

Welcome to Oakville Commons Condominiums

To assist you with acclimating to your new community, the Board of Directors of Oakville Commons has compiled the following informational booklet. Included is a copy of our Rules & Regulations, which govern the community and provide guidelines to help ensure your enjoyment of the community.

Conveniently set forth in this booklet is a summary and key points of the Rules and Regulations found in Oakville Commons Restatement of Declaration ("Declaration") and By-Laws, established to ensure maximum comfort and security in your homes at Oakville Commons. Each resident should become familiar with the policies and procedures of the Oakville Commons Condominium Association.

Your individual unit at Oakville Commons consists of specific boundaries as defined in the Declaration. Each unit is individually owned or owned by an entity other than Oakville Commons. The 144-unit community is comprised of 17 buildings. The condominium homes feature 13 different floor plans and include one assigned parking space.

The Association provides for maintenance of the common elements. The Condominium assessment, paid by all unit owners, covers the expense of maintaining and managing common elements, parking lots, hallways, and amenities. Maintenance of each individual unit is the responsibility of the unit owner and not Oakville Commons Condominium Association, it's Board of Directors or its management company.

The Declaration and By-Laws give the Board authority to establish and enforce Rules & Regulations. Written Board approval is required prior to any work being done on common and limited common elements. Please review the Declaration and Bylaws for a listing of common and limited common elements. This will enable us to maintain the stability and integrity of the Oakville Commons Condominium Association.

The Association is managed by Community Property Management, CPM. You can access the portal online at www.cpmgateway.com. If you wish to speak directly with CPM, the phone number is 636-227-8688. The Board can be contacted via email to occbod25@outlook.com. All questions and concerns about financials and work orders should go through CPM. Please allow 48 hours for a response from the Board.

Each resident is required to complete a resident information form; this information is vital to managing our community. This form needs to be completed when you move in, when vital information changes, (new phone number, new vehicle, new pet, etc.) and every January.

Board meeting attendance is permitted and encouraged; however individual private issues will not be publicly discussed. Public attendance is not participatory. If you have an issue to discuss with the Board, please schedule with CPM and the Board will set aside time at the monthly meeting.

A quick reference page has been added to the end of this booklet for your convenience.

Rules, Policies & Procedures

1. Emergencies

In case of an emergency such as fire, peace disturbance or gas odors please call 911. Please contact any affected unit owners and notify CPM.

2. Communication

Our homeowners and residents will see new communications via emails, text, Facebook, and flyers. We will also post newsletters for residents and owners highlighting community happenings and events.

3. Guests

Each owner is responsible for his or her guests, including contractors and delivery people. Please follow the parking guidelines outlined in this booklet.

4. Storage Units

The association has storage units available for rent. These can be rented monthly or annually. If you choose to rent annually, the 12th month is free. We have units available in Buildings 16 & 17. If you are interested in renting a storage locker, please email the Board at occbod25@outlook.com. All payments must be by check or money order and given to a Board member during Board hours or placed in the drop box outside the office by the first of the month.

5. Locks and Keys

It is frustrating to be locked out of your home or mailbox. The Association does not maintain keys to individual units. Please contact a locksmith should you be locked out of your home. Our maintenance dept. can change out your mailbox lock and issue a new key. There is a \$30.00 fee for this service. Please contact CPM to place a work order.

6. Amenities

There are many amenities available at Oakville Commons Condominiums. We have picnic tables, BBQ grills, horseshoes, walking trails and of course the pool. We also have a laundromat facility located next to the office. If you have an event that is too big for your home, we also have a club house that can be reserved for gatherings. Contact the Board directly to reserve. All amenities are on a first come, first served basis.

7. Pool

Rules for the Oakville Commons pool are located on the entrance gate of the pool. Guests may only use the pool when the current owner or resident of Oakville Commons is with them. A pool pass is required for entry to the pool. If you lose your pool pass, a new one can be purchased at the office during posted hours. Replacement passes cost \$30.00. There is no lifeguard at the pool.

8. Balconies and Patios

Balconies and patios must be kept orderly and may not be used for storage or to hang laundry. Only furniture and decor designed for outdoor use is permitted. Only deck boxes designed to double as a bench are permitted. Nothing may be permanently attached to the deck without prior Board approval.

9. Plants and Flowers

Please limit your plants to flowerpots. No more than 5 pots are permitted on a balcony or patio. All pots and shepherd hooks must be on your deck or patio and not in the common grass areas.

10. Parking Policy

Each unit has one assigned parking space for their exclusive use. These spaces are numbered for each intended unit. You and your guests may park in your reserved parking space or an unmarked parking space.

10.1. Vehicles NOT Permitted

The following vehicles may not be parked or stored within the Condominium community

- Derelict, abandoned or unlicensed vehicles
- Trailers
- Trucks over one ton
- Commercial Trucks (Any truck that has exterior business signage or has commercial tools, equipment, or materials visible to the public).

If these vehicles are on site, the Board reserves the right to have them towed at the owner's expense.

10.2. Restricted Vehicles and Equipment

The following vehicles are considered restricted vehicles and must be parked in a resident's garage, recreational vehicles, utility trailers, and boats. Loading and unloading vehicles is permitted but subject to a 48-hour time limit. The Board may designate a specific area for loading and unloading.

10.3. Towing

If an owner, resident, or guest is in violation, the vehicle will be towed at the owner's expense, in addition to any available remedies under the Declaration and By-Laws.

10.4. Vehicle Repair

Minor vehicle repairs may be done on parking lots with the following provisions:

- Repairs take no longer than 48 hours
- Vehicles should be secured and not left in a hazardous state (up on jacks or ramps overnight).
- Liquids may not be drained onto the lots, (oil, transmission fluid, brake fluid, and anti-freeze).
- Liquids drained from a vehicle MUST be disposed of in accordance with government and environmental regulations. Do not dispose liquids in sewer or dumpsters.

11. Storage Containers and Pods

No storage containers are allowed on the parking lots without prior written authorization from the Board, which will have sole discretion as to placement and time limit the container is allowed to remain on the property.

12. Grills

Grills of any kind are no longer permitted at Oakville Commons. This is a requirement set forth by our master insurance policy. Community grills are located by the pool and are available on a first come first served basis. You are expected to pick up your trash, clean the grill and turn off the propane tank after use.

13. Holiday Decorations

Holiday decorations are a great way we can foster community involvement and spirit. Please be mindful that excess or improper installation can sometimes result in a dispute. Please do not install holiday decorations more than 4 weeks prior to the holiday and remove them within 2 weeks after the holiday. No music or audio is permitted. Please limit decorations to your patio or deck. All other exterior decorations must be approved by the Board. Please contact the Board directly.

14. Pet Policy

If you have a pet, you must be a responsible pet owner and ensure the safety of your pet and your neighbors.

Please

- Pick up and properly dispose of pet waste
- No more than three pets are permitted
- Pets outside the unit MUST be leashed in hand
- Pets shall not defecate or urinate on balconies, decks, patios, or shared stairwells

Residents may not flush cat litter down the toilets. Plumbing repairs will be charged back to the cat owner. The Board has the authority to remove a pet, after notice and opportunity to be heard. If a pet creates a nuisance as defined by St. Louis County ordinance 611.210, please call Animal Control of St. Louis County.

Ordinance 611.210: Dogs, cats, kittens, puppies or other animals creating a nuisance – prohibited

1. Every person responsible for a dog, cat, kitten, puppy or other animal shall keep it from creating a nuisance.
2. A dog, cat, kitten, puppy or any other animal creates a nuisance if it:
 - a. Soils, defiles or defecates on a property other than the property of the person responsible for the animal unless such waste is immediately removed and deposited in a waste container or buried on property where the person responsible has permission or the right to bury it.
 - b. Damages public property or property belonging to a person other than a person responsible for the animal.
 - c. Causes unsanitary or dangerous conditions.
 - d. Causes a disturbance by excessive barking, howling, meowing or other noisemaking.
 - e. Chases vehicles, including bicycles.
 - f. Molests, attacks, bites, or interferes with persons or other animals on public property or property not belonging to a person responsible for the animal.
 - g. Molests, attacks, bites, or interferes with persons or other animals on public property or property not belonging to a person responsible for the animal.
 - h. Impedes refuse collection, mail delivery, meter reading or other public service activities by annoying persons responsible for such activities.
 - i. Tips, rummages through, or damages a refuse container.

15. Signs, Windows and Doors

15.1 Signs

- One for sale sign may be displayed in the window of the unit, (no larger than 18x24 inches). A for-sale sign may also be placed on the lawn of the building the unit is in.
- Realtors may display open house and directional signage near the entrance of the unit not more than one hour prior to the open house. Signage must be removed at the end of the open house.
- Party/event/yard sale signs are permitted on the day of the event only and must be removed the same day. Miscellaneous signage such as security notices, Humane Society notice of pets, fire department occupant notice, no solicitation and beware of dog may be displayed in the lower right-hand corner of the front window.
- Signs relating to candidates for public office, including for the Board of Directors and signs relating to ballot issues are permitted. Signs must be removed no later than 7 days post-election and must be posted 5 feet or more from the entrance to the building. Only one sign per candidate may be posted with the size limited not to exceed 18x24 inches.

15.2 Doors and Windows

- Divided glass windows and patio doors are not permitted. Board approval is required.

16. Trash and Littering

The community has ample dumpsters for resident refuse. Please ensure all trash is inside the dumpster and the lid is CLOSED. Items not allowed in the dumpster include appliances, mattresses, furniture, electronics and chemicals, such as paint. All boxes must be broken down before placing them in the dumpster.

17. Satellite Dishes and Antennas

These devices are permitted, but the Board retains the right to restrict the size and placement of these devices to prevent damage to common elements. Please contact CPM to complete the required permit request.

18. Roof Access

All persons, including contractors, are required to submit a Roof Access form. Damage to the roof may result in fines and/or a charge back to the resident. Please contact CPM to complete the required permit request.

19. Damage to Common Elements

Damage caused by a resident, guest or contractor will be repaired by the Association. The unit owner will then be billed for the repairs. Theft and vandalism will be treated as a police matter and prosecuted under the law. Fines may also be assessed for this violation at the discretion of the Board.

20. Nuisances

No noxious or offensive activity shall be carried on in any unit or common element or limited common element, nor shall anything be done which will become an annoyance or nuisance to the other owners or occupants. No owner shall permit or suffer anything to be done in his/her unit which will increase insurance rates for the Association, or which will interfere with the rights of other owners or disturb them by unreasonable noises, odors, or permit any nuisances or illegal act in his/her unit or upon common elements or limited common elements.

20.1 Noise or Odors

Residents should reduce noise between the hours of 10 pm and 8 am. Smoking is not allowed in enclosed common areas such as stairwells, the laundromat, the club house and storage units. Please make every effort to solve issues with your neighbor. Peace disturbance is a police matter. Please notify CPM if you file a complaint with Saint Louis County police.

20.2 Criminal Activity

Criminal activity is prohibited at Oakville Commons. If the Association receives information with valid proof that criminal activity has occurred or is ongoing, the Board may seek a court order to remove you from the community. If you lease, the Board may terminate your lease and proceed with eviction.

21. Security Cameras

Cameras inside units are allowed without restriction, provided they are not used for illegal activity. Exterior camera use requires a permit request.

22. Discretionary Power to Act Against Residents

The Association, at the sole discretion of the Board, shall have the power to hold any resident, guests or workman responsible for misconduct or damages to the common elements or limited common elements. Alterations to the common elements without expressed written consent may be considered damage. The Board reserves the right to evict any resident for violations of community rules in accordance with the Declaration and By-Laws.

23. Fees and Fines

The Board has the right to levy fees and fines including administrative cost to a unit owner for rule violations.

The general fee schedule for violations is as follows:

- Initial violation: written warning, until violation is corrected within stated time frame.
- Second violation: \$25/day fine until violation is corrected within stated time frame.
- Third violation: \$100/day fine until violation is corrected within stated time frame.

Please understand, there are some violations which require immediate compliance. The Board reserves the right to levy additional fines dependent on the violation and how it affects the entirety of the Association.

24. Megans Law Registration

No persons required to register with law enforcement pursuant to section 589.400 MO Statue, as may be amended (Megan's Law Registrant), may permanently or temporarily reside in a unit. As used in this section, the term "resides" or "residing" means living in or possession of any portion of a unit for more than 14 out of 30 consecutive days. This section shall not apply to any person who prior to the recordation of Megan's Law and who required to register and resides in the community

- If following the recordation of Megan's Law, any tenancy, leasehold, or possessory interest Megan's law registrant residing in any unit, the Association shall notify the owner of such a unit and owner shall immediately cause the registrant to vacate the unit. If the Megan's Law Registrant fails to vacate within 14 days, the Association may compel the unit owner to proceed with eviction or proceed with conviction. Any cost and attorney fees incurred by the Association will be the obligation of the unit owner.

- Any owner that resides in a unit and is a Megan's Law Registrant shall vacate the unit within 90 days after the date of notice from the Association. If the owner fails to vacate, the Association may, in addition to all other remedies outlined in the Declaration, purchase the unit at a purchase price equal to the average of two independent appraisals to be obtained by the Association.
- The Association shall not be liable to any owner or anyone occupying a unit or visiting the condominium as a result of any failure of the Association to dispossess a Megan's Law Registrant.

25. Insurance

Neither the Board nor the Association, its Property Manager or its insurance agent are responsible for any gaps in your personal insurance program. Please consult your personal insurance agent to verify that your insurance policy provides adequate coverage.

Renters should purchase renters' insurance with liability of no less than \$100,000 per occurrence and list Oakville Commons Condominium Association as an "additional insured" in the policy.

26. Water Bills and Leaks

If your unit has a leak which remains unrepaired and your building has a higher-than-average water bill, it will be presumed to be a result of said leak and the Association may charge the unit owner for the portion of the water bill that is above average.

Important Leak Information:

- Do everything in your power to stop a leak the moment you discover one. Inform the Association and affected neighbors as soon as possible
- Oakville Commons Condominium Association, at the discretion of the Board, has the right to enter a unit without the owner's or resident's permission in an emergency caused by water leaks or other items which may be causing damage to the common elements, the limited common elements or another unit.
- In non-emergency situations, we retain the right to access a unit to accommodate repairs or services attached to the unit or shared by units.

27. Sewer Back –Ups

Owners are responsible for any water damage to your unit caused by flood or back up of sewer or drains. It is the responsibility of the unit owner to obtain insurance coverage for sewer back up damage. Water back up damage can be very costly; it is in the homeowners' best interest to carry this coverage on their personal homeowner's policy.

QUICK REFERENCE

Board members: email occbod25@outlook.com

President	Jillian Vincent
Vice President	Christine Zehnle
Treasurer	Debbie Wagner
Secretary	Bill Wilmering
Sargeant of Arms	Gary Richardson

A 24 hour drop box is located to the right of the office door. Items accepted in the drop box include storage payments, pool pass requests and fees, mailbox lock replacement fees, permit requests, club house reservations and any communication for the Board.

Please allow 48 hours for a response from the Board. Board onsite hours are posted on the office door. All fees must be in the form of a check or money order. Permit requests are located in the laundry room between the windows. Be aware that processing outside of Board office hours is quicker online thru the CPM resident portal. You are always welcome to email the Board with any questions or concerns.

Please note that storage rental, pool passes, and club house reservations are handled by the onsite office exclusively.

CPM: www.cmpgateway.com, phone: (636)227-8688, property manager: Sherri Estes

To access the portal, you must register with an email and password. Following is a list of things you can access:

- Complete permit requests
- Request work orders
- View Board meeting minutes
- View monthly newsletter
- Report violations and police reports
- Make HOA payments
- View Governing documents
- Review budget and financials