

Great Oaks Estates Home Owners Association

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Handbook of Policies, Rules, and Regulations

This booklet has been prepared to assist all home owners within our community. As a home owner living within a "Home Owner's Association", you are subject to the "Indenture of Trust and Restrictions for Great Oaks Estates".

This booklet contains the rules, regulations, and policies adopted by the Board of Trustees for Great Oaks Estates. This document is intended to clarify and support our current Great Oaks Estates Indentures.

The intent of these rules is to provide the community with an understanding of the power of the Board of Trustees and owners to pay timely and to prevent those few wrongdoers in the community from running down the property values and quality of life for all residents.

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1. INTRODUCTION

As a group, residents living in Great Oaks Estates will elect a Board of Trustees to administer and maintain the community. The Board members are residents of your community and volunteer their time for the good of the community and are not paid.

Sentry Management should be called first when you have a community association concern. They will pass on the information to the Board as appropriate. Please understand, Sentry Management is hired by the Board of Trustees and is not a decision maker within our community. The decision making power lies with the Board.

Home owners are responsible for the information contained within this document and information contained within the Indenture of Trust and Restrictions for Great Oaks Estates. The Home Owners Association (HOA) Board has the authority to approve additional rules and regulations per Article V, Item 3 of the indentures. Home owners will be notified of any additional rules and regulations prior to enforcement.

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2. GENERAL RESTRICTIONS

Homeowners shall keep the exterior of the Lot, including all landscaping, in neat condition and shall not use such areas for storage, dog pens, debris, including but not limited to rusty or broken furniture, dead plants, refrigerators, tires etc. Trash, rubbish, tools, lawn equipment, ladders, cases, crates or any discarded items shall not be left outside of any home overnight.

Each owner shall maintain and keep his Lot in good order and repair, and shall do nothing which would be in violation of law and or indentures. This includes, but is not limited to, cutting and trimming the grass, painting, power washing, and general upkeep of the home, fence, play sets, etc. No laundry or other articles shall be placed, hung, exposed, or stored in the yard area of the Lot. These items detract from the appearance of property and the greater beauty of the community as a whole.

Air conditioner units shall not be installed in windows.

3. STREETS AND PARKING

No vehicles shall be parked directly across from another vehicle on any street in Great Oaks Estates.

ALL vehicles, including commercial vehicles up to 12,000 lbs., are strongly encouraged to park in your driveway at all times. We understand that this contradicts the indentures, but we will allow this in an effort to remove vehicles off the street.

Trailers/RV's/tractor trailers/campers (etc.) of any kind are not permitted to be parked or stored on any Lot unless they are parked or stored in an enclosed garage or in such other enclosure (open or otherwise) unanimously approved by the Trustees (except during periods of approved construction on the Lot) . Please notify the Management Company when bringing boats and/or campers into our community. We allow one week for cleaning and seasonal prepping.

ALL vehicles should be parked in your driveway when snow is expected, in order to allow snow removal vehicles to adequately plow our streets. Clearing snow from personal driveways, sidewalks and walkways leading to the home is the responsibility of the homeowner. Please note the city can cite you for shoveling snow into the street.

4. TRASH

No trash, garbage, rubbish, refuse, debris, trash cans, or trash receptacles of any type shall be stored in the open on any Lot, unless contained within the approved "Trash Receptacle Enclosure." However, those items are allowed at the street within a 24 hour period Monday through Tuesday for pickup.

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5. ARCHITECTURAL

It is the intent of the Indenture that all buildings and structures on all Lots within our community shall be constructed of attractive, compatible, exterior materials of high quality and color. Therefore, no building (shed), fence, wall, structure, swimming pool, or anything else shall be erected on any Lot without the approval of the Board.

The home owner shall submit an Architectural Request to the Management Company which shall include the following:

- Architectural Request form (available from Sentry Management)
- Detailed Material List
- Brochure or drawing showing what the modification will look like
- Plot plan of the Lot showing the location of addition

The Architectural Control Committee shall have 3-5 days to approve such request.

6. PETS

All pets must be kept on a leash or enclosed in the yard at all times. No pens, or other outside structures shall be erected or installed on any given Lot without the approval from the Architectural Control Committee. Dog runs are not allowed.

Any feces must be picked up by pet owner and/or resident as they occur and be disposed of properly.

Animals that are vicious create noise, smells, or unsanitary conditions, become a nuisance, due to other unreasonable disturbances, or repeated violations of the Rules and Regulations, and must be permanently removed from the home and Great Oaks Estates upon direction of the Board.

It shall be unlawful for any owner or controlling party who is not running a licensed "kennel" to possess more than three (3) dogs or four (4) cats or four (4) other domestic animals over the age of six (6) months that are legal to be possessed in the City.

This contradicts the indentures; however we plan to change the indentures to match the city's restrictions.

7. YEARLY ASSESSMENT FEES

Fees for the Association's administration and maintenance of the property are established by the indentures, and are charged to the homeowner.

The annual assessments for Great Oaks Estates are due on March 15th each year. This assessment is considered delinquent if not paid by March 15th and interest will begin to accrue on the account. After 30 days of non-payment all assessments shall bear interest at the rate of 1.5% per month and/or not to exceed 18% annually per year, per the HOA Indentures, Section 7.

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7. YEARLY ASSESSMENT FEES (continued)

If any fees are not paid on time and become delinquent, notification from Sentry Management Company will be sent. If fees are not paid in full within four months of when they were originally due, the Board has the right to take whatever steps are necessary to collect such fees, including, but not limited to, a lien on your home, garnishing wages. Please note that all attorney fees, court cost, and process server fees will be the home owner's responsibility when in default.

If the Board finds in a particular case extraordinary and unreasonable hardship on a party who is trying to cooperate in good faith with community standards or that strict enforcement would work, the Board shall have the power to delay, abate, or make probationary any enforcement so long as the party cooperates in good faith.

8. EMERGENCIES

For maintenance emergencies involving the common elements for which the Association is responsible, call such matters to the attention of the property manager at Sentry Management.

- During normal business hours (8:30am-5:00pm) please contact the Sentry Management office at (314) 994-7440.
- After hours or on weekends/holidays, call the Board Members. Please understand that only those true bona-fide emergencies will be forwarded to the Community Manager after hours for handling. All others will wait until the next business day for attention.

9. VIOLATIONS

All Great Oaks Estates home owners are solely responsible for their families, guests, lessees, roommates, children and pets. If there is a violation caused by any of the above, accident or not, the home owner of the residence will be the responsible party.

To appeal a violation or if you need more time to correct a violation you must contact Sentry prior to the due date the violation is to be corrected.

Fine Policy:

- First offense for a violation will result in a warning letter, thereafter a fine shall be imposed in the amount of \$20.00 for the second violation; \$40.00 for the third violation, \$75.00 for the fourth violation and \$100.00 for any subsequent violation.
- Non approved fencing/structures will have a \$5.00 per day fine until the violation is corrected.
- If any damage is done that the HOA must correct, the fees will be assessed to the home owner.

Unpaid fines are subject to collection fees which includes attorney fees and court costs.