

Autumn Lakes Condominium Association Fact Sheet

Here is some basic information you need to know about living in Autumn Lakes' condominiums. If you have questions you can contact a trustee (contact info on the Contact Us page on the Autumn Lakes website) or Smith Management Group (SMG) at 314-394-4200.

The rules and regulations in Autumn Lakes are designed to keep our subdivision looking good, maintain property values, and to avoid obvious unwanted differences between units and buildings.

How we communicate:

- Bi-monthly Condo/Home Owners Association meetings at the Clubhouse – Third Wednesday of odd-numbered months at 7 pm.
- Bi-monthly Autumn Lakes Gazette mailed or emailed to all owners and residents after the Association meetings.
- Our website AutumnLakesSTL.com where you can find activities, recent information, contact info, rules, FAQs, past gazettes, and information about amenities.
- NextDoor is a neighborhood social network app which is available to residents to share what is going on around us, garage sales, and activities. The Autumn Lakes Board and the management company do not use NextDoor for communications.

How we are managed:

- There is a Board of Trustees, 5 trustees, 2 elected each year – contact info is on the Contact Us page on the Autumn Lakes website and on every Gazette.
- Smith Management Group (SMG) is the management company that handles the day-to-day management and maintenance activities for the Association. Their phone number is 314-394-4200. Other contact info is on the Contact Us page on the website and on every Gazette.
- SMG provides maintenance men to maintain the common ground property and condominiums by completing work orders. Contractors will be hired when needed.
- You can review the following rules on the Autumn Lakes website for more details on various topics including use of the amenities:
 - General Rules and Regulations
 - Rules for the Use of the Common Ground
 - Rules for the Use of the Pool
 - Rules for the Installation of Satellite Dishes and Other Broadcast Devices
 - Rules for Attached Awnings
 - Rules for Rental of Clubhouse and Pool
 - RV Lot Parking Agreement
 - Indentures and Amendments
- The Autumn Lakes Board of Trustees can and will assess fines or penalties for delinquencies and violation of rules.

Key information:

- Condo owners are responsible for the inside of their unit, windows, garage door, patio and deck. The Association maintains the siding, roof, gutters, porch, and driveways.
- Condo fees cover expenses for water use, sewer charges, snow removal, insurance for the outside of the buildings, and maintenance of the buildings, common grounds and recreational facilities.

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- You can refer to the Association vs Condo Owner Responsibilities list on the Rules and Regulations page of this website for more information. FAQs are also available on the website for more information on many of these topics.
- Condo residents MUST REQUEST BOARD APPROVAL FOR ANY MODIFICATIONS, REPAIRS, OR REPLACEMENTS on the outside of their unit, including landscaping, windows, decks, attached awnings, garage doors, outside lights, front doors, storm doors, and patios. Condo residents are not allowed to plant trees or large bushes without Board approval. NO planting is allowed more than 10 feet from the condo unit.
- The master policy has a deductible of \$15,000 per covered loss. If a loss occurs or originates in an individual unit, that owner may be responsible for the deductible. This deductible may be covered as Loss Assessment on the individual condominium unit owner's policy. Each resident should check with their insurance agent to see if they have this coverage. The current master policy includes coverage for improvements and upgrades in the unit.

Condo owners should check with SMG to get the current insurance certificates that can be provided to their own insurance company to ensure appropriate coverage.

If a condominium unit is rented to others, loss of rent protection can also be added on the individual policy.

- Residents need an approval from SMG BEFORE installing cable or satellite dishes for their unit. Satellite dishes are NEVER installed on the roofs.
- Maryland Heights' ordinance requires dogs to be on a leash. The same ordinance requires dog owners to pick up their pet's feces immediately and to dispose of the feces properly. Maryland Heights Police and/or Animal Control enforce this ordinance. Violation of this ordinance is punishable by a fine currently in the amount of \$100 for the first offense. It is a further violation to dispose of feces into a street storm sewer.
- Autumn Lakes passed a No Leasing Amendment in 2009. Units purchased after September 14, 2009 cannot be leased without special variances approved by the Board. All leased units have to be registered with SMG.
- Residents can enter a work order on the SMG website, call the SMG office to submit a work order or use the Contact Us page on the Autumn Lakes website to submit a work order. If a work order is not resolved in a timely manner or you were not contacted to explain why it was delayed, contact a trustee to accelerate the solution.
- A lien will be placed on your unit as soon as you miss three months' condo fee payments. You will be contacted as soon as you miss the first payment. The Board is willing to discuss payment options if you are behind in payments.
- Condo and home association fees are reviewed and periodically adjusted as part of the Board review of the next year's budget. Letters go to each owner in December with the new budget and fee assessment.
- Please work with SMG if you want to set up direct payment of your condo fees or if you want a coupon book.

Amenities information:

- Autumn Lakes has a recreation vehicle lot for parking RVs, trailers and boats - if a space is available. Contact SMG to find out if there is space and get the forms to be completed.

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- The clubhouse is available for rental by owners. Contact the SMG office for available dates, costs, and forms.
- Residents need to get tennis/pickleball court keys from SMG. There is a deposit fee for the key.
- Refer to the applicable rules for more information about using the amenities.

Trash/Recyclable information

- Maryland Heights has contracted with Republic Services at 636-947-5959 for trash, recyclables and yard waste pickup. Call them if you need a tote or a large item pickup.
- Yard waste pickup is on Monday each week. It will be delayed to Tuesday if Monday is an observed holiday.
- Trash and recyclables are picked up on Tuesday each week. Pickup will be delayed to Wednesday if Monday was an observed holiday.
- You should put out items for pickup by 6:30 am but they should not be put out before 6 pm the night before – and put your totes/cans away as soon as possible. Totes/cans should be stored in your garage out of sight.

Maintenance information:

- The Association cleans up leaves twice in the fall (before Halloween and before Thanksgiving) and once in the spring after most of the leaves are down.
- The Association trims shrubs in the front of buildings twice per year in June and October. If you prefer to trim your own plants you can have your unit put on the 'Do Not Trim' list by calling SMG.
- The Association has a snow removal service which will plow driveways and shovel front sidewalks when there is at least 2 inches of snow or after a deeper snow has ended. Salt is applied if ice is expected.
- Gutters on each building will be cleaned at least twice per year. Some units need more frequent gutter cleaning. If your unit needs the gutters cleaned you can put in a work order.
- The Association has a company deliver and spread mulch around trees and in front of the units in even-numbered years.
- The Association paints each building based on results of the trustees' annual Fall walk-around. The owner is responsible for sealing the decks. The Association is responsible for maintaining the retaining walls and to repair/replace driveways. These are major projects so only a limited number will be done each year determined by the budget and annual Fall walk-around priorities.

Activities information:

- The Association usually sponsors two subdivision garage sales – one in May and one in October. Residents can have garage sales whenever they want.
- Autumn Lakes has a Social Committee which schedules a variety of activities during the year. Most activities vary year-to-year, but there are almost always a pool party and the AutumnFest fall potluck events. Look in the Gazette or on the Autumn Lakes website for more information.
- The Social Committee is always looking for more ideas and more people to help. Contact information can be found in the Gazette and on the Autumn Lakes website if you would like to get involved.