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Gladys Manion's #1 Team 2025



12937 AUTUMN FIELDS COURT
ST. LOUIS, MO 63146



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This document has legal consequences.
 If you do not understand it, consult your attorney.
 The text of this form may not be altered in any manner
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Form # 2091 01/26

SELLER'S DISCLOSURE STATEMENT

Property Address : 12937 Autumn Fields Ct, St Louis, Mo 63146

Note: If Seller knows or suspects some condition which might lower the value of the property being sold or adversely affect Buyer's decision to buy the property, then Seller needs to disclose it. This statement will assist Buyer in evaluating the property being considered. Real estate brokers and agents involved in the sale do not inspect the property for defects, and they cannot guarantee the accuracy of the information in this form.

TO SELLER: Your truthful disclosure of the condition of your property gives you the best protection against future charges that you violated your legal obligation to Buyer by concealing a material defect(s), lead-based paint, use as a site for methamphetamine production or storage and/or any other disclosure required by law. Your knowledge of the property prior to your ownership may be relevant. In the case of a material defect, for example, if information that you possess indicates some persistent pattern of a problem not completely remedied, such information should be included in this disclosure in order to achieve full and honest disclosure. Your answers or the answers you fail to provide, either way, may have legal consequences, even after the closing of the sale. This questionnaire should help you meet your disclosure obligation, but it may not cover all aspects of your property. If you know of or suspect some condition which would substantially lower the value of the property, impair the health or safety of future occupants, or otherwise affect Buyer's decision to buy your property, then use the space at the end of this form to describe that condition.

TO BUYER: THIS INFORMATION IS A DISCLOSURE ONLY AND IS NOT INTENDED TO BE A PART OF ANY CONTRACT BETWEEN BUYER AND SELLER. If you sign a contract to purchase the property, that contract, and not this disclosure statement, will provide for what is to be included in the sale. So, if you expect certain items, appliances, or equipment included, you must specify them in the contract. Since these disclosures are based on the Seller's knowledge, you cannot be sure that there are, in fact, no problems with the property simply because the Seller is not aware of them. The answers given by the Seller are not warranties of the condition of the property. Thus, you should condition your offer on a professional inspection of the property. You may also wish to obtain a home protection plan/warranty. Due to the variety of insurance, requirements, products, and arrangements Buyer should contact appropriate party to determine insurance coverage needed. Conditions of the property that you can see on a reasonable inspection should either be taken into account in the purchase price or you should make the correction of these conditions by the Seller a requirement of the sale contract.

STATUTORY DISCLOSURES				
Note: The following information, if applicable to the property, is required by federal or state law to be disclosed to prospective buyers. Local laws and ordinances may require additional disclosures.				
LEAD-BASED PAINT		YES	NO	UNK
1	Does the Property include a residential dwelling built prior to 1978? If "Yes," 42 U.S.C. 4852d and EPA regulations promulgated pursuant thereto require that a completed Disclosure of Information and Acknowledgement Lead Based Paint and/or Lead-Based Paint Hazards form (Form #2049) must be signed by Seller and any involved real estate licensee(s) and given to any potential buyer.	☐	☒	☐
2	Please explain any "Yes" answers you gave in this section:			
METHAMPHETAMINE		YES	NO	UNK
3	Are you aware if the Property is or was used as a site for methamphetamine production or the place of residence of a person convicted of a crime involving methamphetamine or a derivative controlled substance related thereto? If "Yes," §442.606 RSMo requires you to disclose such facts in writing.	☐	☒	☐
4	Please explain any "Yes" answers you gave in this section:			
WASTE DISPOSAL SITE OR DEMOLITION LANDFILL (permitted or unpermitted)		YES	NO	UNK
5	Are you aware of any permitted or unpermitted solid waste disposal site or demolition landfill on the property? If "Yes," Section 260.213 RSMo requires Seller to disclose the location of any such site on the Property. Note: If Seller checks "Yes," Buyer may be assuming liability to the State for any remedial action at the property.	☐	☒	☐

6	Please explain any "Yes" answers you gave in this section:						
RADIOACTIVE OR HAZARDOUS MATERIALS				YES	NO	UNK	
7	Have you ever received a report stating affirmatively that the Property is or was previously contaminated with radioactive material or other hazardous material? If "Yes," §442.055 RSMo requires you to disclose such knowledge in writing. Please provide such information, including a copy of such report, if available.				☐	☒	☐
8	Please explain any "Yes" answers you gave in this section:						
ADDITIONAL DISCLOSURES							
Lead-Based Paint				YES	NO	UNK	
9	Are you aware of the presence of any lead hazards (such as paint, water supply lines, etc.) on the property?				☐	☒	☐
10	Are you aware if it has ever been covered or removed?				☐	☒	☐
11	Are you aware if the property has been tested for lead?				☐	☒	☐
12	Please explain any "Yes" answers you gave in this section including test date, type of test and results:						
Radon				YES	NO	UNK	
13	Are you aware if the property has been tested for radon gas?				☐	☒	☐
14	Are you aware if the property has ever been mitigated for radon gas?				☐	☒	☐
15	Please explain any "Yes" answers you gave in this section:						
Mold				YES	NO	UNK	
16	Are you aware of the presence of any mold on the property?				☐	☒	☐
17	Are you aware of anything with mold on the property that has ever been covered or removed?				☐	☒	☐
18	Are you aware if the property has ever been tested for the presence of mold?				☐	☒	☐
19	Please explain any "Yes" answers you gave in this section:						
Asbestos Materials				YES	NO	UNK	
20	Are you aware of the presence of asbestos materials on the property, such as roof shingles, siding, insulation, ceiling, flooring, pipe wrap, etc.?				☐	☒	☐
21	Are you aware of any asbestos material that has been encapsulated or removed?				☐	☒	☐
22	Are you aware if the property has been tested for the presence of asbestos?				☐	☒	☐
23	Please explain any "Yes" answers you gave in this section:						
Other Environmental Concerns				YES	NO	UNK	
24	Are you aware of any other environmental concerns that may affect the property such as polychlorinated biphenyls (PCB's), electro-magnetic fields (EMF's), underground fuel tanks, unused septic or storage tanks, etc.?				☐	☒	☐
25	Please explain any "Yes" answers you gave in this section:						
SUBDIVISION, CONDOMINIUM, VILLA, CO-OP, OR OTHER SHARED COST DEVELOPMENT (if applicable)							
26	Development Name <u>Fidd Point Condominium</u>						
27	Contact Name <u>Community Property Mgmt</u> Phone # <u>636-227-8688</u>						
28	Type of Property (check all that apply) ☐ Single Family ☐ Multi-Family ☒ Condominium ☐ Townhome ☐ Villa ☐ Co-op						
29	Mandatory Assessment #1 <u>525⁰⁰</u> \$ _____ per ☒ Monthly ☐ Quarterly ☐ Semi-Annual ☐ Annual ☐ Other						
30	Mandatory Assessment #2 \$ _____ per ☐ Monthly ☐ Quarterly ☐ Semi-Annual ☐ Annual ☐ Other						
31	Mandatory Assessment(s) include: ☒ entrance sign/structure ☒ street maintenance ☒ common ground ☒ snow removal specific to dwelling ☐ snow removal common area ☒ landscaping of common area ☒ landscaping specific to dwelling ☒ reception facility ☒ clubhouse ☒ pool ☒ tennis court ☐ exercise area ☒ water ☒ sewer ☒ trash removal ☐ doorman ☐ cooling ☐ heating ☐ security ☐ elevator ☒ some insurance ☐ real estate taxes ☐ other common facility _____ ☐ assigned parking space(s): how many _____ identified as _____ ☐ other specific item(s): _____ ☐ Dwelling exterior maintenance covered by Assessment: _____						

	YES	NO	UNK
32 Are you aware of any existing or proposed special assessments?	☐	☒	☐
33 Are you aware of any special taxes and/or district improvement assessments?	☐	☒	☐
34 Are you aware of any condition or claim which may cause an increase in assessment or fees?	☐	☒	☐
35 Are you aware of any material defects in any common or other shared elements?	☐	☒	☐
36 Are you aware of any existing indentures/restrictive covenants?	☒	☐	☐
37 Are you aware of any violation of the indentures/restrictions by yourself or by others?	☐	☒	☐
38 Is there a recorded shared driveway/street/road maintenance agreement?	☐	☐	☒
39 Is there a driveway/street/road that is not maintained by city or county? If so, please explain in description.	☒	☐	☐
40 Please explain any "Yes" answers you gave in this section: <i>We have indentures; Streets in complex are maintained by association.</i>			
UTILITIES			
Services	Current Provider	Phone #	Avg Monthly Cost
41 Propane	NA		☐ Owned ☐ Leased
42 Gas	Spice Firepro		
43 Electric	Ameren		
44 Water	HOA pays		
45 Sewer	HOA pays		
46 Trash	HOA pays		
47 Recycle	HOA pays		
48 Internet	ATT		
49 Phone	NA		
HEATING, VENTILATION AND COOLING ("HVAC") SYSTEMS			
Type of Heating Equipment:			
50 Zone 1: Age <i>2008</i> Brand <i>TRANE</i>	☒ Forced Air	☐ Heat Pump	☐ Radiant ☐ Baseboard ☐ Geo-Thermal ☐ Other
51 Zone 2: Age Brand	☐ Forced Air	☐ Heat Pump	☐ Radiant ☐ Baseboard ☐ Geo-Thermal ☐ Other
Fuel Source of Heating Equipment:			
52 Zone 1:	☒ Natural Gas	☐ Electric	☐ Propane ☐ Fuel Oil ☐ Solar ☐ Other
53 Zone 2:	☐ Natural Gas	☐ Electric	☐ Propane ☐ Fuel Oil ☐ Solar ☐ Other
Type of Air Conditioner:			
54 Zone 1: Age <i>2012</i> Brand <i>TRANE</i>	☒ Central Electric	☐ Central Gas	☐ Window/Wall (# of Units:) ☐ Other
55 Zone 2: Age Brand	☐ Central Electric	☐ Central Gas	☐ Window/Wall (# of Units:) ☐ Other
	YES	NO	UNK
56 Are you aware of any problems or issues with any part of the HVAC system?	☐	☒	☐
57 Do you have any existing maintenance agreements in place?	☒	☐	☐
58 Are any areas of the home not covered by central heating /cooling?	☐	☒	☐
59 With respect to the last service/repair made to the HVAC system, please describe in detail the scope of work, date, name of person/company who did the work and cost:			
60 Please explain any "Yes" or "Other" answers you gave in this section:			
<i>Classic Air</i>			
FIREPLACE(S)			
61 Location 1: Room: <i>Living Room</i>	Functional and properly vented?	YES	NO
Type: ☐ Wood Burning ☐ Gas Logs ☒ Natural Gas ☐ Propane ☐ UNK	☒	☐	☐
62 Location 2: Room: <i>Basement / Family Room</i>	Functional and properly vented?	YES	NO
Type: ☐ Wood Burning ☒ Gas Logs ☒ Natural Gas ☐ Propane ☐ UNK	☐	☐	☒
63 Location 3: Room:	Functional and properly vented?	YES	NO
Type: ☐ Wood Burning ☐ Gas Logs ☐ Natural Gas ☐ Propane ☐ UNK	☐	☐	☐
64 Are you aware of any problems or repairs needed with any item in this section?	☐	☐	☐
65 Please explain any "Yes" or "No" answers you gave in this section:			
<i>See attached living room receipt for fireplace</i>			
PLUMBING SYSTEM, FIXTURES AND EQUIPMENT			
66 Plumbing System: ☒ Copper ☒ PVC ☐ PEX ☐ Galvanized ☐ Other:			
67 Water Heater 1: Age: <i>2017</i> Location: <i>Basement</i> Tank Size: <i>40 gal</i>	☒ Gas	☐ Electric	☐ Propane ☐ Tankless ☐ Other
68 Water Heater 2: Age: Location: Tank Size:	☐ Gas	☐ Electric	☐ Propane ☐ Tankless ☐ Other

	YES	NO	UNK
69 Does the property have an ice-maker supply line?	☐	☒	☐
70 Is property equipped with a Lawn Irrigation System? If yes, please provide date of last backflow device inspection certificate.	☐	☒	☐
71 Are you aware of any problems or repairs needed in the plumbing system?	☐	☒	☐
72 Does property have a Swimming Pool/Spa/Hot Tub? (If "Yes," attach Form #2180, Pool/Spa/Pond/Lake Addendum to Seller's Disclosure Statement.)	☒	☐	☐
73 Please explain any "Yes" or "Other" answers you gave in this section: <i>Irrigation & pool maintained by HOA</i>			
WATER (If well exists, attach Form #2165, Septic/Well Addendum to Seller's Disclosure Statement)			
74 What is the source of your drinking water? ☒ Public ☐ Community ☐ Well ☐ Other			
75 If well, when was the water last tested? Is test documented? ☐ Yes or ☐ No. If yes, please provide documentation.			
76 Do you have a water softener? ☐ Yes or ☒ No. If yes, is it ☐ Owned or ☐ Leased. If leased, provide lessor and cost below.			
	YES	NO	UNK
77 Are you aware of any problems relating to the water system including the quality or source of water or any components such as the curb stop box?	☐	☒	☐
78 Please explain any "Yes" answers you gave in this section and water softener lease information if applicable :			
SEWERAGE (If Septic or Aerator exists, attach Form #2165, Septic/Well Addendum to Seller's Disclosure Statement)			
79 What is the type of sewerage system to which the house is connected? ☒ Public ☐ Private ☐ Septic ☐ Aerator ☐ Other If Other, please explain:			
80 If septic/aerator, when was system last serviced?			
	YES	NO	UNK
81 Is there a sewerage lift system?	☐	☒	☐
82 Is there a sewerage grinder system?	☐	☒	☐
83 Are you aware of any leaks, backups, open drain lines or other problems relating to the sewerage system?	☐	☒	☐
84 Please explain any "Yes" answers you gave in this section:			
ELECTRICAL (Note: Certain types of electrical panels have been subject to recall)			
Type of Service Panel(s):			
85 Panel 1: Amps <i>7</i> Brand <i>7</i> ☒ Circuit Breakers ☐ Fuses ☐ Other			
86 Panel 2: Amps Brand ☐ Circuit Breakers ☐ Fuses ☐ Other			
87 Panel 3: Amps Brand ☐ Circuit Breakers ☐ Fuses ☐ Other			
Type of Wiring:			
88 Panel 1: <i>7</i> ☐ Copper ☐ Aluminum ☒ UNK ☐ Other			
89 Panel 2: ☐ Copper ☐ Aluminum ☐ UNK ☐ Other			
90 Panel 3: ☐ Copper ☐ Aluminum ☐ UNK ☐ Other			
	YES	NO	UNK
91 Are you aware of any problems or repairs needed in the electrical system?	☐	☒	☐
92 Are you aware of any panels in service in the property being subject to recall or otherwise out of date?	☐	☒	☐
93 Are you aware of any active knob and tube wiring in the property?	☐	☒	☐
94 Please explain any "Yes" answers you gave in this section:			
CONSTRUCTION			
95 The property was originally constructed in: <i>1988</i> . Seller has occupied property from <i>6/2017</i> to <i>Present</i>			
96 List all significant additions, modifications, renovations, & alterations to the property during your ownership below: <i>See attached</i>			
	YES	NO	UNK
97 Were required permits obtained for the work described above?	☒	☐	☐
98 Please explain any "No" answers you gave in this section:			

FOUNDATION				
99	Type of Foundation:	☒ Concrete ☐ Cinder Block ☐ Stone ☐ Wood ☐ Other:		
		YES	NO	UNK
100	Are you aware of any problems or issues with foundation?	☐	☒	☐
101	Are you aware of any problems with the footing, foundation walls, sub-floor, interior and exterior walls, roof construction, decks/porches or other load bearing components?	☐	☒	☐
102	Are you aware of any movement, shifting, deterioration, or other problems with walls, foundations, crawl space or slab?	☐	☒	☐
103	Are you aware of cracks or flaws in the walls, ceilings, foundations, concrete slab, crawl space, basement floor or garage?	☐	☒	☐
104	Are you aware of any repairs to any of the building elements listed above?	☐	☒	☐
105	Were required permits obtained for any repairs described above?	☐	☐	☐
106	Please explain any "Yes" answers you gave in this section, including location, extent, date and name of the person/company who did the repair or control effort:			
BASEMENT AND CRAWL SPACE (Complete only if applicable)		YES	NO	UNK
107	Is the home equipped with a sump pit?	☒	☐	☐
108	Is the home equipped with a sump pump?	☐	☒	☐
109	Are you aware of any issues with sump pit(s) & pump(s)?	☐	☒	☐
110	Are you aware of any dampness, water accumulation or leakage, in the basement or crawl space or slab?	☒	☐	☐
111	Are you aware of any repairs or other attempts to control any water or dampness problem in the basement or crawl space?	☒	☐	☐
112	Please explain any "Yes" answers you gave in this section:			
See attached				
ROOF, GUTTERS AND DOWNSPOUTS		YES	NO	UNK
113	What is the approximate age of the roof? 2-3 yrs Is it documented? If yes, please provide documentation.	☐	☐	☒
114	Are you aware of any active leaks to the roof?	☐	☒	☐
115	Has the roof ever leaked during your ownership?	☐	☒	☐
116	Has the roof been repaired, recovered or any portion of it replaced or recovered during your ownership?	☒	☐	☐
117	Are you aware of any problems with the roof, gutters or downspouts?	☐	☒	☐
118	Does the property have multiple layers of roofing currently installed on any portion of the property?	☐	☒	☐
119	Please explain any "Yes" answers you gave in this section and attach any documentation:			
HOA replaced roofs approx 2-3 years ago.				
PESTS/TERMITES/WOOD DESTROYING INSECTS		YES	NO	UNK
120	Are you aware of any pests, rodents or termites/wood destroying insects impacting the property and improvements?	☐	☒	☐
121	Are you aware of any uncorrected damage to the property caused by above?	☐	☒	☐
122	Are you aware of any control reports for the property?	☐	☒	☐
123	Are you aware of any control treatments to the property?	☐	☒	☐
124	Is your property currently under a warranty contract by a licensed pest/termite control company? If so, when does it expire and what is the renewal costs?	☐	☒	☐
125	Please explain any "Yes" answers you gave in this section:			
SOIL AND DRAINAGE		YES	NO	UNK
126	Are you aware of any fill, expansive soil or sinkholes on the property or that may affect the property?	☐	☒	☐
127	Are you aware of any soil, earth movement, flood, drainage or grading problems on the property or that may affect the property?	☐	☒	☐
128	Are you aware of any past, present or proposed mining, strip-mining, or any other excavations on the property or that may affect the property?	☐	☒	☐
129	Are you aware of any Post-construction Stormwater Best Management Practices (BMPs) on the property? (BMPs are private stormwater management facilities which include a recorded formal Maintenance Agreement with the Metropolitan Sewer District, e.g., retention ponds, rain gardens, sand filters, permeable pavement)	☐	☒	☐
130	Please explain any "Yes" answers you gave in this section:			

SURVEY AND ZONING				YES	NO	UNK
131	Do you have a survey of the property? If yes, please attach.			☐	☒	☐
132	Does the survey include all existing improvements on the property?			☐	☒	☐
133	Are you aware of any shared or common features with adjoining properties?			☒	☐	☐
134	Are you aware of any rights of way, unrecorded easements, or encroachments, which affect the property?			☐	☒	☐
135	Is any portion of the property located within the 100-year flood hazard area (flood plain)?			☐	☒	☐
136	Are you aware of any violations of local, state, or federal laws/regulations, including zoning, relating to the property?			☐	☒	☐
137	Please explain any "Yes" answers you gave in this section: <i>aperting wall with neighbor</i>					
INSURANCE				YES	NO	UNK
138	Are you aware of any claims that have been filed for damages to the property? (i.e., roof, flood, fire, casualty, etc.)			☐	☒	☐
139	If "Yes," please provide the following information for each claim: date of claim, description of claim, repairs and/or replacements completed.					
APPLIANCES/EQUIPMENT						
(Seller is not agreeing that all items are being offered for sale; mark N/A if not applicable)						
140	Range/Stove	☐ N/A	Age <i>+/- 9</i>	☒ Gas	☐ Electric	
141	Oven	☒ N/A	Age	☐ Gas	☒ Electric	
142	Cooktop	☒ N/A	Age	☐ Gas	☐ Electric	
143	Outdoor Grill	☒ N/A	Age	☐ Gas	☐ Electric	
144	Dryer Hookup	☐ N/A		☐ Gas	☒ Electric	
145	Built in Microwave	☐ N/A	Age <i>+/- 9</i>			
146	Built in Refrigerator	☒ N/A	Age			
147	Dishwasher	☐ N/A	Age <i>+/- 9</i>			
148	Garbage Disposal	☐ N/A	Age <i>+/- 9</i>			
149	Trash Compactor	☒ N/A	Age			
150	Electric Pet Fence	☒ N/A	# of collars			
151	Gas Powered Exterior Lights	☒ N/A	# of lights			
152	Security System/Cameras	☒ N/A		☐ Owned	☐ Leased	
				YES	NO	UNK
153	Are you aware of any items in this section in need of repair or replacement?			☐	☒	☐
154	Please explain any "Yes" answers you gave in this section:					
MISCELLANEOUS				YES	NO	UNK
155	Has the property been continuously occupied during the last twelve months?			☒	☐	☐
156	Is the property located in an area that requires any compliance inspection(s) including municipality, conservation, fire district or any other required governmental authority?			☒	☐	☐
157	Is the property located in an area that requires any specific disclosure(s) from the city or county?			☐	☒	☐
158	Is the property designated as a historical home or located in a historic district?			☐	☒	☐
159	Is property tax abated or subject to a tax freeze (such as Senior Property Tax Freeze)? If yes, attach documentation from taxing authority.			☐	☒	☐
160	Are you aware of any pets having been kept in or on the property?			☒	☐	☐
161	Is the Buyer being offered a protection plan/home warranty at closing at Seller's expense?			☐	☒	☐
162	Are you aware of any inoperable windows or doors, broken thermal seals, or cracked/broken glass?			☐	☒	☐
163	Are you aware if carpet has been laid over a damaged wood floor?			☐	☒	☐
164	Are you aware of any existing or threatened legal action affecting the property?			☐	☒	☐
165	Are you aware of any consent required of anyone other than the signer(s) of this form to convey title to the property?			☐	☒	☐
166	Please explain any "Yes" answers you gave in this section: <i>unincorporated St Louis County requires inspection Owner has had dogs</i>					

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Receipt from Y.P. Co
doc with additional comments

Seller acknowledges having carefully examined this statement and that it is complete and accurate to the best of Seller's knowledge. Seller agrees to immediately notify listing broker in writing of any changes in the property condition. Seller authorizes all brokers and their licensees to furnish a copy of this statement to prospective Buyers.

SELLER SIGNATURE

DATE _____

SELLER SIGNATURE

DATE _____

Seller Printed Name

Seller Printed Name

Buyer acknowledges having received and read this Seller's Disclosure Statement. Buyer understands that the information in this Seller's Disclosure Statement is limited to information of which Seller has actual knowledge. Buyer should verify the information contained in this Seller's Disclosure Statement, and any other important information provided by either Seller or broker (including any information obtained through the Multiple Listing Service) by an independent, professional investigation of his own. Buyer acknowledges that broker is not an expert at detecting or repairing physical defects in property.

BUYER SIGNATURE _____

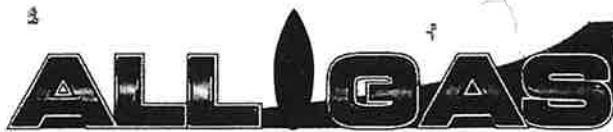
DATE _____

BUYER SIGNATURE _____

DATE _____

Buyer Printed Name

Buyer Printed Name



GAS FIREPLACE SPECIALIST

1 Ferndale Dr | Fenton, MO 63026-5013 | 636-305-1330
allgas@ymail.com | allgasinstallation.com

Technician: Tony Schmitt CMCT# 181 CSIA# 7184 NFI# 123404

Customer LANA CORNER
Address 0937 HATFIELD FIELDS CT
City ST. LOUIS State MO Zip 63146
Phone ()
Email _____

FUEL: ☒ Natural Gas ☐ LP

Appliance Service Report



Service Date: 8/14/07 Time: 10:45
Last Cleaned: _____ Year(s) ago ☒ Never
Reason for Service: C & S

APPLIANCE ONE

Fireplace HEATING
Model Number TD36B
Gas Log NO TAG
Model Number 20" VENTED
Approx. Age (unit) 15
Other _____
Model Number _____
Valve Lockout 21 MO
Damper Lock: _____
☒ Yes ☐ No, Reason: _____
Cleaned & Checked: (✓ if applicable to appliance)
☒ Logs ☒ Pilot Light
☒ Gas Leak Check ☒ CO Check
☒ Thermocouple ☒ Thermopile
☐ Air Shutter ☒ Main Burner Orifice
☐ Millivolts: _____ ☐ Glass (direct vent)
☒ Smoke Detector ☐ Batteries (remote)
☒ CO Detector ☒ Shut-off Valve

APPLIANCE TWO

Fireplace _____
Model Number _____
Gas Log _____
Model Number _____
Approx. Age (unit) _____
Other _____
Model Number _____
Valve Lockout _____
Damper Lock: _____
☐ Yes ☐ No, Reason: _____
Cleaned & Checked: (✓ if applicable to appliance)
☐ Logs ☐ Pilot Light
☐ Gas Leak Check ☐ CO Check
☐ Thermocouple ☐ Thermopile
☐ Air Shutter ☐ Main Burner Orifice
☐ Millivolts: _____ ☐ Glass (direct vent)
☐ Smoke Detector ☐ Batteries (remote)
☐ CO Detector ☐ Shut-off Valve

APPLIANCE THREE

Fireplace _____
Model Number _____
Gas Log _____
Model Number _____
Approx. Age (unit) _____
Other _____
Model Number _____
Valve Lockout _____
Damper Lock: _____
☐ Yes ☐ No, Reason: _____
Cleaned & Checked: (✓ if applicable to appliance)
☐ Logs ☐ Pilot Light
☐ Gas Leak Check ☐ CO Check
☐ Thermocouple ☐ Thermopile
☐ Air Shutter ☐ Main Burner Orifice
☐ Millivolts: _____ ☐ Glass (direct vent)
☐ Smoke Detector ☐ Batteries (remote)
☐ CO Detector ☐ Shut-off Valve

COMMENTS/FINDINGS:

SERVICED GAS UNIT AS NOTED. UNIT CONVERTED FROM LOGS TO
DECORATIVE GLASS. SAFETY LOCK OUT OK, DAMPER LOCK OK,
NO GAS LEAKS OR CO SMELL FOUND.
* GAS UNIT IS OPERATIVE AS DESIGNED.

ANNUAL INSPECTIONS

The National Fire Protection Association (NFPA) recommends annual inspection of all fireplaces, chimneys and vents. The next annual inspection for your system is due:

8/2007

CUSTOMER VERIFICATION

This report is the result of a visual inspection done at the time of cleaning. It is intended as a convenience to our customer, not as a certification of fire worthiness or safety. Since conditions of use and hidden construction defects are beyond our control, no warranty is made for the safety or function of any appliance and none is to be implied.

I have read this form and understand the apparent condition of my fireplace, appliance, chimney, and/or vent system. Furthermore, I understand the limitation of this report as given in the paragraph above.

Customer Signature: [Signature]

Date: 8/14/07

RECEIPT/INVOICE

Full payment is due at the time of service. We accept cash, check and major credit cards. There will be a \$15 billing charge added to all unpaid balances. A 5% interest charge will be added after 10 days, unless other arrangements have been made in advance.

DESCRIPTION

PRICE

GAS SERVICE CALL \$ 200.00
PAID 1436
Total \$ 200.00

August 30th, 2026

Notes regarding **12937 Autumn Fields Court, St Louis, Mo 63146**

Page 4 of 7 line 96

Designed open kitchen area and remodeled including

- Replaced kitchen cabinets
- Added kitchen island
- Replaced appliances

Remodeled deck

Updated guest ½ bath replacing sink

Updated lower level ½ bath including

- Removed the tub and created a storage closet

Retiled lower-level fireplace surround

Added glass pebble feature to both fireplaces

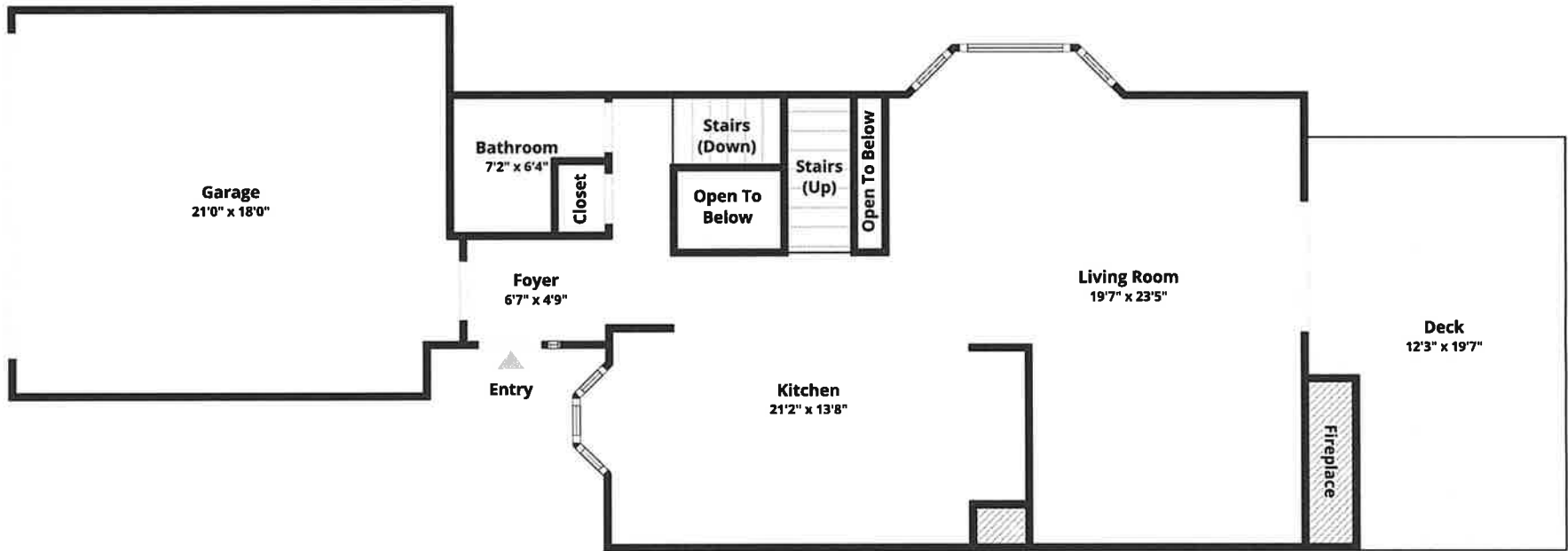
Replaced stair balusters

Installed luxury vinyl plank flooring on lower level

Page 5 of 7 line 112

Several years ago we had a small amount of water in the storage room following several days of rain. We contacted the management company and they improved the exterior draining. We have had no water since they made the improvement.

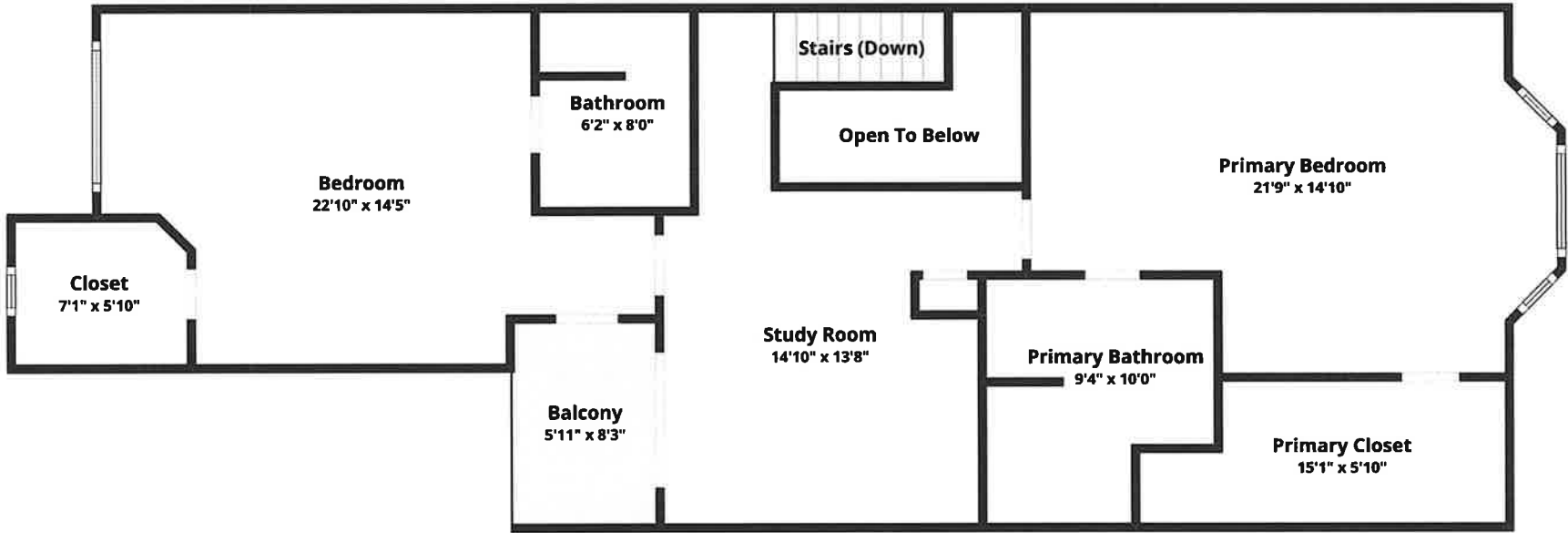
12937 Autumn Fields Ct, Saint Louis, MO 63146



Floor 1

Floor plans are for informational purposes only and not for construction or design use. Measurements are approximate, and square footage may include finished and unfinished areas.

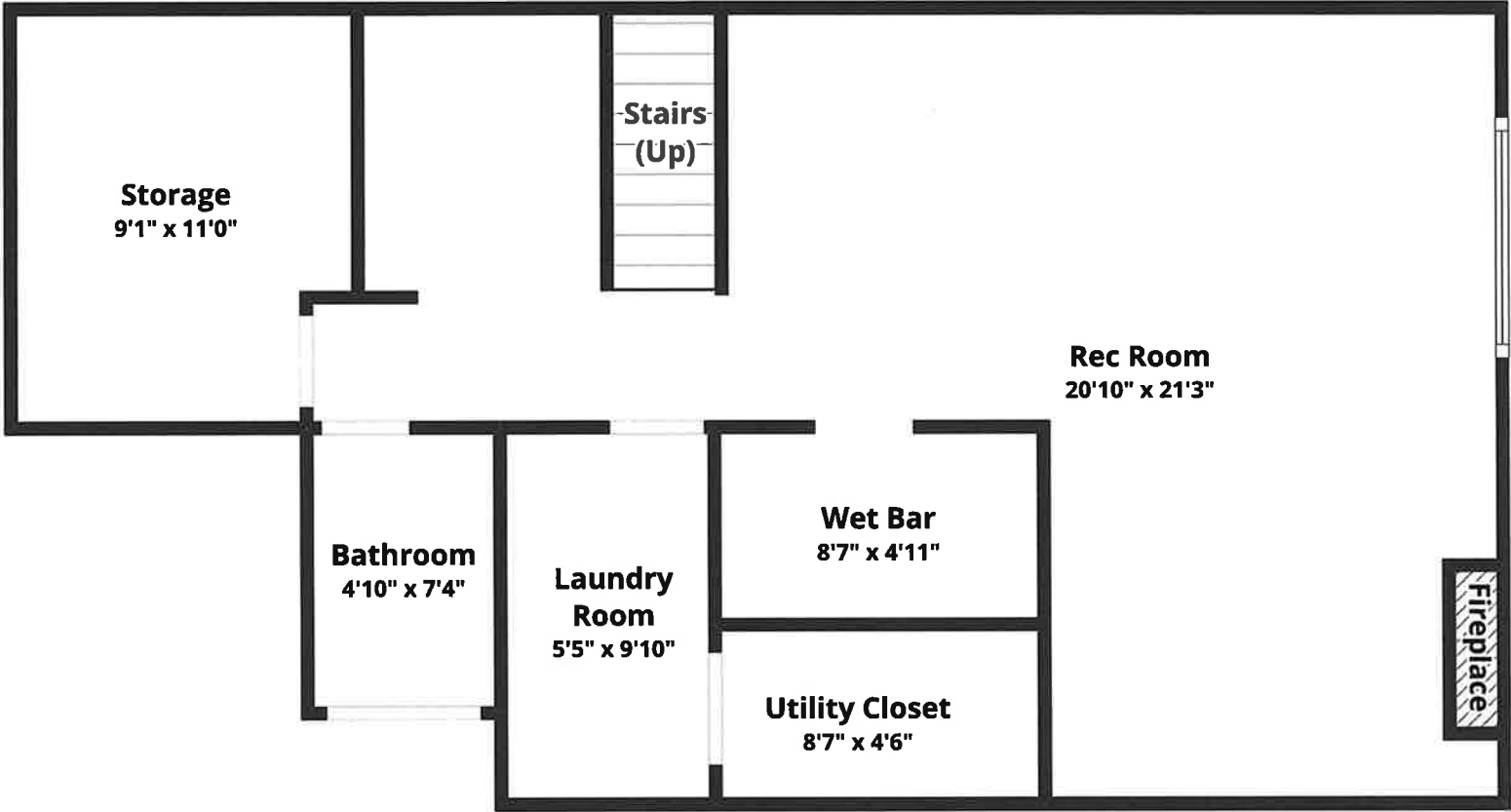
12937 Autumn Fields Ct, Saint Louis, MO 63146



Floor 2

Floor plans are for informational purposes only and not for construction or design use. Measurements are approximate, and square footage may include finished and unfinished areas.

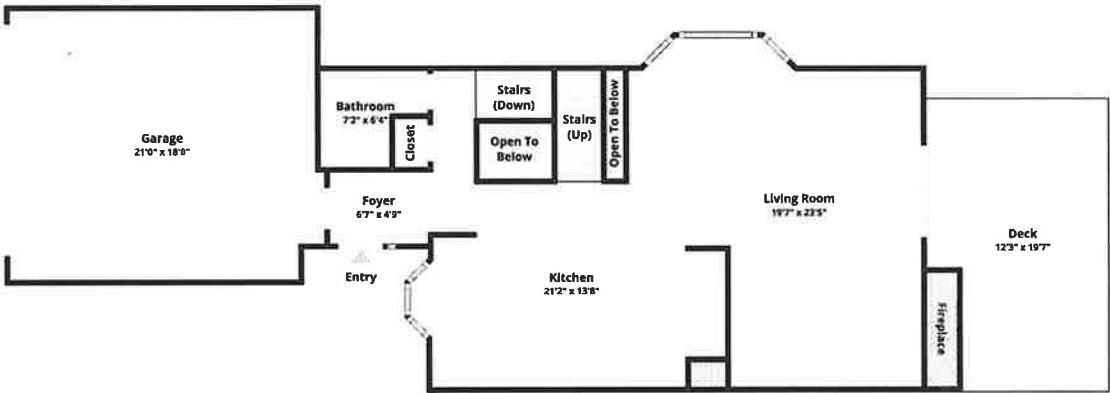
12937 Autumn Fields Ct, Saint Louis, MO 63146



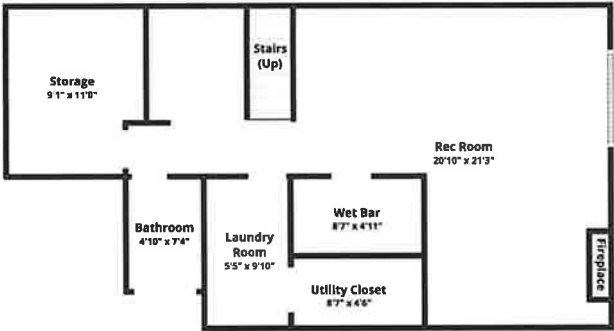
Basement

Floor plans are for informational purposes only and not for construction or design use. Measurements are approximate, and square footage may include finished and unfinished areas.

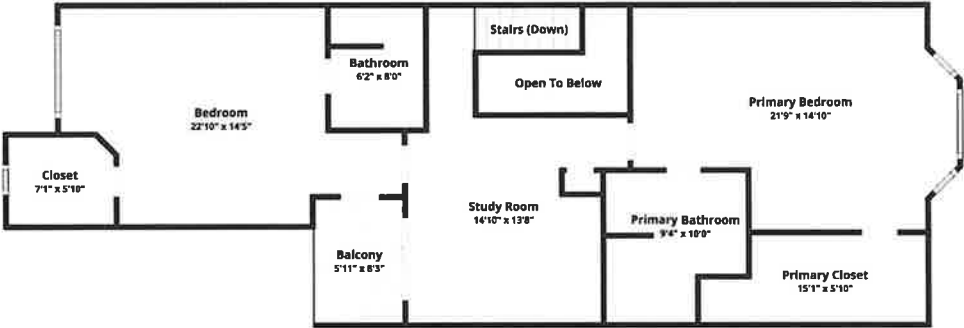
12937 Autumn Fields Ct, Saint Louis, MO 63146



FLOOR 1



BASEMENT



FLOOR 2

Floor plans are for informational purposes only and not for construction or design use. Measurements are approximate, and square footage may include finished and unfinished areas.



Field Pointe Condominium Association

Owner Handbook

Please leave this handbook in the unit
for the next Owner. Thank you.

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Welcome to Field Pointe Condominiums

We're glad you're here!

About this Handbook

This handbook and pool key have been provided to you by the Association for use during the time you are an Owner here at Field Pointe. **When you move out of your unit, please leave both the handbook and the pool key in a convenient location for the next Owner.**

The policies in this handbook have been developed with input from residents and approved by the BOD of Directors (BOD) of Field Pointe Condominium Association. The policies are consistent with and subordinate to the Declarations and By-Laws of Field Pointe and promulgated per the authority granted to the BOD. All policies are subject to change at the discretion of the BOD.

The policies have been prepared with the intent of:

1. Providing a safe environment in which to live.
2. Providing an attractive, aesthetically pleasing setting by maintaining a consistent exterior appearance.
3. Providing efficient and cost-effective maintenance of Common Elements.
4. Providing additional direction on acceptable standards of conduct as they relate to our community.
5. Preserving the value of units in the complex by maintaining its status as a desirable residential development.

The handbook is reviewed periodically and updated as needed. If you have feedback or questions about anything in this handbook, please contact our property manager, Community Property Management (CPM) via the web portal (see next section) or by calling 636-227-8688.

Community Web Portal

CPM maintains a web portal that supports several benefits and services for Field Pointe Owners. Using the portal, Owners can:

- Set-up and manage monthly assessment payments
- Access a directory of Field Pointe Owners
- Submit Architectural Review Committee (ARC) Requests for Exterior Alterations
- Submit requests for maintenance or repairs
- Access documentation relating to association policies and management
- Submit questions for the BOD or CPM

Architectural Review Committee (ARC) Process

The Architectural Review Committee (ARC) process ensures that exterior alterations or additions are made in accordance with the Association's External Continuity guidelines. The process is completed using the ARC Request link on the portal.

The screenshot shows the Field Pointe Condominium web portal dashboard. The top navigation bar includes the Community Property Management logo, a 'Welcome,' message, and the community name 'Field Pointe Condominium' with a location dropdown set to 'Louis, MO...' and an account number 'Acct #: FP50273'. A left sidebar lists navigation options: Dashboard, Payments, Requests, Calendar & Events, Directory, Documents, Board Actions, FAQs, Help, and My Profile. The main content area displays account information: 'Account Balance: \$0.00' and 'Account #: FP50273'. It includes instructions on how to handle credit balances and blocked accounts, and provides a link to pay by check. A central section shows 'Payments' and 'Board Actions' with various links like 'ARC Management', 'Work Orders', 'Inspections', 'Violations', 'Collections', and 'Invoices'. At the bottom, there's a 'Recent Requests' section showing an 'ARC Request - Ornamental...' submitted on 6/17/2024.

The portal is accessed by going to www.cpmgateway.com. When you become an Owner in the Field Pointe community, an account will be established for you on the portal. However, you will need to set up your account login and password.

Annual Homeowner's Meeting

Each year, typically in the Fall, the Association hosts a homeowner's meeting. The purpose of the meeting includes items such as:

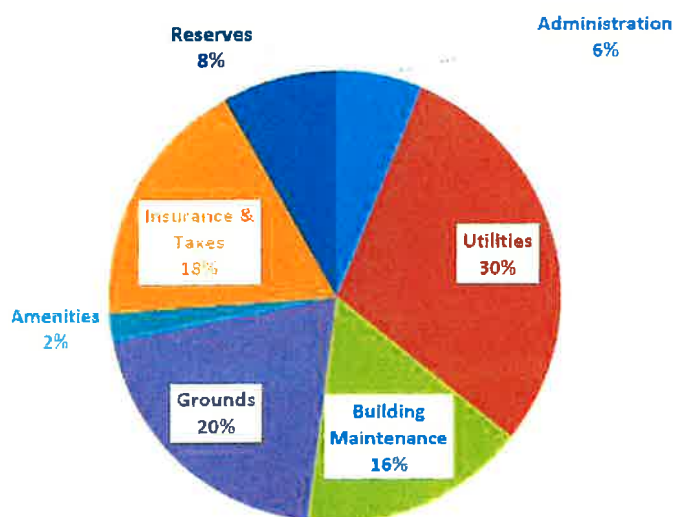
- Review annual income/expense budget
- Address current issues or questions
- Vote on BOD member nominations, if necessary

The Association sends notices to Owners prior to the meeting to notify them of the date, time and location of the meeting, any BOD member nominations, and other pertinent information needed in advance of the meeting.

Monthly Assessment

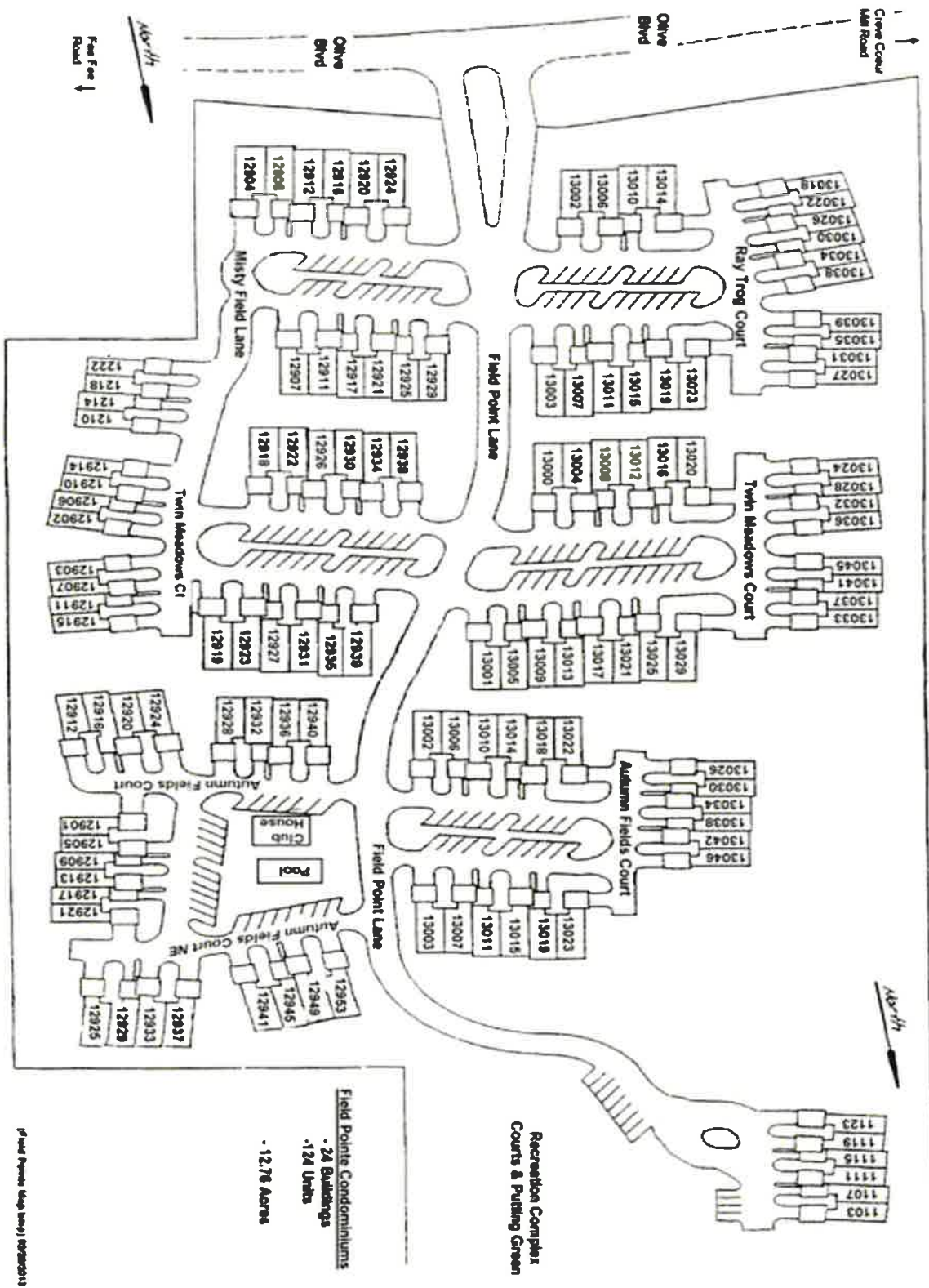
Expenses associated with maintaining our community are paid from monthly assessments collected from Owners. The charts and graph below provide a high-level breakdown of how the assessments are allocated:

Expense Categories	% Total
Administration	6%
Utilities	30%
Building Maintenance	16%
Grounds	20%
Amenities	2%
Insurance & Taxes	18%
Reserves	8%
TOTAL	100%



Administrative:	Property management fees, CPA and professional fees, legal fees, office supplies, misc. admin.
Utilities:	Electricity for common areas and pool house, all water, sewer, trash and recycling
Building Maint:	Maintenance labor; roofs and sky lights; fences; external painting; siding with power washing; concrete; parking lots; lighting; pest control.
Grounds Include:	Landscaping, drainage and erosion repair, tree & shrubs, retaining walls, irrigation, snow removal
Amenities:	Pool operation and maintenance, pool house maintenance & repair; and recreation area
Insurance & Taxes:	General liability; damage repair to common areas; worker's compensation; fidelity
Reserves:	Add to reserves annually for operations and long-term capital needs.

Page 6 of 15



Policy FP-1: Violations and Fines

1. Any violations of the Association's Declarations and/or By-Laws may be subject to a fine at the discretion of BOD. Warnings and fine notices are issued at the discretion of the BOD. Owners are responsible for violations of their occupants, tenants and guests.
2. Any unpaid fine is subject to the same fees and collections process as monthly assessments (see FP-15).

Policy FP-2: Notices to the BOD

1. All notices, unless in the case of an emergency, to the BOD shall be in writing and shall have the Owner's name, address and phone number. All notices shall be mailed to CPM's office, emailed to the property manager, or hand-delivered at a BOD meeting.
2. All requests for maintenance in the Common Elements* shall be made in writing to CPM via the portal. Emergency situations shall be handled on a case-by-case basis.
 - a. *Common Elements refers to all portions of the property other than the units.

Policy FP-3: Exterior Maintenance and Appearance

1. The Association maintains lawns, trees, shrubs, irrigation, fence and siding power-washing, snow removal, concrete/asphalt work, among others. Some parts of these are Owner responsibility, e.g., decks and concrete stoops outside entrances. (See FP-20 Owner/Association Responsibility Matrix).
2. Some of the exterior maintenance is completed on a three-year cycle, e.g., fence power-washing and staining. The property is divided into three phases and each phase is done each year of the 3-year cycle. The BOD keeps Owners updated on the phased cyclical maintenance work via the newsletter.
3. No artificial grass carpet, carpet, vinyl, plastic or other like product shall be placed on the surface of any decks. Decks are to be kept in an orderly condition and shall not be used for storage.
4. Owners are encouraged to keep Common Elements free of litter.
5. Newspapers and circulars shall be picked up on the day of delivery. Any paper over a day old shall be considered litter and removed.

Policy FP-4: Exterior Additions or Alterations

1. All exterior additions or alterations are subject to BOD approval.
2. Plants **may not** be hung from a building, gutters, or siding. Planters may be placed on the surface of decks or on a planter holder attached to the deck railings.
3. Planters or benches may be placed on the front porch, subject to the agreement of the Owner(s) sharing the entrance.
4. Bird feeders are to be positioned at least ten (10) feet away from buildings to discourage animals from defecating on or causing damage to decks and structures.
5. Solar panels are prohibited due to limited roof space.

6. Hot tubs are allowed **on the ground floor only** in outdoor spaces. No hot tubs are to be placed on decks.
7. Only natural gas fueled generators are permitted. Generators must be placed directly behind the unit and may not be more than 18" away from the back wall. The color should be complimentary to the building siding and trim. If the back yard is not enclosed with fencing, it should be screened off with fencing or bushes (prior approval of specifics is required). A copy of the St. Louis County permit is required prior to work commencing. When running, the unit may not produce more than 66db of sound (at 25').
8. Construction dumpsters, POD and/or roll-off containers require BOD approval and are limited to a 72-hour time limit. Care must be taken to protect the asphalt from damage by the dumpster/container. The container should be placed in the Owner's driveway and positioned so that it does not block any roadways, sidewalks or any entrances of other Owners.
9. Firewood is to be stacked neatly, preferably in a rack, and shall **not** be stored against the side of any building.

Policy FP-5: Additional Trees, Plants and/or Shrubs

1. Additional trees and shrubs may be added to the existing landscaping by an Owner. Such additions are subject to the written approval of the BOD through the ARC process. The BOD will consult with adjoining homeowners who may be affected by such an installation prior to deciding.
2. Any such trees and shrubs referred to in paragraph one (1) above shall become the property of the Association and shall be maintained by the Association.
3. Plants that require special care and/or flowers planted by an Owner at his/her expense shall remain the Owner's responsibility for future maintenance, including but not limited to, watering, weeding, trimming and cultivation. Such plants shall be placed within existing planting beds or courtyard entries unless BOD approval is received for creating or altering bed areas.
4. The Association shall have the right to remove any dead or neglected plants or flowers at its discretion. Courtyard plantings should be agreed upon by Owners sharing the courtyard.
5. The Association's employees and contractors, and the Association shall not be responsible for damage to personal flowers and plants in the Common or Limited Common Elements.

Policy FP-6: Pets

1. Pets must be leashed and under the Owners direct control **at all times**.
2. Owners are responsible for removing and properly disposing of pet waste immediately.
3. Owners shall not allow pets to urinate or defecate on the personal, private property of other Owners. This includes trees, shrubs, plants, gardens, decorative items or other property in and around courtyards, landscaped and/or sodded areas, garages, walkways or stoops.
4. Owners shall not use the recreation area as a dog park as it is not the intended use.
5. Violations of the above policy may be reported, in writing, to the BOD with notation of date, time, location and Owner/guest violating the policy, and signed by the reporting party. Those observations in writing and signed by the reporting party shall be acted upon. The BOD shall then determine whether or not a \$25.00 per incident fine shall be assessed for each violation of this policy.

6. Each pet owner hereby indemnifies and holds harmless all other Owners, the BOD and the Association for any personal injury or property damage committed by that Owner's pet.
7. In the event a household pet is found to be a nuisance or threat to another Owner or the Association, this circumstance will be reviewed, provided proper notice has been received from the individual(s) who contends a particular household animal is a nuisance or threat. In the event the BOD determines the pet is a nuisance or a threat, the BOD may impose a fine on the pet owner, or the BOD may require the removal of the pet from the condominium upon written notice to the pet owner. Upon receipt of notice from the BOD, the Owner will have ten (10) days to remove the pet from the condominium.

Policy FP-7: Parking and Vehicles

1. Parking in exterior parking spaces is limited to the vehicles of Owners and their guests. No trucks in excess of 1/2 ton weight (e.g., a truck designed to carry larger than a 1/2 ton payload), commercial vehicles, boats, motorcycles, campers, house trailers, boat trailers and trailers of any other description shall be parked or stored on the Limited Common Elements or Common Elements unless they are parked or stored in an enclosed garage or in such other enclosure (open or otherwise) approved by the BOD. Loading and unloading are an exception to the above. Special use permits for long-term parking may be requested from the BOD and must be displayed prominently in the vehicle's window while it is parked on the Property.
2. Vehicles of any kind shall not block or obstruct the entrance to any Owner's garage. Violation of this policy may cause the vehicle to be towed at the vehicle owner's expense or a fine imposed.
3. No vehicle shall be parked or left on the Common or Limited Common Elements for the purpose of being repaired or offered for sale.
4. No derelict vehicle (expired plates, flat tire(s), obvious disrepair, etc.) shall be parked on the Common or Limited Common Elements. Derelict vehicles shall be determined in the sole discretion of the BOD and/or CPM. A derelict vehicle parked for more than forty-eight (48) hours shall be given notice and the Owner shall be fined \$25.00. After the second forty-eight (48) hours, the vehicle shall be towed at the Owner's expense.

Policy FP-8: Speed Limits and Stop Signs

1. The speed limit of vehicles traveling on any of the private roads within Field Pointe shall not exceed fifteen (15) miles per hour. Stop signs and speed limits must be obeyed **at all times**.
2. Reports of speeding or stop sign violations shall be submitted in writing to the BOD or CPM with notation of date, time, location, license plate number and owner/guest violating policy, if known. Only those reports submitted in writing will be considered.
3. A fine of \$25.00 per incident shall be assessed for each violation of this policy. The BOD reserves the right to issue a warning or levy fines as deemed appropriate.

Policy FP-9: Leasing, Renting, and Commercial Activities

1. Owners shall occupy their entire unit for the entire period of ownership. Leasing, selling vacation or temporary stays, or any other long- or short-term usage by anyone other than the Owner and other permanent residents is prohibited.

2. No signs, advertisements, billboards, or advertising structures of any kind may be erected, maintained or displayed on the Limited Common Elements or Common Elements. However, nothing herein shall prohibit signs to be displayed by Owners for the sale of units which are placed within the units. All such signs shall comply with the Declarations and By-Laws.
3. Owners shall not cause or permit anything to be attached or displayed on the outside of any unit or the Limited Common Elements or placed on the outside walls of any building without prior written approval of the BOD.
4. Offensive or commercial activities, including any activity which constitutes a nuisance, shall not be permitted. Each unit shall be used as a single-family residence and for no other purpose.
5. Bulletins and flyers **may not** be posted at the mailboxes unless they are for official Association business and/or have prior written approval of the BOD.

Policy FP-10: Peace Disturbance and Nuisance

1. Any person who is on the Property of the Association, or of an Owner, shall conduct themselves in a manner so as not to disturb other residents. Offensive activity includes but is not limited to, shouting, loud play of audio/video equipment, musical instruments or fighting. Parties held in or on Common Elements, without written authorization of the BOD, are strictly prohibited.
2. A peace disturbance shall be a matter considered for the police and any such disturbance should be reported to the police.
3. No fireworks or firearms including but not limited to air rifles, BB guns, bows and bow arrows, and pellet guns shall be discharged on the Common or Limited Common Elements.
4. Any Owner, family member, guest, invitee or other person(s) located in the unit they occupy shall be subject to a fine for violation of this policy.

Policy FP-11: Seasonal Additions and Alterations

1. Outdoor holiday decorations/lights and holiday decorations placed in the common access entry area and or decks may be displayed from Thanksgiving Day to January 31.
2. Decorations/lights inside the units do not need the prior approval of the BOD.
3. Decorations/lights shall not be placed on any other exterior surfaces of the building including but not limited to, walls, eaves, gutters, exterior window or door casings or landscaping, without prior written approval of the BOD.

Policy FP-12: Trash Collection

1. No trash or garbage receptacle shall be placed outside for collection except 1) after dusk on the evening before or 2) on the day of regularly scheduled collection.
2. Empty trash containers must be removed from the Common or Limited Common Elements **by dusk on the day of collection.**
3. Waste Management's normal collection days are as follows:
 - a. Recycling: **Monday**
 - b. Regular Trash: **Friday**
 - c. Six holidays have a delay for trash collection:
 - 1) New Year's Day

- 2) Memorial Day
 - 3) 4th of July
 - 4) Labor Day
 - 5) Thanksgiving Day
 - 6) Christmas Day
- d. When collection days fall on a holiday, collection is delayed **by one day**.

Policy FP-13: Vandalism

1. An Owner is responsible for the members of their household or guests who cause vandalism to the Common Elements or Limited Common Elements.

Policy FP-14: Garage/Estate Sales

1. Written notification to hold a garage sale must be provided to CPM at least one week prior to the sale. Sale signs are limited to two (2) and may not be posted earlier than the morning of the sale and must be removed at the end of the sale or no later than 6:00 P.M. on the day of the sale.
2. Garage sales are limited to two (2) per year per unit.

Policy FP-15: Late/Missed Payments or Returned Checks

1. Delinquencies and returned checks related to monthly assessment payments are subject to CPM's standard collection process. All collection costs/fees are paid by the Owner. Please contact CPM for more information.

Policy FP-16: Recreational Facilities

The pool, pool house and tennis courts are for the use of Field Pointe residents and their guests, only. It is important, therefore, that entrance gates and doors be kept locked at all times. Owners must use their personal keys to access the facilities and lock up when they leave. Unauthorized visitors may be asked to leave the premises by any Owner detecting unauthorized use.

Tennis Court

1. The purpose of this facility is for tennis, pickleball and shuffleboard. Other activities such as skateboarding, roller blading, hockey, etc. is not permitted.
2. Court availability is on a "first come/first serve" basis.
3. When others are waiting for the court, please limit singles games to 1 hour and doubles to 1.5 hours.
4. Tennis shoes are to be worn at all times. No street or cleated shoes are allowed on the court surface.
5. No sitting on or jumping over the net is allowed.
6. The gate is to be locked when leaving the courts.

Swimming Pool

1. The pool is open from Memorial Day through Labor Day or at the discretion of the BOD.

2. For the protection of Owners and guests, the pool is under 24-hour video surveillance.
3. **THE CONDOMINIUM ASSOCIATION DOES NOT PROVIDE LIFEGUARD SERVICE.** Owners and their guests swim **at their own risk.**
4. Children aged twelve (12) years and under **MUST** be accompanied by an adult at all times.
5. No running is permitted anywhere in the pool/deck area.
6. The pool, the pool deck and the pool house close at 10:00 p.m.
7. During regular pool usage, Owners and guests of Owners are limited to six (6) individuals, and the Owner must be present. Guests of guests are not allowed.
8. Owners are responsible and liable for their guests and/or family members.
9. Field Pointe Homeowners Association is not responsible for any injuries or damage to personal property.
10. The pool house door and pool gate are to remain closed and locked **at all times.**
11. No one without a key may be admitted by any other person. Fines for this start at \$100.00, with the loss of privileges.
12. Any unauthorized propping open of the outside door will result in a \$100.00 fine and loss of privileges.
13. Personal belongings and equipment must be removed daily.
14. Umbrellas are to be lowered when leaving to prevent wind damage.
15. Admission to the pool is denied to anyone having a contagious disease or infectious condition (per St. Louis County Health Department).
16. The pool may be closed for maintenance, health conditions, weather, or any other reason deemed necessary by the BOD.
17. No diving is permitted.
18. No glass is allowed in pool area or pool house.
19. No pets are permitted in pool area.
20. No ball playing is allowed.

The pool and pool house may be rented for private events, Monday through Friday, excluding any holidays. The Owner is responsible for any damages or cleaning that is required. The number of guests cannot exceed twenty-five (25). The private party must conclude, and all guests vacated at the standard pool closing time which is 10:00 p.m. A non-refundable refurbishment charge of \$50 and a \$150 refundable damage deposit must be paid and received one week prior to the function, or the rental will not be permitted.

Policy FP-17: Video Surveillance, Lighting and Doorbells

1. With BOD approval, Owners may install external surveillance cameras, lighting and video doorbells on their units for security purposes.
2. Owners should take care to ensure that exterior lighting does not disturb neighbors or cause a distraction to drivers.
3. When installing equipment, Owners must make sure that vinyl siding is not punctured.
4. Video cameras shall not be mounted in such a manner as to invade the privacy of other Owner(s).

Policy FP-18: External Continuity Standards

Field Pointe Condominium Association strives to maintain an attractive community for the enjoyment of residents, visitors and to attract prospective buyers. To this end, Owners shall adhere to the Association's Guidelines for External Continuity. The components subject to these guidelines are:

- External light fixtures
- Entry doors and side lights (front and patio/deck)
- Paint/stain color of:
 - Entry doors and side lights (front and patio/deck)
 - Storm doors
 - Windows
 - Garage doors
 - Decks/fences/stairs/privacy walls

Policy FP-19: Guidelines for External Continuity

When maintaining or updating external components of units, Owners shall adhere to the Association's Guidelines for External Continuity.

1. Light fixtures: The Association has selected "coach" style light fixtures as the standard.
Examples:



2. Paint colors for external entry doors (front and patio/deck) and garage doors will vary depending on location. A list of paint color code numbers is kept on file and the Association will apply the appropriate color when external painting is done.
3. The Association keeps the standard stain color for decks, fences, and privacy walls on file and will be provided through the ARC request process.
4. When replacing entry doors (front or patio/deck) or windows, guidance on style continuity will be provided through the ARC request process.
5. When replacing storm doors, the style is full view glass, and the standard color is white.

Policy FP-20: Owner/Association Responsibility Matrix

The following matrix indicates the responsible party for maintenance and/or replacement, and all associated costs, for a particular item. If an item not listed, please contact CPM for clarification.

Item	Responsibility		Remarks
	Owner	Assoc.	
NOTE: If green, BOD approval is required			NOTE: If orange, use ARC request
Address numbers		X	
Air conditioner/furnace (HVAC system)	X		
Air conditioner support pad	X		Unless caused by soil/ground issues
Asphalt/concrete driveways		X	
Basement floor slab	X		
Basement water damage	X		
Birds/animals in attic/chimney		X	
Chimney roof vents		X	
Deck maintenance, stain, replacement	X		Front/back; plans needed for replacement
Door hardware	X		
Dryer and stove vent cleaning/screening		X	Exterior vent covers and guards only
Enclosed courtyard and patio concrete slab	X		
Entry court – wood porches and balconies	X		Courtyard Owners share expense
Exterior alterations or modifications	X		ARC Request
Exterior brick maintenance/tuckpointing		X	
Exterior caulking		X	
Exterior door replacement	X		Continuity guidelines apply
Exterior entry door painting		X	
Exterior faucet repair or replacement	X		
Exterior light fixtures	X		Continuity guidelines apply
Exterior painting		X	
Exterior siding		X	
Exterior video cameras	X		
Fences (privacy, ground level only)		X	Existing only; excludes wall between decks
Fireplace flue/interior fire box	X		
Foundation cracks and leaks		X	
Garage door replacement and maintenance	X		Continuity guidelines apply
Garage door painting		X	
Garage door operation and opener	X		
Garage floor	X		
Gutter cleaning and repair		X	
Interior repair from roof leaks		X	Minor paint/drywall only; up to \$750.00
Mailboxes		X	
Patio doors and side windows	X		Continuity guidelines apply
Pest control		X	Exterior only
Pool maintenance		X	
Private entrance common sidewalk		X	
Retaining wall in courtyard		X	
Roof repairs/replacement		X	
Satellite dish installation/maintenance	X		ARC request
Sewer clean out – exterior		X	At the point of a common line
Sewer clean out – interior	X		
Sewer vents		X	
Tree/shrub maintenance (outside courtyard)		X	
Tree/shrub maintenance (inside courtyard)	X		New plantings require BOD approval
Skylights	X		
Snow removal		X	Streets, driveways and sidewalks
Steps, porch pad and stoops	X		

Item	Responsibility		Remarks
	Owner	Assoc.	
NOTE: If green, BOD approval is required			NOTE: If orange, use ARC request
Streets and sidewalks (common areas)		X	
Storm doors	X		Continuity guidelines apply
Sump pump	X		Approval required for installation
Termite treatment		X	
Termite damage		X	
Trapping animals		X	Exterior only if affecting building
Tree trimming/removal		X	Except in enclosed back areas
Underground drainage from downspout		X	
Electrical supply box	X		
Window maintenance/replacement	X		Continuity guidelines apply