

VILLE duPRE' OWNER'S ASSOCIATION POLICIES

June 24, 2015

Section 1. Lawn Maintenance

1. The Owner's association shall be responsible for trimming, fertilizing, application of weed and/or insect control for the lawn. The trimming and mulching policy applies to:
 - Phase I – Both Sides of the sidewalk to the front door.
 - Phase II – All beds immediately in front of the house and courtyard walls and fence.
2. The homeowner will be responsible for any landscaped areas other than those described above.
3. The homeowner will be responsible for all trees and/or shrubs, and the removal and replacement of the same.
4. The homeowner will be responsible for treatment of weeds/grass in driveway and/or sidewalk.
5. The homeowner will be responsible for yards or courtyards completely enclosed by a fence or wall, unless a gate is open for mower access.
6. The homeowner will be responsible for protection of plants from damage by mowers or trimmers by providing a minimum of 12 inches of space between trunk or stem of plants and the area to be mowed or trimmed.
7. If the homeowner wants the mowers to skip their yard for any reason, the homeowner will be responsible for placing a small American flag in the area not to be mowed.
8. It is the responsibility of the homeowner to notify the Lawn Maintenance Committee of any problems or concerns regarding lawn maintenance.
9. The Owner's Association is not responsible for seeding or sodding of lawn areas.
10. Shrubs will be trimmed and mulching will be done in late April or May, depending on weather and contractor's schedule. Shrub trimming will also be done in November.
11. Homeowners will be responsible for watering two or three times a week in hot dry weather.

Section 2. Snow Removal

1. Snow Removal from driveways will be started after an accumulation of two (2) inches of snow has fallen.

2. In the interest of saving time and money, the service WILL NOT remove snow/ice from sidewalks until a depth of more than three (3) inches has accumulated.

Section 3. Architectural Maintenance

1. Any improvement or replacement shall be of quality design, material and construction. The Architectural Committee is required to review and approve all plans and will need detailed descriptions of material to be used. This will include such items as screen/storm doors, shutters, garage door replacement, decks and patios, siding and roofing, and shall be maintained at homeowner's expense.
2. Garage door replacements in duplexes will match in design.
3. Fencing for rear yards shall be of the following materials approved by the Architectural Committee:
 - Cedar
 - Vinyl
 - Wrought Iron
 - Chain link if other materials would restrict drainage and if fence is not visible from the street or bike trail.

All the above shall be of quality design and construction, and have approval of the Architectural Committee as to material and design. Plans and a thorough description of all materials to be used must be submitted in writing to the Architectural Committee.

4. Fencing of front and front side yard shall be brick and/or wrought iron materials, approved by the Architectural Committee. All wrought iron fences shall be painted black unless approved otherwise by the Architectural Committee. The homeowner will maintain colors other than black. This carries the stipulation that the color will be changed back to black by the homeowner prior to the sale of the home.
5. Homeowners will be responsible for maintaining garage doors and door openers.
6. Mailboxes must comply with United States Postal Service guidelines and be maintained by homeowner.
7. All homes will be power washed every two (2) years, on even numbered years.
8. To put a roof on a patio, the homeowner must have a building permit from the City of St. Peters and approval of the Architectural Committee.
9. All trim and front doors, including garage doors, shall be white.
10. Both sides of a duplex siding and roof must be the same color.
11. No home will be the same color as the buildings on either side of it.

12. Please discuss your color selection with the owner of the other side of your duplex and submit your first and second choices in writing to the Architectural Committee. If you are unable to come to an agreement with the other owner for any reason, submit your two choices to the committee and outline the problem. If the committee can not resolve the problem, it will make the choice for you.

Section 4. Residential Maintenance

1. Any request for residential maintenance that is the responsibility of the Homeowner's Association must be forwarded to any of the Association Trustees on an ACTION MEMO stating the homeowner's name, address, phone number, and as complete a description of the problem as possible. Each homeowner has the responsibility of reporting possible exterior problems for evaluation and possible action. A problem left unreported could be considered owner negligence, the homeowner would be responsible for the cost of repair.
2. Homes will be inspected by request during the first half of the month of April each year to evaluate needed repairs. This inspection does not relieve the homeowner from reporting any exterior problems as mentioned in paragraph 1.
3. Absentee homeowners may give their tenants authority to make maintenance requests by sending a letter to the Trustees indicating the name of the tenant and that he/she has your approval to make maintenance requests. A list of tenants authorized to make such requests shall be maintained.
4. Homeowners having immediate problems with clogged gutters should forward an ACTION MEMO request so those gutters can be cleaned as soon as practical. Gutters will be cleaned routinely every year after leaf fall.

Section 5. Miscellaneous

1. Residence owners are requested to limit the placement of the City of St. Peters trash dumpsters, at the recommended site at the end of the driveway on the side opposite of the mailbox, from after 6:00 p.m. the day before scheduled pickup days, and to be moved to either inside the garage or to a place out of sight behind the front line of the residence before 6:00 p.m. the scheduled day of pickup.
2. Any home based business must have a license from the city.
3. Parking.
 - a. City ordinance prohibits on-street parking within 12 feet of mailboxes, within three feet of driveways and within 15 feet of fire hydrants.
 - b. Homeowners and visitors are requested to voluntarily park in their driveways and/or garages where possible. If on-street parking is necessary, refrain from parking directly across from other vehicles so as not to impede emergency vehicles and allow passage of two-way traffic

- c. No overnight parking of commercial vehicles, including vehicles with ladders is allowed in the subdivision.
4. All rental property located within the City of St. Peters corporate limits must be registered with and inspected by the city building department. After the inspection, the tenant is required to fill out a census form and submit it to the building department before a rental occupancy certificate can be issued. Upon completion, a copy of the occupancy certificate will be provided to the Ville duPre Owners Association. Be advised: the property must be re-inspected and a new rental occupancy certificate completed every time there is a change of occupancy. Property owners will be fined by the homeowners association if found in noncompliance.
 5. City ordinance requires inspection of rental property each time a rental occurs to receive an occupancy permit. Property owners will be fined if found non-compliant.
 6. "For Sale" signs may be placed in the front lawn. No other sign will be permitted, including signs in windows. Garage sale signs are permitted on the day of the sale at the entrance to the subdivision, and must be removed at the end of the sale.
 7. Homeowners are requested to keep garage doors closed at all times unless activity in the garage and/or yard requires them to be open.
 8. City ordinance requires pet owners to clean up after their pets.
 9. Exterior items to be maintained at the expense of the homeowner include: painting, decks, fences, landscaping, mailboxes and their posts, concrete driveways, sidewalks and patios.
 10. Homeowners must purchase their own homeowner's building and liability insurance.
 11. Delinquent assessments are subject to 1.5% interest per month or 18% interest per year plus costs of collection, including attorney's fees. (See First Amended and Declaration of Residents.)
 12. Homeowners shall have no more than two (2) pets per home. (See Article 2, Section 2 of Amended Restrictions and Indentures.)
 13. Any violations of rules or policies shall result in fines set by the Policy Committee.
 14. No business shall be operated from a home other than those allowed in a residential setting by the City of St. Peters.
 15. Owners of residences are requested to limit the placement of mobile storage vaults, sometimes referred to as "pods" or the trademarked name of "Storage Banc" placed on residential driveways, to no more than one week (7 days) before the close of the purchase of a residence, and to remain on the driveway no more than one week (7 days) after the close of purchase of the new residence.

16. The front of all property should be kept clear of all newspapers, toys, BBQ grills, etc. when not in use.

Section 6. Policy Enforcement

1. Any violation of the Homeowner's Association Restrictions and Indentures, or any offense against the Policies (hereafter called the "Rules") shall subject the violator or unit owner, under whose authority that person is on subdivision property, to a fine or assessment (hereafter called "Fine").
2. Any violation shall be reported by a resident of the Villa du Pre' subdivision to the Board of Trustees (hereafter called "Board"). This notification shall be in writing, and will include all information available as to date, location, names, phone numbers and brief comprehensive description of the violation.
3. The Board shall have the power to levy fines by sending written notice of the violation and the amount of the fine via regular mail to the last reported address of the homeowner. The Board will provide the homeowner with warning of the violation before a fine is imposed.
4. Any violations of the Rules enacted on or after the effective date of this policy shall subject the person and/or owner, under whose authority that person is on Villa du Pre' subdivision property, to a fine of \$25.00 for the first violation, \$50.00 for the second and \$100.00 for any subsequent violations. Continued violations of the same nature, in a reasonable period of time, may result in additional actions as determined by the Board.
5. Any homeowner or other person who has been assessed a fine has a right to a hearing and can appeal the fine by delivering a WRITTEN NOTICE to the Board within ten (10) days from the date of the violation notice. Such written notice must state in detail the reasons why the fine should not be imposed and may request a hearing by the Board. If the fine is upheld it shall be due immediately.
6. If such an appeal is initiated, the Board shall consider the appeal. The Board can, at its discretion, decide to uphold, modify or remove the original fine. If a hearing is requested no decision may be made prior to the hearing. The Board shall send the person who requested the hearing, written notice of its final decision by regular mail within ten (10) days. If the fine is upheld it shall be due immediately.
7. If the fine has not been paid within thirty (30) days from the date of the violation notice, or from the Board's decision of an appeal, the Board may place a lien against the owner's home. The Board shall have the right to collect reasonable attorney's fees incurred with the filing and/or releasing of the lien, in addition to the amount of the original fine. The amount of such fees shall be clearly stated on the lien notice sent to the homeowner.

8. The imposition of fines shall not in any way prohibit the Board from taking further action on the same violation. The Board shall have the right to impose additional fines for the same of successive violations if a new notice is sent for each additional violation.
9. For the purpose of the policy, a homeowner is responsible for the conduct of the homeowner, relatives, tenants, guests, contractors and other invitees.
10. A fine of \$100.00 will be assessed if architectural change work is begun without the approval of the Architectural Committee.