 5 digit # on coupon Memo
Example: 4096 CHT Acct# _____

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 Carla Crowe at **314-720-8761 or carla.crowe@cmamgrs.com**

ARCHITECTURAL UNIFORMITY

The HOA Board will review any, and all requests for changes you may want to make to your property. Article VII of the 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 General Request form, check the appropriate box and email it. Upon receipt of your request, including specific details, the Board of Directors will review your request, approve, or disapprove or advise of changes.

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 by St Charles police and is for the protection of us all. Alert your visitors to these regulations. All vehicles including Business vehicles or derelict vehicles parked on our streets are subject to St Charles city

ordinances. Increasingly, we find delivery vehicles in and about the neighborhood. These are temporary situations, and the expectations are that they follow city ordinances. Call the City if you spot a violation so that it can be noted and acted upon. Also, 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 always subject to the City of St. Charles leash law. 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 YOUR PET**. 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.

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 your possessions with you. 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 636724-9315 to leave a message on the voicemail. **There is a charge to reserve the Party Room in the Rec. Ctr.** and it is available for reservation only by owners in good standing regarding their HOA dues. 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 for clarification prior to rental.

HOMEOWNER 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 (including 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 – ownership and its maintenance and normal replacement and flashing

Handrails for owner's exclusive use

Removal of unwanted varmints that get into the building.

Outdoor porch and coach lights

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, 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 decks
Balconies
Courtyard fencing
Common areas
Outdoor lighting & lamp posts not attached to your unit.
Outside of buildings (includes wall, chimneys, decks, outside stairs and guttering)
Lawns and landscaping
Driveways and walkways
Mailboxes and concrete pads for mailboxes.
Painting of all buildings (including front door and garage doors – contact maintenance if planning on a replacement).
<i>Note: Streets are owned and maintained by the City of St. Charles</i>

MAINTENANCE CONTACT: You can contact Maintenance through the form available on the website or call the Rec Center office at 636-724-9315 to express your thoughts, helpful suggestions, or concerns. A message there is captured in a voicemail and sent to a representative of the HOA. The Board no longer accepts hand-written forms left at the office.

In case of a maintenance related emergency call CMA at 314-878-0025

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 can carry single family home coverage or “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 just the owners in the affected building(s)** in case of exercise of Master Policy coverage) you can get and should get coverage against such an assessment. Again, contact Craig for details.

MISCELLANEOUS INFORMATION

You should get a copy of the Deeds and Covenants 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 Jim Venice at 636-336-6129. *Key fobs are currently \$15 each and owner(s) are subject to this fee even if the previous owner has given them their key fob. Your deposit will be returned to the seller via mail to the forwarding address on file. If the fob(s) are NOT turned in, then the fobs are deactivated, and the deposit is forfeited.*

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

NEIGHBORHOOD WATCH

Get news from the Neighborhood Watch Association by subscribing on our website.

CHATEAU COUNTRY CLUB BOARD OF DIRECTORS

OFFICERS: Latest information available at stcharlesccc.com

Scott Shipman	President/Treasurer	president@stcharlesccc.com
Jeff Moriarty	Vice President	townhomesvp@stcharlesccc.com
Iris Fowler	Secretary	
	Open Position	
Les Hager	Maintenance Chair	Kennethv1954@gmail.com@gmail.com
Dawn Harrison	Board Member	dawn53marie@hotmail.com
Debbie Nicolai	Board Member	

BOARD MEMBERS: Scott Shipman, Jeff Moriarty, Les Hager, Dawn Harrison, Deb Nicolai

IMPORTANT CONTACT INFORMATION.

Accounts, Insurance and By-Laws	CMA	314-720-8761
Architectural Change Request	Visit community website and check A/C in General Request Form	Send Completed form to trae@cmamgrs.com
Rec. Center Key Fob	Jim Venice	314-583-8132
Lost and Found	Rec. Center Office	636-724-9315
Maintenance Emergency	CMA Emergency Line	314-878-0025
Rec. Center President	Jim Venice	314-583-8132
Reservation of Rec. Ctr. Mtg. Room	Brenda Austin	636-724-0824
Mailbox 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
Police Non-Emergency	City of St. Charles	636-949-3300
Management Company for the townhomes	CMA Community Manager Assoc 14323 S. Outer Forty Rd. Chesterfield, MO 63017	Carla Crow, Community Manager trae@cmamgrs.com 314-878-0025 ext. 104 314-720-8761 Direct 314-878-2773 Fax