

AUTUMN LAKES CONDOMINIUM ASSOCIATION/CONDO OWNER RESPONSIBILITIES

Any exterior alteration, additions or improvements (anything attached to or near the building) within the condo community requires the express written approval of the Board (through the Architectural or Landscaping committee) and/or the property management company. **Requests for changes should be sent to the property management office.** Maryland Heights and St Louis County permits must be obtained where required and an approved copy must be submitted to the property management office with the request to the board. **It is the owner's responsibility to obtain permission where noted prior to beginning any work.**

ITEM	Responsibility of:		REMARKS
	OWNER	HOA	
DOORS & WINDOWS			
Windows – Construction material can be wood, aluminum, vinyl or composite. Window panes must use low-E glass and separated by an inert gas layer. All windows on the front or side require white grids (if facing the back-grids are not required). Arch windows must be white and can be with or without grids. Must be same size as existing windows. Screens are required by MH.	X		Architectural Committee approves aesthetics, MH requires permit.
Side Light Glass next to entry doors	X		Architectural Committee approves aesthetics, MH requires permit. HOA will paint new sidelight panels.
Skylights	X		Architectural Committee has to approve requests for changes/additions. Must meet MH code requirements. MH requires permit.
Garden Window or Bay Window	X		Architectural Committee has to approve requests for changes/additions. Must meet MH code requirements. MH requires permit.
Entry Doors- Entry doors must be exterior doors but may have a single round, oval or rectangular non-colored glass insert in the upper part of the door.	X		Architectural Committee approves aesthetics, MH requires permit, HOA will paint new doors.
Entry Storm Door – HOA requires full-view, no metal panels. Color should match entry door or trim.	X		Architectural Committee approves aesthetics, MH requires permit.
Doors from Deck or Patio (including screens) – Can be sliding or French style of the same size as the original. Construction can be wood, metal, fiber glass or vinyl. Glass panes must be made with low-e glass and separated by an inert gas layer. Doors with built-in blinds are allowed. Grids are allowed but not required.	X		Architectural Committee approves aesthetics, MH requires permit.
Interior Doors from the Unit to the Garage- Must be rated as an exterior door. All doors including screens or storm doors are owner’s responsibility.	X		MH permit required
Exterior Doors (man-doors) from Garage to the exterior must be rated as an exterior door. All doors including screens or storm doors are owner’s responsibility.	X		Architectural Committee approves aesthetics, MH requires permit.
Entry Door Hardware	X		HOA will paint newly exposed door, if needed.
ENTRY PORCH & SIDEWALK			
Sidewalk		X	HOA salts and removes snow (2+ inches); HOA determines timing for resurfacing/replacements
Columns		X	HOA paints to match existing color for building when building is painted.
Entry Porch Construction		X	
Handrail		X	Requests for changes/additions need Architectural Committee approval. Must meet MH code requirements.
Porch Lights	X		
Furniture	X		Must be in good condition.

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Faux Balconies		X	Requests for changes/additions need Architectural Committee approval. Must meet MH code requirements.
BACK DECKS			
Supports/Building attachment/flashing/railing/privacy panel	X		Architectural Committee approves aesthetics. MH requires permit. Existing-HOA paints/stains when building is painted. New-HOA will schedule painting with work request. Decks, including pillars, supports and footings, must be structurally safe and well-preserved at all times. In the event of negligence the Association can order or make repairs to any unsafe deck at the expense of the owner.
Deck Surface (Repairs/Replacements)	X		
All Deck Changes (including materials and size)	X		Architectural Committee approves aesthetics, MH requires permit. Deck size can be increased over original size with Architectural Committee approval. Composite decking will be considered by the Architectural Committee if the color is similar to other decks on the building.
Awnings (additional/removals)	X		Requires Board Approval. See separate Association Awning rules.
Deck Lighting	X		May require St Louis County permit
Furniture	X		Must be in good condition.
Screening			Not allowed.
PATIO/COURTYARD			
Surface Material (Usually Cement)	X		Architectural Committee approves aesthetics. MH permit required for replacement. Patio size can be increased over original size with Architectural Committee approval.
Iron Gates/Brickwork		X	
Electric	X		Requires Architectural Committee approval and may require St Louis County permit.
Lighting	X		May require St Louis County permit.
Retaining Walls, Privacy Walls		X	Architectural Committee approves aesthetics. HOA paints privacy walls when building is painted.
Privacy Wall additions	X		Architectural Committee approves aesthetics. Requires MH permits. HOA will schedule painting with work request.
Furniture	X		Must be exterior furniture in good condition.
GARAGE			

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Overhead Door-must match existing aesthetics-no windows unless current garage door has windows. Can be insulated or non-insulated.	X		Architectural Committee approves aesthetics. The garage door must match other garage doors on the building. Existing-HOA paints when building is painted New-HOA will schedule painting with work request
Garage Door Opener	X		
Garage Floor	X		May require MH permit.
Exterior Lighting	X		Architectural Committee approves aesthetics. May require St Louis County permit. Lights should be similar to lights on other garages on the building. Motion detector and dusk-to-dawn lights are allowed.
Address Numbers		X	
DRIVEWAY			
Surface		X	HOA determines resurfacing/replacement during annual walk around
Changes/Additions		X	Special situations must be approved by the board
FIREPLACE/CHIMNEY			
Siding/Brickwork on chimney chase and cap (Damages by owner are charged to owner)		X	HOA determines repair/replacement/tuckpointing during annual walk around
Maintenance/Repairs on remainder of chimney and fireplace (flue, inserts, etc)	X		
ROOFS, GUTTERS, UNDERGROUND DRAINAGE			
Roofs		X	
Gutters, gutter covers, drainpipes, splash guards, underground drainage from gutters		X	Gutters are cleaned bi-annually. If additional cleaning is needed, a work order should be placed. HOA determines repairs during annual walk around. Owners can submit work request for problems.
OTHER STRUCTURAL			
Foundation (interior and exterior cracks)		X	Owner is responsible for removing, replacing, or repairing any interior damage up to \$15,000.
Sewer Lateral		X	
INTERIOR			
All interior cosmetic changes	X		
Any plumbing/electrical/architectural changes	X		Requires MH permit and/or St Louis County permit.
Interior electrical boxes	X		Requires St Louis County permit for changes.
Intercom system	X		
Broken/frozen water valve			Owner is responsible for removing, replacing, or repairing any interior water damage up to \$15,000. HOA is responsible to repair/replace outside water faucet if it is shared by multiple units.

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Water shutoffs within the unit	X		Owner is responsible for removing, replacing, or repairing any interior water damage up to \$15,000.
Removal/Damages from animals in attic spaces		X	Owner is responsible for removing, replacing, or repairing any interior damage up to \$15,000.
Interior insects/mice	X		
LANDSCAPING			
Within 10' of unit-front, back, sides, courtyards Original builder landscaping		X	Association landscaping will be trimmed/replaced by the HOA. Landscaping Committee approves requests for changes/additions. No detached gardens are allowed.
Within 10' of unit-front, back, sides, courtyards If changed by prior or current owner	X		Landscaping Committee approves requests for changes/additions. Once the landscaping is planted by an owner it is the owner's and any future owner's responsibility to maintain/replace.
All other Common Ground areas		X	Owners cannot make changes/additions but may make requests of the Landscaping Committee
Drainage problems		X	HOA determines repairs during annual walk around. Owners can submit work request.
OTHER			
Siding and trim		X	HOA determines repair/replacement during annual walk around. Damages caused by homeowner will be charged back to homeowner.
Sump pumps	X		HOA will repair exterior drain extensions with a work order.
Dryer/Fan vents	X		HOA will replace/repair screens on vents with a work order.
Furnace and air conditioning, humidifier	X		Requires MH permit for replacement.
Water heater	X		Requires MH permit for replacement. Expansion tanks are required on water heaters installed after 2009.
Satellite dish	X		Requires management company approval in writing. See separate Association Satellite Dish rules.
Exterior water faucets	X		Faucets for use of only one unit are the owner's responsibility. Note: Some units share faucets. Shared faucets are the responsibility of HOA. Owners are responsible for seasonal shutoffs within their units.
Exterior building water shutoffs		X	Owners will be notified of maintenance/replacement of shutoffs. Management company works with American Water on meter well.
Exterior gas meters	X		
Termite contracts (exterior)		X	
Termite damage (interior)	X		Owner is responsible for removing, replacing, or repairing any interior damage up to \$15,000.

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Radon testing, mediation and equipment	X		Management company must be notified for placement. MH permit required.
Screening exterior attic holes		X	
Removing pest wildlife from common ground, beneath porches/decks		X	
Removing insects and nests from decks, porches, exterior building		X	
Mailbox		X	
U.S. flag pole	X		Requires Board approval whether attached to building or free-standing. Flags must be kept in good condition.
Exterior security camera	X		Requires notification of management company for any building attachments.
Underground pet fences			Not allowed
Hot tubs			Not allowed
Fire pits	X		Fire pits that are movable units are allowed on decks and patios. Fire pits are required to use glass beads, lava rocks or artificial logs and be powered by propane. No open flame is allowed.
Permanent water feature (i.e. small pond)			Not Allowed
Unit sprinkler system			Not Allowed
Unit fencing			Not Allowed
Outdoor decorations – lattice/trellis, planters, benches, art work, pergola, seasonal flags, bird baths, wall-mounted fountains			Nothing can be attached to the building (lattice/trellis, art work, flags, fountains without Board approval.) Other free-standing decorations (benches, flags, bird baths) can be placed within 10' of the unit INSIDE the garden areas but NOT on common ground in the grass. Pergolas would require Board approval.
Bird/Squirrel feeders			Only hummingbird feeders are allowed. Others are not allowed-due to pest attraction.
Vendor signs (other than Home for Sale)			Not allowed
Political or other advertising signs			Not allowed, except MH Beautification signs

Note: HOA Umbrella insurance has a \$15,000 deductible per incident (owner responsibility)