

**SPRING CREEK CONDOMINIUM ASSOCIATION**  
**3700 Candlewyck Club Drive – Florissant, MO 63034**  
**(314) 839-9812**  
***springcreekcondos@sbcglobal.net***  
***www.springcreekcondo.org***

To: All Association Owners/Residents

From: Board of Directors  
Spring Creek Condominium Association

Date: Updated March 17, 2015

Re: Rules, Penalty Fees, Special Charges

The following rules and regulations are in effect.

- **Condominium Fees**
  - Late Fees: Condominium Fees are due by the first of each month. Fees received after the 10<sup>th</sup> of each month will incur a \$25.00 penalty. An invoice for the late payment will be sent to the owner. The first late payment will have a notice within the statement that if condominium fees are not made current by the 11<sup>th</sup> of the next month, or two consecutive payments are missed (including special assessments), their account will be sent to collection and a suit will be brought against you with ninety (90) to one-hundred-twenty day (120) days.
  - All owners have the right to a hearing before the board when notices of this nature are sent. Owners must contact the office to make arrangements for such meeting.
  - When an account is sent to collections after the second missed payment of unpaid Condominium Fees and/or special assessments, the collection amount will be for the current unpaid balance plus all condominium fees for the remainder of that calendar year and any unpaid special assessments for that calendar year. Once an account goes to collections, the account will no longer be assessed monthly late fees.
  - Attorney fees for the collection of accounts including any related fees (service of documents, court fees, etc.) are the responsibility of the owner and will be billed to the owner's account accordingly.
  - Any owner delinquent with their account is denied use of any amenities of Spring Creek.
  - When an owner dies and does not leave a surviving spouse, and that unit becomes delinquent, the account for that unit will be sent immediately to collections.
  
- **Insufficient Funds Fee (Returned Check):**
  - A check returned due to insufficient funds (returned/bounced check) will be charged a \$25 fee.
  
- **Disposal of materials down Storm Drains:**

The fine for disposal of any material down storm drains is \$100.00 per occurrence.
  
- **Resale Certificates and Transfer Document Fees:**
  - The cost for completion of a Resale Certificate is \$75.00.
  - The cost for completion of the Transfer Document Fee is \$75.00.
  
- **Replacement Key for Swimming Pool Gate Lock:**
  - The cost for the replacement key is a \$25.00 refundable amount. One key per owner is issued. If an owner loses a key, a replacement key is issued. If the owner returns their key the \$25.00 fee is refunded.
  
- **Recreation Passes:**
  - Replacement pool passes are \$5.00 each. Two are issued to each unit. This fee is also refundable.
  
- **Rule Violations:**
  - Fines are as follows:
    - 1<sup>st</sup> Violation - Warning Letter.

- 2<sup>nd</sup> Violation - \$25.00 fine.
  - 3<sup>rd</sup> Violation - \$50.00 fine.
  - Additional violations will be in \$25.00 increments.
- **Rule Violations regarding Forms (this includes: Resident Information Form (Owners and Non-Owners) and Pet Regulation Forms):**
  - Fines are as follows:
    - 1st Violation - Warning Letter.
    - 2nd Violation - \$25.00 fine.
    - 3rd Violation - \$50.00 fine.
    - Additional violations will increase in \$25.00 increments monthly until compliance has been completed.
    - Once \$500 in fines is reached, the amount will go to collections.
- **Clubhouse Rental:**
  - Clubhouse Rental Fee is \$75.00. The security deposit is \$200.00. Checks must be submitted with the Clubhouse Rental Application two weeks prior to the rental of the clubhouse. If the checks are submitted less than two weeks prior to the rental, the rental check of \$75.00 must be in the form of a money order or a cashier's check. Deposit checks are voided and returned to the owner after the appropriate clubhouse inspection is completed.
  - The Clubhouse Rental Form must always be signed by the owner.
  - There is a cancellation fee of \$37.50 (1/2 of the rental fee) to defray the cost of check writing and processing costs.
  - If a problem arises due to a rental where the Board withholds part or all of the deposit more than two times, the Board has the authority to suspend privileges. If other rental rules are not followed, the Board will have the right to suspend privileges.
  - Applications are available from the Spring Creek Office.
  - Owners that are not in good standing (all fees and fines paid) with the Association are denied Clubhouse Rentals.
- **Parking and Towing:**
  - Each unit is allotted two parking spaces. No more than two vehicles per unit may be parked on a regular basis.
  - If you have no garage, you are allowed two parking spaces on the asphalt parking lot in front of your building.
  - If you have a one car garage, that counts as one parking space and you have one additional parking space on the asphalt parking lot in front of your building.
  - If you have a two car garage (original build), that counts as two parking spaces and you have no allotted parking space(s) on the asphalt parking lot in front of your building.
  - Please inform your visitors and repair personnel of this policy so that they do not take one of your neighbor's parking spaces.
  - Parking in front of your garage is not allowed. Emergency vehicles must have access to the units and buildings at all times, and your neighbors must have easy access to and from their garages.
  - If you must park in front of your garage to unload items such as groceries, do not exceed 10-15 minutes and park close enough to the garage door so as not to impede your neighbors as they exit or enter their garage. Commercial vehicles or Commercial Trucks shall be permitted temporarily for the purposes of moving or delivery provided that such use is for the personal requirements of an owner or tenant and does not unreasonably interfere with the rights of any other owner or tenant or create a nuisance.
  - There is **no parallel parking allowed in front of garages at any time for any reason.**
  - If you need additional parking space(s), you must park on Candlewyck Club Drive. If you or one of your visitors has to park on Candlewyck, please park on the outer perimeter only. Because of the narrow street, emergency vehicles cannot pass through if cars are parked on both sides of the street. Double parking is not allowed.
  - It is your responsibility to abide by the Rules and Regulations which govern prohibited and restricted vehicles.
  - All parking spaces in front of buildings are marked with the appropriate unit letter. If there is an unmarked spot, these spaces may be used on a first come, first serve basis.
  - Failure to adhere to the parking policy can result in fines and/or towing.
- **Towing:**
  - The Board has recently contracted with Auto Control for towing of vehicles when necessary.

- When an owner suspects an abandoned vehicle or a vehicle not in compliance with the association parking guidelines, the owner must contact the office (email or in writing) with the vehicle information, and where the vehicle is parked.
  - The office will check to see if the vehicle belongs to an owner. If the vehicle belongs to an owner, a written warning notice will be sent to the owner and a sticker placed on the windshield of the vehicle requesting removal of the vehicle. The auto and license information will be recorded by the office.
  - In the event the vehicle belongs to a contractor, the warning sticker will be placed on the vehicle. If the vehicle is not moved, the towing company will be contacted.
  - If the vehicle belongs to someone who is renting the unit, the same rules will apply; however, the offsite owner will be contacted in the most expeditious way to insure that the problem is resolved.
  - If the vehicle is not removed within 24 hours of the notice placed on the windshield, the office will contact Auto Control to have the vehicle towed. The fees will be billed directly to the owner of the vehicle. The Association will have no financial responsibility for impound, storage, or towing fees.
  - Towing will not occur unless the office initiates the telephone call to Auto Control.
  - The fees are as follows (administered by the Towing Company and subject to change by the towing company):
    - Maximum charge is \$300.00 for the impound fee.
    - \$40 per day for storage.
  - Whenever possible, the office will take photos of the improperly parked vehicles.
  - Parking fines are still in effect by the Association for violations.
- **Vehicle Information:**
    - The following vehicles will not be permitted in or on any portion of the Condominium property, temporarily or otherwise, by any person:
    - Commercial Vehicles/Trucks: Any vehicle in excess of 6,000 pounds, or trucks, vans, automobiles etc., bearing any identification as a commercial vehicle. Commercial vehicles or Commercial Trucks shall be permitted temporarily for the purposes of moving or delivery provided that such use is for the personal requirements of an owner or tenant and does not unreasonably interfere with the rights of any other owner or tenant or create a nuisance.
    - Derelict Vehicles: Any vehicle that is not currently licensed, or is non-operational or is abandoned by thirty (30) consecutive days, or is in such a state of disrepair or is so unsightly or noisy as to constitute a nuisance.
    - Off-Road Motorcycles: Any vehicle designed to operate with less than four wheels.
    - ATV's: Any vehicle that is designated as an All-Terrain Vehicle.
    - Restricted Vehicles:
      - The following vehicles may be permitted to be parked by any person only in his enclosed garage or in the special parking area(s), if provided by the Association for such purposes, and subject to the availability of space and any rules promulgated by the Association. Such vehicles may be parked temporarily only with prior Property Manager notification. Failure to provide notification may result in revocation of privileges and/or fines at the discretion of the Board of Directors.
        - Campers.
        - Recreational Vehicles.
        - Utility Vehicles.
        - Boats.
        - Trailers (horse, boat, transport, etc.).
    - Prohibited Activities:
      - No business activity involving repair or maintenance of any vehicle shall be permitted in or on any portion of the Condominium except that any person shall be permitted to repair or maintain his personal vehicle provided the vehicle is not parked outside.
- **Architectural Requests:**
    - An Architectural Request must be submitted to the Board of Directors for approval prior to any changes done to a unit prior to the beginning of the work. Many items also will require a St. Louis County permit. Some examples of items that must have a request are:
      - Windows, including patio doors and basement windows.
      - Front Door replacement.
      - Porch Light.
      - Storm Door.
      - Patio replacement or extension.
      - Any work on flower boxes attached to garden units.
      - Garage Door replacement.

- Cable installation.
    - Satellite Dish installation.
    - U-verse installation.
    - Deck Replacement/Deck steps.
  - If an Architectural Request is not submitted and the work is done, the Board can require the owner to make the item architecturally correct and fines may be imposed to the owner.
  - Any further replacement of any item requires another Architectural Request (Example: Your window replacement is approved. Some years later, you wish to replace your windows for a second {or third, or fourth, etc.} time, another Architectural Request is required).
  - Architectural Requests can be obtained from the Spring Creek Office.
- **Leases:**
  - Any owner that wishes to lease (rent) their unit must comply with the Associations guidelines for leases. Leases must be twelve months in length. Any owner that does not submit a lease prior to the renter occupying the unit will be assessed a fine in the amount of \$500.
  - According to FHA guidelines, the Board of Directors has a limit on the number of units that can be leased out.
  - Leases must be approved by the Board of Directors.
  - An occupancy permit must accompany the lease.
  - Owner's renting to family members (family occupied units) are considered leased units.
  - A lease renewal (same renters) must be submitted to the Board 60 days prior to the lease renewal date for Board of Directors approval.
  - The owner is responsible for any rule violations made by the renter.
  - The owner is responsible to explain all the rules and regulations of the community to the renter to insure their compliance.
  - All Leases must be on the standard Spring Creek Board Approved Lease Form with all attachments.
  - Lease Forms can be obtained from the Spring Creek Office.
- **Work Orders:**
  - Any exterior work that needs to be done must be submitted in writing to the office. The office/Board of Directors will determine if the work can be done on-site by the maintenance personnel or if the work must be contracted out.
  - If the work is urgent (a water leak for example), a message can be left at the office; however, the request must be followed up in writing.
  - Examples of work orders are (this list is not all inclusive):
    - Water leak.
    - Sidewalk Repair.
    - Porch repair.
    - Siding blown off.
    - Request for bush/tree removal.
    - Critter control.
    - Parking lot remarking/restriping.
    - Request for deck stain or front door paint.
- **Front Doors:**
  - Additional styles of front doors that meet the following are allowed. Replacement of front doors is the owners' responsibility.
    - Wall-Vern Products, Inc. must manufacture the door.
    - The door must be a steel door.
    - Only models K1, D3, and K15W will be allowed.
    - The entire cost of the door and its replacement will be at the owners' expense.
    - Association will provide red paint for the McBride doors and brown paint for the conversion units.
    - An architectural request must be submitted and approved prior to door replacement.
    - Not necessary for entire building to change their doors.
    - Doors are currently available at Lowes, Handyman, and Penny window.
    - Costs for doors vary and the Board does not quote specific prices as prices are not guaranteed.

- **Pets:**
  - Each unit is permitted to have no more than a total of one dog or cat, and one bird or other household animal; provided, however, such pet or animal does not weigh in excess of thirty-five (35) pounds. (Declarations Article Nine: Restrictions, 9.5 Pets and Animals)
  - At all times, while on the common property, pet owners are required to keep their pet on a leash and to pick up after their pet.
  - Pet owners will be held responsible for repair and/or replacement of any lawn area or shrubbery destroyed as a result of their pet.
  - Proof of rabies vaccination tag number will be required along with a photo of the pet and completion of the Pet Rules and Regulations Form (obtained from Office).
  - Failure to follow these rules will result in fines starting at \$25.00 and escalating in increments of \$25.00. Fines will not be waived for any reason.
  - Once \$500 in fines is reached, the amount will go to collections.
- **Display of Signs**
  - “For Sale” and “For Rent” signs are prohibited unless authorization is obtained, in writing, from the Board of Directors.
- **Trash**
  - Regular trash is picked up on Monday and Friday.
  - Place all trash in a plastic bag and place the bag in the dumpster. **Do not place old carpeting or rugs in the dumpster.** All boxes must be broken down flat prior to discarding them.
  - We have 9 dumpsters for regular trash and 1 recycle dumpster. The recycle dumpster is located at the end of the maintenance drive. **No regular trash is to be placed in this dumpster and no plastic bags.** Recycle pick up is Wednesday of each week.
    - The following is a list of a few of the non-trash container items. If you have something that needs to be picked up, call the office and arrangements can be made.
      - No car parts, batteries, waste motor oil.
      - No paint cans.
      - No appliances.
      - No furniture or mattresses.
      - No yard waste (if you have yard waste call the office and arrange to have maintenance pick it up).
- **Firewood**
  - If you have firewood stored outside, it must be in a metal log holder. The firewood holder must be placed either on the patio or front porch, but away from the building. Rotted wood must be discarded at the end of the usage season. The rotted wood attracts termites, carpenter ants, spiders, etc.
- **Garage Sales**
  - Garage sales are permitted, provided the resident informs all “guests” of all parking rules and regulations. Shoppers must not be permitted to inconvenience your neighbors.
  - Permission must be obtained from the office prior to holding a garage sale.
- **Trees, Shrubs, Bushes (Replacement-Addition)**
  - All requests for above must be made in writing to the Board for addition, replacement, removal or addition of any tree, shrub, or bush.
  - If the item is dead a written request is to be submitted to the Board so that it can be removed. If the greenery is determined to be living, it may not be removed.
  - If the item is not dead, the Board (upon written request) may allow the owner to remove and replace at the owner’s expense, with a similar item and in a similar location.
  - Once the new item is planted, it will become the property of the association and maintained by the association. (This does **not** include items in flower boxes attached to the garden units.)
  - All plantings in the flower boxes attached to the garden units are unit owner’s responsibility. The Board has the authority to require the unit owners to properly maintain these plantings, and if necessary, to regulate the types of plants (or anything else) that the unit owner puts in the planter box.

- Living plants/trees/shrubs will be transplanted elsewhere on the property.
- **Charcoal and Propane Grill Rules:**
  - **CHARCOAL GRILLS ARE BANNED FROM USE AND STORAGE ON OR UNDER ANY WOODEN DECKS, WOODEN BALCONIES AND BANNED FROM ANY PATIO DIRECTLY UNDER ANY WOODEN DECK OR WOODEN BALCONY.**
  - This rule revokes any previous rule or regulations regarding grills adopted by the Board of Directors of the Spring Creek Condominium Association.
  - The use of charcoal grills is prohibited by the Association's Master Insurance Policy on or under any wooden deck. Therefore, any owner using a charcoal grill inappropriately and causing damage to the exterior of the building will be held responsible for any and all damages caused by the inappropriate use of the grill. This includes all leased units.
  - Charcoal grills may be used on concrete slab patios. They are not prohibited by our Master Insurance policy. The Board has adopted a rule that states: Charcoal grills used on concrete slab patios (that DO NOT HAVE a wooden balcony or patio above) must be placed at the farthest point on the patio away from the building. Charcoal grills must be *completely* cooled down prior to placing back against the unit.
  - Any unit that has an expanded patio must find the furthest point available from the unit on their patio to use their charcoal grill.
  - These regulations do not apply to installed natural gas grills. Any unit that currently has an installed natural gas grill is exempted from the above rule. Any unit desiring an installed gas grill must complete an Architectural Request and submit to the Board for approval prior to installation.
  - Propane Grills are not prohibited except for the following: Propane grills cannot be used under any wooden deck or wooden balcony. Propane grills used on concrete patios must be placed at the furthest point available from the unit. Propane grills must be *completely* cooled down prior to placing back against the unit.
- **Recreation Rules and Regulations:**
  - Resident access to the pool will be by key only. Residents must also have a Recreation Pass in their possession when entering the pool area. Access to the restroom facilities is through the back door of the clubhouse using the pool gate key. The pool gate and the clubhouse door must be closed upon entering and leaving the pool and clubhouse. Only one key per unit is allowed, and if the key is lost, a \$25.00 refundable deposit for another key will be assessed. The deposit will be returned at the time the key is surrendered to the Property Manager. The pool gate key is to be used only by an adult. An adult must accompany children under the age of 18 to the pool and clubhouse.
  - The Rules and Regulations are set forth below and it is expected that all residents will not only abide by them but also endeavor to assist the Board in their enforcement. It is the Board's endeavor to make our pool as safe and enjoyable as possible.
  - Any person found guilty of any violation of the Pool Rules and Regulations will be directed by selected individuals, the Board, a Board member, or the Property Manager to leave the pool area. Failure to leave the pool area as directed will result in termination of pool privileges for the balance of the pool season. The county police may be notified to escort the violator from the pool area. The Board of Directors is also authorized to assess fines to any violator.
  - The Board of Directors has formulated these Rules and Regulations in the best interest of you and your children and/or guests. These rules comply with advice of our attorney and insurance company. Questions regarding policy or Rules and Regulations must be directed in writing to the Board of Directors in care of the Property Manager.
  - **IDENTIFICATION PASSES**
  - Salmon-colored **Recreation Passes** are required for **all** residents. Residents must have their Recreation Passes with them when accessing all recreation facilities. Residents must show their passes if requested by any other resident, a Board Member, the Property Manager, or the Maintenance worker.
  - **All residents and guests** are required to sign the registration sheet in the pool sign in book upon entering the pool area. The number of guests per unit is limited to four (4) at any one time in the pool area and in the tennis court. Guests are limited to two (2) at any one time on the Basketball Court. Guests will be admitted only when accompanied by a resident except when guests carry a **HOUSE GUEST RECREATION PASS** as defined below. Two **SALMON RECREATION PASSES** are issued to each unit. Recreation passes are valid only for the unit to which they are issued.

**VIOLATORS WILL LOSE ALL POOL PRIVILEGES FOR THE POOL SEASON.** Residents must report the loss of any Recreation Pass to the property manager. A \$5.00 refundable deposit will be charged for each new Recreation Pass issued. Residents without salmon-colored passes will not have access to the pool or pool area. The deposit will be refunded at the time the passes are turned in to the Property Manager.

- ❑ **PINK HOUSE GUEST RECREATION PASSES** are required for all houseguests. Houseguest recreation passes will be dated and issued for a maximum two-week period. Houseguests, with a houseguest recreation pass, are not required to be accompanied by a resident while at the pool. If the houseguest is under the age of 18, an adult who either carries a resident recreation pass or a houseguest recreation pass must accompany them. A houseguest is considered an overnight visitor temporarily residing at the home of a resident for three (3) or more days. Passes must be obtained from the property manager.
- ❑ **Pets** are not allowed in the Pool area, on the Tennis Court, or on the Basketball court.
- ❑ **CHILDREN** under the age of 18 years must be accompanied by an adult (defined as a person 18 years of age or older) upon entering the pool area. It is the responsibility of the adult to supervise the children. Unsupervised children will be asked to leave the pool area.
- ❑ **NO POOL PARTIES ALLOWED**
- ❑ Clubhouse rental does **not** include the use of the pool or any other recreation area, including the picnic area.
- ❑ Residents who are not in good standing with the Board are prohibited from using any recreation area including the pool.
  
- **PROPER PRECAUTION MUST BE TAKEN WITH CHILDREN WHO ARE NOT TOILET TRAINED. TIGHT FITTING PLASTIC DIAPERS OR PLASTIC PANTS ARE REQUIRED AT ALL TIMES.**
  
- **Pool Health and Safety:**
  - ❑ Soap showers are required before entering the pool area and also prior to re-entering the pool after suntan lotion or any lotion has been applied.
  - ❑ Admission to the pool area may be refused to any person having any contagious disease or infectious condition, such as sores or skin abrasions.
  - ❑ Admission to the pool area may be refused to any person who could endanger the health and/or welfare of others. This includes alcohol and/or drug related influences.
  - ❑ **NO SWIMMING ALONE.**
  - ❑ **NO FOOD.**
  - ❑ **NO GLASS.**
  - ❑ **NO ALCOHOLIC BEVERAGES.**
  - ❑ **NO BREAKABLE CONTAINERS.**
  - ❑ **NO PETS.**
  - ❑ **NO RUNNING.**
  - ❑ **NO DIVING IN SHALLOW WATER.**
  - ❑ **NO ROUGH PLAY.**
  - ❑ **NO FLIPS OFF THE SIDE OF THE POOL.**
  - ❑ **NO SMOKING IN GATED POOL AREA AND CLUBHOUSE.** Smoking material must be disposed of in sand buckets provided. Please refrain from discarding smoking material on grass outside the pool area.
  - ❑ **All trash must be placed into proper disposal containers provided.**
  - ❑ **NO PETS ALLOWED IN THE ENCLOSED POOL OR TENNIS COURT AREAS.**
  - ❑ Personal conduct in the lower level of the Clubhouse and Restroom areas must be such that the safety of the individual and others is not jeopardized. **THE UPPER LEVEL OF THE CLUBHOUSE IS OFF LIMITS.**
  - ❑ Please be considerate of other pool guests, keeping radios and loud play by children in the pool area to a minimum. **Please ask your children and grandchildren not to scream or yell “help” while playing in the pool area. Yelling for help should be a true signal for distress and not game playing.**
  
- **General Information And Welfare**
  - ❑ No cut-offs or shorts are to be worn in the pool. Only approved swimming apparel is allowed. Those in street clothes are allowed around the pool deck area when accompanying children.
  - ❑ No obscene or profane language or actions are allowed.
  - ❑ No rock throwing.
  - ❑ No Frisbees.

- No hard balls. Nerf balls are allowed.
- Rafts and other inflatable items are permitted during “non-busy” hours.
- No hanging or swinging on safety rope.
- No tampering with any of the underwater lights and/or drain openings.
- No bikes, skateboards, scooters, etc. are allowed inside the fenced pool area.
- Radios may be used and played only at a reasonable sound level. If other residents request a radio to be lowered, the request is to be honored.

○ **All rules are in compliance with the St. Louis County Department of Health.**

○ **VIOLATIONS OF THE RULES AND REGULATIONS WILL RESULT IN EXPULSION FROM THE POOL.**

○ **ALL RULES ARE SUBJECT TO CHANGE WITHOUT PRIOR NOTICE IF CONDITIONS SO REQUIRE.**

● **UNIT OWNER RESPONSIBILITY:**

- Patios.
- Planter Boxes.
- Decks and Stairs.
- Garage Doors.
- Patio doors and frames, including screen doors.
- Front Door Replacement.
- Storm Door Replacement.
- Front Door Painting (paint is supplied by the association once a work order is submitted).
- Outside spigots (faucets).
- Garage spigots.
- Chimney vents, exhaust vents.
- Basement windows and frames.
- Basement window well covers.
- Windows (frames, glass and screens).
- Patio/deck, front lights and fixtures, including bulbs.
- Skylights (roof).
- Attic exhaust fans.
- Solar Lights (roof).
- Ventilation system installed on roof.
- Awnings.
- Sump pump and PVC pipe.
- Garage floors.
- Garage doors, including hardware (excludes painting – wooden doors only).
- Basement walls and floors.
- Slab floors.
- Snow, ice, leaf removal on patios, balconies, lanais, carports, front porch (stoop).
- PVC sump pump drain pipes (inside and outside of unit).
- Water pipes inside of unit.
- Dryer vents with the exception of those clogged with bird nests.

● **ASSOCIATION RESPONSIBILITY:**

- Front porches (stoops) (replacement, repair). Association is not responsible for snow, ice, leaf removal.
- Garage door painting (done every five years).
- Garage door frames.
- Dryer vents clogged with bird nests (removing the nests only).
- Painting of basement window frames.
- Snow, ice, leaf removal on sidewalks, skywalks and streets.
- Roof and roof vents.
- Gutter cleaning.
- Attic areas (rafters and joists).

\*\*\*\*\*