

# 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 AMC Management at 314-291-1450.

The rules and regulations in Autumn Lakes are designed to keep our subdivision looking good 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](http://autumnlakesstl.com) where you can find activities, recent information, contact info, rules, FAQs, past gazettes, and information about amenities.
- The unofficial neighborhood social network on NextDoor\_Autumn Lakes which is available to residents to share concerns, questions, sales, and activities.

## 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.
- AMC Management LLC, is the management company that handles the day-to-day management and maintenance activities for the Association. Their phone number is 314-291-1450. Other contact info is on the Contact Us page on the website and on every Gazette.
- Autumn Lakes has two full-time maintenance men who are employed by AMC Management.
- Review the following rules in your Welcome Package, if recent, or on the Autumn Lakes website for more details on various topics:
  - 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
  - Rules for Renting Units
- 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, insurance for the outside of the buildings and basic structure, and maintenance of the buildings, common grounds and recreational facilities.
- Condo residents MUST REQUEST BOARD APPROVAL FOR ANY MODIFICATIONS, REPAIRS, OR REPLACEMENTS on the outside of their unit, including landscaping, windows, decks, attached

# Autumn Lakes Condominium Association Fact Sheet

awnings, garage doors, outside lights, 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.

- Your insurance agent should review your condo insurance needs. Owners need to make sure they have loss assessment coverage included in their condo owner's policy to cover the Association's \$10,000 master policy deductible. Insurance companies are required to bring up to current code any work that is covered, but when policies state refurbishment or replacement to "Builders Standard" this means basic floor coverings, cabinets, etc. Sometimes this is misunderstood to mean 'as the unit was when originally bought by the current owner'. However, it does not include any upgrades that may have been made by previous owners or by the builder for the original owner (eg, fireplaces, finished basements, upgraded finishes, etc).
- The only signs that are allowed to be displayed in the yards are For Sale signs within 15 feet of the building and Maryland Heights' Beautification signs. No other signs are allowed.
- Residents need an approval from AMC Management 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 2009 cannot be leased without Board approval. All leased units have to be registered with AMC Management.
- Residents can call the AMC Management office to submit a work order or use the Contact Us page on the Autumn Lakes website. 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 results.
- Please work with AMC Management if you want to set up direct payment of your condo fees or if you don't need/use the coupon books.

## **Amenities information:**

- The pool is open from Memorial Day weekend through Labor Day from 9 am until 10 pm.
- Residents need to get pool key cards from AMC. There is a \$10 deposit fee per card. A maximum of 2 cards are allowed per home or condo.
- Residents are required to be at the pool with guests. You are allowed to have 6 guests per unit at the pool. Refer to the pool rules for other restrictions and penalties. We have a pool monitor to help enforce the rules.
- Autumn Lakes has a recreation vehicle lot for parking RVs, trailers and boats - if a space is available. Contact AMC Management to find out if there is space and get the forms to be completed.

# Autumn Lakes Condominium Association Fact Sheet

- The clubhouse is available for rental by owners. Contact the AMC office for available dates, costs, and forms.
- Residents need to get tennis court keys from AMC. There is a \$5 deposit fee per key.

## **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 a holiday.
- Trash and recyclables are picked up on Tuesday each week. Pickup will be delayed to Wednesday if Monday was a holiday.
- You should put out items for pickup by 6 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 twice per year in June and October. They will not trim shrubs if the Association plantings have been replaced by the current or previous owner. If you prefer to trim your own plants you can have your unit put on the 'Do Not Trim' list by calling AMC Management.
- 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.
- The maintenance men clean the gutters in each building 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 about every 7 years. The year that your building is painted the Association will also seal and paint the decks. Other years the owner is responsible for sealing the decks. Decks need to be consistent with other decks on the same building.
- The Association is working to replace all tie walls with stone 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 – always doing the most damaged ones first.

## **Activities information:**

- The Association has two subdivision garage sales – one in May and one in October.
- 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.