



**Casa Village Condominium Association**

c/o Personalized Association Management, LLC

5217 Roanoke Drive

Weldon Spring, Missouri 63304-7886

Phone: 636-477-7622 | Fax: 636-477-7623



**CASA VILLAGE CONDOMINIUM ASSOCIATION**

**RESOLUTIONS**

as of March 21, 2023

**General Information:**

- 2011-01. Selling & Leasing Form
- 2023-02. Fine Policy
- 2011-03. Late Payment/Lien Policy
- 2011-04. Attendance at Board Meetings
- 2011-05. Community Dog Park
- 2011-06. Clubhouse
- 2011-07. Swimming Pool
- 2018-08. Condominium Owner's Insurance Requirements
- 2016-09. Snow Removal
- 2018-10. Units as Rental Property

**Alterations & Maintenance:**

- 2011-20. Changes to Building Structures and/or Common Grounds
- 2011-21. Maintenance of Limited-Common Elements
- 2011-22. Parking Lot & Driveway Maintenance
- 2011-23. Care & Planting of Shrubs, Trees & Other Plants
- 2011-24. Townhouse Garages & Light Fixtures
- 2011-25. Fencing
- 2011-26. Basement Waterproofing
- 2018-27. Door/Window Colors and Light Fixture Finishes
- 2018-28. Unit Address Numbering

**Restrictions:**

- 2011-40. Ban of Fireworks, Open Fires, Shooting Firearms
- 2011-41. Assigned Parking
- 2011-42. Animals/Pets
- 2011-43. Vehicle Policy
- 2011-44. Storage of Items Outside the Unit
- 2023-45. Peace Disturbances
- 2011-46. Real Estate and Other Signage
- 2023-47. Trash Collection & Container Storage
- 2011-48. Window Air Conditioners
- 2016-49. Satellite Dish/Antenna Installation
- 2023-50. Harassment



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**CASA VILLAGE CONDOMINIUM ASSOCIATION**

**Resolution 2011-01**

**SELLING & LEASING FORM**

Pursuant to Section 5., Powers and Duties of the Executive Board, paragraphs (e) and (j) of the Casa Village Condominium By-Laws, Rules and Regulations, the Executive Board adopts the following Resolution:

“Unit owners who are planning to sell or lease their unit must notify the Executive Board in writing ten days prior to the unit’s lease or transfer of ownership. According to the City of Arnold, the unit owner(s) must also have the unit inspected by the city and/or county for potential fire and building code violations prior to the unit’s lease or sale in order for the purchaser(s)/tenant(s) to obtain an occupancy permit.

If unit owners are planning to sell or lease their unit, a Selling/Leasing form must be completed by the unit owner(s) and the proposed tenant(s) and must be submitted to the management company. The completed form and the specified attachments (copy of the sales contract/lease agreement, an occupancy permit, completed owner/tenant information form) must be received by the Executive Board (via the Management company) prior to occupancy. Unit owners who do not comply with this resolution may be fined up to \$50 per instance.

It is the decision of the unit owner(s) of any rental property to determine who will have pool privileges. Pool privileges can only be granted to either the unit owner(s) or the renter(s), not both parties. This decision should be noted on the Selling and Leasing form.”



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**CASA VILLAGE CONDOMINIUM ASSOCIATION**

**Resolution 2023-02**

**FINE POLICY**

Pursuant to Section 5., Powers and Duties of the Executive Board, paragraphs (e) and (j) of the Casa Village Condominium By-Laws, Rules and Regulations, the Executive Board adopts the following Resolution:

“Some Resolutions state that a violation will cause a warning letter to be generated. After the warning letter, a violation of the same policy will cause a fine in the amount of \$50 to be assessed to the unit owner’s account. If additional violations of the same policy occur within a 12-month period, the fine amount will double with each occurrence:

- First violation = \$50
- Second violation = \$100
- Third violation = \$200
- Fourth violation = \$400, and so on.

The unit owner will receive written notice of each violation or fine.

Some of the Resolutions state that a violation will cause an immediate fine and no warning letter will be generated. In these instances, the fine will be immediately assessed to the unit owner’s account and the unit owner will receive a notice to that effect.

If the violation results in damages to the property or the common grounds, the cost of reparation will be billed with the fine once those costs are determined. The Board will determine whether the unit owner is qualified to make the reparation, or if the reparation requires professional services.

Once a fine has been assessed to a unit owner’s account and the owner receives notice of the assessment, the unit owner will have ten (10) days to request a hearing to appeal the Board’s decision. The unit owner must contact the Management company to add this appeal to the next Board meeting. The fine will be suspended until after the Board decides based upon the results of the appeal.

If fines are not successfully appealed and are not paid within the timeframe allowed, the Board of Directors may pursue all available legal actions to collect the outstanding amount, in accordance with the Late Payment/Lien Policy (Resolution 2011-03.)

Some Resolutions contain their own fine policy and are not subject to the terms of this policy.”



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**CASA VILLAGE CONDOMINIUM ASSOCIATION**

**Resolution 2011-03**

**LATE PAYMENT/LIEN POLICY**

Pursuant to Section 5., Powers and Duties of the Executive Board, paragraphs (e) and (j) of the Casa Village Condominium By-Laws, Rules and Regulations, the Executive Board adopts the following Resolution:

“When a unit owner’s fees, including assessments, late fees or any other miscellaneous charges assigned to a unit owner’s account become one month late (considered as such on the 15<sup>th</sup> day of the month following the month in which the account was due,) a late notice will be mailed to that unit owner notifying them of their late status and a \$20 late payment charge will be assessed to their account. For each month an outstanding balance remains on the unit owner’s account an additional \$20 late fee will be assessed.

When a unit owner’s account becomes two months late a second late notice will be mailed notifying them of the status of their account. This letter will include:

- a) a warning that if the balance of their account is not brought up-to-date, inclusive of the forthcoming month’s fees and all late charges, before the 15<sup>th</sup> day of the following month (three months late) a lien will be filed against their property with no further notice and the mortgage holder of record will be contacted regarding the delinquency,
- b) a statement that the unit owner may appeal in writing to the Board within two weeks of the date of the letter to offer a payment plan to bring their account up to date. The Board will judge each case individually and notify the unit owner of their decision in writing, and
- c) a warning that in accordance with State law the unit owner will be billed for all legal fees, late fees, filing fees, etc. associated with the lien process, including the fees involved for the removal of the lien when the account is brought up to date.

If the unit owner is granted a reprieve and is allowed to make payments on their account, these payments must include any currently due condo fees so that their account does not fall further into arrears. Failure to uphold the payment arrangement will violate the agreement and a lien or judgement action will be filed immediately. If the unit owner makes no attempt to pay their outstanding account balance within 30 days after a lien is filed, Casa Village may seek judgement in a court of law to recover the outstanding balance plus all legal fees and court costs, up to and including foreclosure.”



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**CASA VILLAGE CONDOMINIUM ASSOCIATION**

**Resolution 2023-04**

**ATTENDANCE AT BOARD MEETINGS**

Pursuant to Section 5., Powers and Duties of the Executive Board, paragraphs (e) and (j) of the Casa Village Condominium By-Laws, Rules and Regulations, the Executive Board adopts the following Resolution:

“The Executive Board or Board of Directors for the Casa Village Condominium Association generally meets monthly, either in-person or via electronic meeting software. There are several meetings that are open to the unit owners for attendance and participation:

1. June (1<sup>st</sup> week) - Nomination Meeting
2. June (last week) - Ballot-Opening Meeting
3. November - Budget Ratification Meeting, Annual Meeting

The Board may host other open meetings and events throughout the year as the need arises. All other meetings are considered “closed” due to the confidential nature of several of the business topics. Attendance at a closed meeting is limited to Executive Board Members and representative(s) from the management company.

If a unit owner would like to meet with the Board to discuss a particular issue, appeal a judgement or violation, etc., the unit owner should contact the Management company to schedule an appointment and request an agenda item for the next official meeting date. Some circumstances may warrant a special meeting for the purpose of the discussion, but most often the Board will set aside a block of time at the beginning of the next regularly scheduled meeting to discuss the owner’s concerns. After the discussion the owner will be dismissed, and the remainder of the meeting will be private. The Board will make an official written response to the unit owner’s request after the meeting.”



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**CASA VILLAGE CONDOMINIUM ASSOCIATION**

**Resolution 2011-05**

**CLUBHOUSE**

Pursuant to Section 5., Powers and Duties of the Executive Board, paragraphs (e) and (j) of the Casa Village Condominium By-Laws, Rules and Regulations, the Executive Board adopts the following Resolution:

“The common grounds of the Casa Village Condominium Association include a Clubhouse, which can be made available for use by unit owners and others based upon guidelines that are established by the Executive Board.

The lower level of the clubhouse contains both men’s and lady’s restrooms, and these must always be available to those using the swimming pool during hours in which the pool is open. The lower level also has an emergency telephone which must always be available to pool and clubhouse users for emergency usage. Rental or use of the clubhouse must not prevent access to these facilities while the pool is open. Those renting or using the clubhouse do not have access to the swimming pool during their rental period. Pool parties are not allowed.

Unit owners who wish to make use of the clubhouse must contact the property manager to verify rental availability. The unit owner is solely responsible for any damage to the clubhouse during the rental period. The unit owner must complete the CVCA Clubhouse Rental contract document and submit the required security deposit. The unit owner is entitled to obtain a key for access to the building on the day before their event. The unit owner is responsible for cleaning the clubhouse and removing any waste after the event. If the clubhouse is not properly cleaned (and the definition of “properly” will be determined solely by the Executive Board,) part or all the security deposit may be withheld as a cleaning fee. The cost of repairing any damages will be deducted from the security deposit. The Executive Board reserves the right to assess the unit owner any additional fees necessary to offset the cost of any repairs or cleaning required which exceeds the original security deposit.”



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**CASA VILLAGE CONDOMINIUM ASSOCIATION**

**Resolution 2011-06**

**COMMUNITY DOG PARK**

Pursuant to Section 5., Powers and Duties of the Executive Board, paragraphs (e) and (j) of the Casa Village Condominium By-Laws, Rules and Regulations, the Executive Board adopts the following Resolution:

“In an effort to increase the value and attraction of our properties to new owners and to provide better services to our unit owners and residents, the Executive Board has authorized the creation of a Dog Park in the space adjacent to the Clubhouse and Pool. The Dog Park is a gated, fenced area, approximately 25 feet wide by 120 feet long. The space is intended to service those residents with dogs. In accordance with the ordinances of the City of Arnold, all dogs within the Casa Village complex are to be kept on leashes unless they are in a fenced-in area. While in the Dog Park, residents may remove the leashes from their pets so they can play and achieve exercise that they could not achieve while leashed.

The rules pertaining to the Dog Park are as follows:

1. The gate should remain closed and latched except during entry or exit. Care should be taken to ensure that pets inside the fenced area are not permitted to escape unleashed.
2. Any pet waste excreted in the Dog Park should be promptly picked up by the resident. A trash disposal container is available near the pool gate for this purpose.
3. All pets using the Park must be properly tagged and licensed by the City of Arnold and must have their required inoculations up-to-date.
4. Pets that are violent or have a reputation for violence should not be exposed to other pets in the Dog Park.
5. Under no circumstances should any pet be left unattended by its owner(s) in the Dog Park. Residents must remain with and are responsible for their pets.
6. Casa Village Condominiums is in no way responsible for pets in the Dog Park nor is it responsible for the actions or inactions of pet owners using the park. The Dog Park is an unsupervised area and unit owners are responsible for their own conduct as well as that of their pets while using the space.
7. The Dog Park is well-lit and is available to use at all times. No lock will be placed on the gate and no hours of use limitations are placed on the space.

Violations of this Resolution are subject to the guidelines set forth in the Fine Policy, Resolution 2023-02.”



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**CASA VILLAGE CONDOMINIUM ASSOCIATION**

**Resolution 2011-07**

**SWIMMING POOL**

Pursuant to Section 5., Powers and Duties of the Executive Board, paragraphs (e) and (j) of the Casa Village Condominium By-Laws, Rules and Regulations, the Executive Board adopts the following Resolution:

“The common grounds of Casa Village Condominium Association include an in-ground swimming pool, located adjacent to the CVCA clubhouse, which is available for use by the Association’s unit owners and their guests.

The normal operating season for the Swimming Pool will extend from Saturday morning prior to the Memorial Day holiday and will extend through Labor Day. The Executive Board will appoint one or more individuals to care for the pool during the season and empowers these individuals to act on the Board’s behalf to determine whether the pool shall open each day based upon weather conditions, maintenance requirements of the pool, or other extenuating circumstances.

Casa Village does not employ a lifeguard, and all unit owners and guests must be aware that they swim at their own risk. An adult must accompany and supervise any children using the pool. A unit owner must accompany any guests using the pool.

The Swimming Pool is accessed through a locked gate located on the South side of the clubhouse. Each household will receive a single key for use by that household to access the pool. The key must be used both to enter and exit the pool area. Under no circumstances should the key be duplicated, nor should it be shared with individuals other than unit owners. For example, giving copies of the key to non-resident family members for unsupervised pool access may cause the unit owner to lose pool privileges and/or to be responsible for the cost of replacing the lock and all of the keys in the community. Unauthorized and/or unsupervised pool users may be ejected by authorized pool users and may be reported to the police for trespassing.

Each year a set of pool rules will be distributed to the unit owners. It is the responsibility of the unit owner to ensure that all household residents understand and abide by these rules. Failure to abide by the rules may result in loss of pool privileges and/or fines as dictated in pool the rules.”





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### CASA VILLAGE CONDOMINIUM ASSOCIATION

Resolution 2018-08

#### CONDOMINIUM OWNER'S INSURANCE REQUIREMENTS

Pursuant to Section 5., Powers and Duties of the Executive Board, paragraphs (e) and (j) of the Casa Village Condominium By-Laws, Rules and Regulations, the Executive Board adopts the following Resolution:

“In order to best protect the financial interests of all unit owners in the Casa Village Condominium Association, **all unit owners are required to maintain a personal Condominium Owner's Insurance policy (commonly known as an “HO-6” policy) to insure the limited-common elements and finishes associated with their condominium. All unit owners should maintain a minimum of \$50,000 coverage. For condominiums owned as rentals, the owner should maintain an appropriate Condominium Unit Owners Rental Policy.** A Renter's Insurance policy does not protect the finishes and fixtures within the unit and is not a viable replacement for Condominium Owner's coverage. If an event destroys a unit, the Association's Master Policy pays to restore the building shell and structure to the original, standard level of finishes applied by the developer when the complex was originally built. Upgrades (i.e., wood or tile flooring, upgraded countertops, appliances, finished basements, and decks) are not insured by this policy. The Condominium Owner's policy should also offer additional coverage, such as a Loss Assessment Rider (to provide protection against a special assessment in the event of a catastrophe,) Storm Water Backup, and Sewer Backup (which may repair damages to finished basements,) and Earthquake coverage. The Board of Directors suggests that unit owners consider these additional coverages to protect their interests.

Note that the garages for the Townhouse units are separate real estate and personal property, are not typically covered by the Association's Master Policy and are therefore fully the responsibility of the unit owner. The unit owner's policy should include a rider to cover any repairs to a separate garage.

**The Casa Village Master Policy currently includes large deductible per claim, plus additional deductibles for Wind and Hail, and for Earthquake claims.** In the event of a loss impacting one or more units, each unit is responsible for their apportioned share of the deductible as determined by the value of loss associated with each unit. Typically, the unit owner's Condominium Owner's Policy pays this deductible, minus any deductible associated with the unit owner's policy. In the event a unit is not covered by a Condominium Policy, the unit owner is financially responsible for payment of the Master Policy's deductible amount. ***The Board of Directors strongly recommends that unit owners maintain at least a \$10,000 Loss Assessment Rider, which may cover some of the costs that the Association's Master Policy does not pay, including any deductible assessed to the unit owner. The unit owner should verify that this rider also covers any deductible for Earthquake loss.***

The Board of Directors recommends that unit owners discuss this Resolution with their insurers to ensure they have the proper coverage.”



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**CASA VILLAGE CONDOMINIUM ASSOCIATION**

**Resolution 2016-09**

**SNOW REMOVAL**

Pursuant to Section 5., Powers and Duties of the Executive Board, paragraphs (e) and (j) of the Casa Village Condominium By-Laws, Rules and Regulations, the Executive Board adopts the following Resolution:

“The Association is responsible for the removal of snow from driveways, parking lots, sidewalks, and stoops/doorways. The City of Arnold is responsible for the removal of snow from Casa Drive.

When snowfall occurs or is reliably forecast, a representative of CVCA will speak with the snow removal contractor to determine whether removal or treatment will take place. Snow removal and/or ice treatment will occur if the following conditions are met:

- If the snowfall exceeds or is expected to exceed 2 inches.
- If the snowfall is preceded by freezing rain, ice, or sleet.
- If ice or sleet exists on over 50% of the treatment areas.
- If the snowfall is less than 2 inches and more than 1 inch, and forecasted weather conditions indicate that any snow accumulation will not melt of its own accord within 24 hours after the snowfall is complete.

Snow removal typically occurs only after a snowfall is complete. In situations where an excessive amount of snow is expected, removal may take place in stages. For example, if 12 inches of snow is expected, the snow removal contractor may begin removal at a depth of 6 inches, then perform a secondary removal when the snow is complete to simplify and expedite the process.

The snow removal contractor will use ice melt to treat affected icy areas when required.

**NOTE:**

- The Association only removes snow from the sidewalks between units and the driveways and parking lots served by those units.
- The Association bases its treatment determination on actual conditions throughout the complex. Some driveways may retain ice after treatment, and the Board recommends that those unit owners procure and dispense ice melt for treatment of those areas.
- The Association will not remove snow from or treat for ice on patios, decks, or private walkways.

When snowfall is expected, the Association recommends that unit owners keep cars off the street by parking in their garages or assigned parking spaces to facilitate snow removal. The Association is not responsible for damages to vehicles or property during snow removal.”



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### CASA VILLAGE CONDOMINIUM ASSOCIATION

Resolution 2018-10

#### UNITS AS RENTAL PROPERTY

Pursuant to Section 5., Powers and Duties of the Executive Board, paragraphs (e) and (j) of the Casa Village Condominium By-Laws, Rules and Regulations, the Executive Board adopts the following Resolution:

“Due to standard lending requirements currently held by most mortgage holders, **no more than ten (10) units within the Association may be maintained as rental units at any given time.** If ten units are active rentals, a unit owner must make a written request to the Board of Directors to have their name placed on a waiting list. When a current rental unit is sold or is no longer defined as a rental unit, the first unit owner on the waiting list (based upon the date of the request) will be notified by the Board of their opportunity to rent.

The Board defines the term “rental unit” to be a unit that is occupied by someone other than the legal owner of the unit with the following exceptions:

1. Units that are deeded to one family member and occupied by another, such as a parent-child relationship.
2. Units held in a living trust for which a beneficiary or administrator of the trust resides in the unit.

Unit Owners who rent or lease their units must:

1. Complete and return the Selling and Leasing Form and a copy of the signed lease to the management company within 10 days of enacting a lease.
2. Provide proof of insurance for the unit. (Owners must maintain a Condominium Unit Owners Rental Policy.)
3. Include a copy of the current Declarations, By-Laws, and Resolutions in the terms of the lease.

Unit Owners are responsible for ensuring that renters abide by the Declarations, By-Laws, and Resolutions of the Association. Communications regarding violations and any subsequent fines and all other business matters will be addressed to the Owner. Copies of violation notices may be directed to the Occupant as well.

In accordance with Article I, Section 3 of the By-Laws, unit owners who do not reside within the Association are ineligible for election to the Board of Directors.

In matters requiring a vote by members of the Association, each unit owner is entitled to one vote per unit owned.

This Resolution is retroactively applicable to all units currently held as rental units.”



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**CASA VILLAGE CONDOMINIUM ASSOCIATION**

**Resolution 2011-20**

**CHANGES TO BUILDING STRUCTURES AND/OR COMMON GROUNDS**

Pursuant to Section 5., Powers and Duties of the Executive Board, paragraphs (e) and (j) of the Casa Village Condominium By-Laws, Rules and Regulations, the Executive Board adopts the following Resolution:

“Any additions and/or changes to the exterior building structures and/or common grounds are prohibited without the explicit written approval of the Executive Board. This includes but is not limited to the installation of fences, decks, patios, storage structures and planter boxes. This also includes the mounting of any appliance or device to the building structure, including but not limited to flag poles or masts, satellite dishes, hose bibs and decorative items.

Requests for any additions or changes to the exterior building structures and/or common grounds must be in writing to the Executive Board. All requests must include specific plans and drawings showing the requested additions and/or changes. No building permits should be obtained before written approval is received from the Board. All additions and/or changes must be within the boundaries of the Casa Village complex. Surveys or plats of all units are available from the Executive Board or management company.

The Board reserves the right to remove any additions or changes made to the exterior building structures without written approval from the Board, and to restore the property to its original state. All costs involved in the restoration will be assessed to the unit owner’s account.

Violations of this Resolution are subject to the guidelines set forth in the Fine Policy, Resolution 2023-02.”



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**CASA VILLAGE CONDOMINIUM ASSOCIATION**

**Resolution 2011-21**

**MAINTENANCE OF LIMITED-COMMON ELEMENTS**

Pursuant to Section 5., Powers and Duties of the Executive Board, paragraphs (e) and (j) AND Article II, BUILDINGS ON THE LAND; UNITS; BOUNDARIES, Section 4, Paragraph (c) of the Casa Village Condominium By-Laws, Rules, and Regulations, of the Executive Board adopts the following Resolution:

“In accordance with the Declaration of Condominium, unit owners are responsible for the maintenance, repair and/or replacement of the limited-common elements. This includes but is not limited to mailboxes, exterior light fixtures and bulbs, shutters, awnings, doorsteps, stoops, privacy and chain-link fences, decks, patios, detached garages, parking lots, driveways, storage structures, exterior doors and windows or other fixtures designed to serve one or more units but less than all the units.

If the unit owner does not properly maintain, repair and/or replace the outside limited-common elements, the Board reserves the right to perform the required maintenance, repair and/or replacement, and to assess such costs to the unit owner’s account.

If maintenance includes alterations, such as an increase in size or of building materials, the unit owner is also subject to Resolution 2011-20. Particular limited-common elements may also be subject to other specific Resolutions.”



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**CASA VILLAGE CONDOMINIUM ASSOCIATION**

**Resolution 2011-22**

**PARKING LOT & DRIVEWAY MAINTENANCE**

Pursuant to Section 5., Powers and Duties of the Executive Board, paragraphs (e) and (j) AND Article II, BUILDINGS ON THE LAND; UNITS; BOUNDARIES, Section 4, Paragraph (c) of the Casa Village Condominium By-Laws, Rules and Regulations, the Executive Board adopts the following Resolution:

“Since each unit has assigned parking spaces in a particular parking lot or on a particular driveway, all parking lots, and driveways (except for the general use portion of the parking lot by the clubhouse) are deemed to be limited-common elements. Pursuant to the Declaration of Condominium provisions and pursuant to State statutes, the cost of maintaining limited-common elements is to be borne by the unit owner(s) to which they are assigned. Accordingly, the Board adopts the following regulations and procedures:

- I. When any driveway or parking lot (except for the general use portion of the parking lot by the clubhouse) needs repair or replacement, the cost of such repair shall be apportioned equally among each unit to which parking is assigned in such lot or on such driveway is assigned.
- II. At the Board’s discretion, all repairs under this regulation may be performed by a contractor hired by all the individual owner(s) parking on the driveway or parking lot and the contractor shall be paid directly by the unit owner(s), or the Board shall hire a contractor and shall issue special assessments, either for a lump sum payment or monthly amounts against each unit owner using such parking lot. Such special assessments shall only be used for such purpose and if there is any excess, the excess shall be distributed back to all the unit owner(s) paying the assessment and shall not be used for any other purpose.
- III. The Board must approve the plans, material and contractor performing the concrete repairs, concrete replacement, or other major work for owner(s) independently so that the appearance, materials and the quality of construction is consistent with other parking areas in the development.”



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**CASA VILLAGE CONDOMINIUM ASSOCIATION**

**Resolution 2011-23**

**CARE AND PLANTING OF SHRUBS, TREES & OTHER PLANTS**

Pursuant to Section 5., Powers and Duties of the Executive Board, paragraphs (e) and (j) of the Casa Village Condominium By-Laws, Rules and Regulations, the Executive Board adopts the following Resolution:

“All unit owners are responsible for the shrubs, trees and other types of plants which are located on the outside of their units (common grounds area.)

All areas outside of the buildings are common grounds and any planting of any kind, other than in presently-established planting areas, is prohibited. No planting of any kind in the common ground areas may be performed without the explicit written approval of the Executive Board.

Any unit owner wishing to create a new or extend an existing planting area adjacent to their unit must submit a written request to the Executive Board that includes a drawing, a description of the materials to be used and preferably a picture of the affected area. Such requests will be considered at the next scheduled Board meeting and a written decision will be returned to the unit owner at that time.

No flower boxes, flower pots, plant containers, lawn furniture or other miscellaneous items of any kind may be placed in the lawn areas or in the areas between the street and sidewalks (excluding those within the boundaries of presently-established and approved planting areas.)

No vines of any kind are allowed to grow on or against the buildings. This includes but is not limited to ivy, rose bushes and other vining plants.

Vegetable gardens are prohibited in the Complex. Up to three tomato plants are permissible if planted in pots and are kept at the rear of the unit.

All mature trees must be kept trimmed so that there is six feet between the lowest limbs and the grounds for lawn care purposes. Tree limbs must be trimmed so that they do not touch the buildings.

All trees, shrubs, bushes, flowers and other plants or planting areas located in the common ground areas must be surrounded by some type of appropriate edging material. Planting areas must be mulched and should contain weed block to reduce or eliminate weeds. Weeds or stray growth in these areas must be removed and maintained.

If the unit owner does not properly maintain the shrubs, trees or planting areas the Board reserves the right to order the work they deem necessary to care for these areas and the expense for that work will be assessed to the unit owner’s account. The Board also reserves the right to remove any trees, shrubs and/or plants which have not been approved in writing by the Board.”



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**CASA VILLAGE CONDOMINIUM ASSOCIATION**

**Resolution 2011-24**

**TOWNHOUSE GARAGES & LIGHT FIXTURES**

Pursuant to Section 5., Powers and Duties of the Executive Board, paragraphs (e) and (j) of the Casa Village Condominium By-Laws, Rules and Regulations, the Executive Board adopts the following Resolution:

“All garages owned by the townhouse unit owners are the responsibility of those unit owners. They are not the responsibility of the Association. The garages were built on a dedicated easement with limited use and are considered a limited-common element.

Each year each townhouse unit owner with a garage should receive a separate real estate tax bill for their garage. Detached garages are not part of the condominium unit purchased by the unit owner and are typically deeded separately.

The maintenance of the garages, including siding and roofing, is the responsibility of the unit owners. If the unit owners do not maintain the garages properly, the Association reserves the right to have the work done and assess the unit owners for these charges.

Any parking lot lights located on the side of the buildings or parking structures are the responsibility of the unit’s owner.

The streetlights installed at each parking lot are maintained by Ameren. If a streetlight fails, please either contact Ameren with the pole number to request repair or contact the Association’s management company with the information so that a repair can be ordered.

The front entrance light at each townhouse unit is the responsibility of the unit owner. If the unit owner is unable to replace the bulb or repair the fixture as needed, the unit owner should contact the management company to order a repair and the expense of that repair will be assessed to the unit owner’s account.”





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**CASA VILLAGE CONDOMINIUM ASSOCIATION**

**Resolution 2011-25**

**FENCING**

Pursuant to Section 5., Powers and Duties of the Executive Board, paragraphs (e) and (j) of the Casa Village Condominium By-Laws, Rules and Regulations, the Executive Board adopts the following Resolution:

“All of the grounds outside of the units, except for approved planting areas, are considered common grounds. No unit owner may enclose any part of the common grounds with fencing or other materials to block access to those common grounds without the explicit written approval of the Board of Directors. Because each unit and situation can be unique, each inquiry will be handled on an individual basis.

Unit owners seeking to install fencing at their units must submit a detailed drawing and written explanation of their plan to the Board, including a description of the proposed materials to be used. It is preferable that the submission include photographs of the area.

Any new fencing must be of chain-link, vinyl or composite wood material. Treated lumber for new or replacement fences is not allowed except for minor repairs to existing fencing. New fencing cannot attach to existing fencing owned by neighboring property owners without their explicit written permission. No new fences may encompass an area wider than the unit, meaning they must extend straight back from the outer side walls of the building and may not extend into the open areas between buildings. At least one 36" or larger gate must be installed in the fence to permit lawn care and other maintenance crews to access the space unimpeded. In some situations, a fence may require two such gates to permit access to neighboring units. If this is the case, the unit owner must ensure that neighboring unit owners or representatives of the Association can access the space behind their units by traversing these gates at any time.

A unit owner will be notified if a situation arises where the Association must remove part or all the fence for grounds maintenance purposes or other repairs impacting the unit(s). It will be the unit owner's expense to remove and restore the fence, although the work may optionally be ordered by the Association on the unit owner's behalf. The Association will bear no liability for damage to the fencing or surrounding items during such maintenance. When possible, options will be given to the unit owner to allow them to arrange for removal and replacement directly.

As with any limited-common element, the Board reserves the right to require any maintenance deemed necessary to existing fencing and may order such work to be done at the unit owner's expense or may order the fencing to be removed without replacement.

Replacement of an existing fence should only be performed with the approval of the Board. Some older fences do not meet the guidelines of this policy and a replacement fence will need to meet these design requirements.”



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**CASA VILLAGE CONDOMINIUM ASSOCIATION**

**Resolution 2011-26**

**BASEMENT WATERPROOFING**

Pursuant to Section 5., Powers and Duties of the Executive Board, paragraphs (e) and (j) of the Casa Village Condominium By-Laws, Rules and Regulations, the Executive Board adopts the following Resolution:

“The Association is not responsible for the waterproofing of basements and does not in any way guarantee that basements will not leak. The original floor plans for both the Townhouse and Villa units did not include any finishes in these areas. Unit owners who choose to finish these areas for extended living space do so at their own risk. Any waterproofing, including basic crack repair, drain tile installation, sump pump installation or repair, etc., is the responsibility of the unit owner and any repairs to damaged contents or finishes in the basement area as the result of leakage is the responsibility of the unit owner.

Structural cracks in the foundation, meaning cracks which could impact the physical integrity of the building, will be repaired by the Association’s maintenance program. If there is a question as to whether a crack is structural in nature, it is the responsibility of the unit owner to remove any drywall and/or wall coverings from the area so that the Association’s representative can make valid assessment. The decision whether to repair and how the repair shall be facilitated lies with the Association. The Association is not responsible for replacing or repairing any finishes that may be damaged during the repair.

Please note that sewer backup coverage in the Association’s insurance policies generally does not cover any finishes or improvements to the original concrete basement. The Board strongly recommends that unit owners obtain a codicil or rider to their Condominium Owner’s HO6 insurance policy for this purpose. Unless specifically detailed in the insurance policy, few if any policies will protect unit owners from damage related to leakage from failed waterproofing or hydrostatic pressure.

Basement windows and window wells are limited-common elements and are the responsibility of the unit owner to maintain. The Association assumes no responsibility for such leaks, or any damage associated with basement windows or window wells.

Should the Association inadvertently assume any expenses for repairs or damages to basements or their contents, those expenses will be assessed to that unit.”



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**CASA VILLAGE CONDOMINIUM ASSOCIATION**

**Resolution 2018-27**

**DOOR/WINDOW COLORS AND LIGHT FIXTURE FINISHES**

Pursuant to Section 5., Powers and Duties of the Executive Board, paragraphs (e) and (j) of the Casa Village Condominium By-Laws, Rules and Regulations, the Executive Board adopts the following Resolution:

“Per Resolution 2011-21, Unit Owners are responsible for the repair, maintenance, and replacement of Exterior Doors, Windows, and Light Fixtures.

**DOORS:**

The Executive Board has determined that exterior unit doors must be painted white. Wooden exterior doors are also deemed acceptable. The exterior frame and trim must be painted white.

Should a unit owner wish to install a screen door, the screen door and trim should be white.

The Executive Board has also determined that garage doors and trim must be painted white.

The Board recommends the use of the Rustoleum Satin Enamel® product line for exterior painting, as it is resistant to fading and wear. These products are premixed and are readily available over the counter at most home stores and discount outlets:

#7791502 - White

**LIGHT FIXTURES:**

The Board has now resolved that a unit owner should select fixtures in a white or bronze finish. A unit owner changing the color or finish of a light fixture on their unit must make the necessary changes to assure that all exterior fixtures on the front of their unit match.

**WINDOWS:**

Replacement windows must have a white exterior finish, and functioning windows should have a full-sized window screen. Windows may have a “paned” appearance, or may be fully clear, according to the unit owner’s preference.

The large “picture” windows originally installed in the bay windows in the front of some units may be replaced by two functional windows that meet these guidelines.”



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**CASA VILLAGE CONDOMINIUM ASSOCIATION**

**Resolution 2018-28**

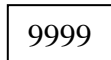
**UNIT ADDRESS NUMBERING**

Pursuant to Section 5., Powers and Duties of the Executive Board, paragraphs (e) and (j) of the Casa Village Condominium By-Laws, Rules and Regulations, the Executive Board adopts the following Resolution:

“In accordance with the Residential Inspection Requirements of the Rock Community Fire Protection District (RCFPD) of Jefferson County, Missouri, all units must be clearly identified with an appropriate numeric address. The Executive Board adopts the guidelines identified by RCPD with the following stipulations:

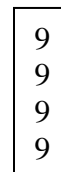
1. Units must be identified with block-style numbers at least four inches (4”) tall.
2. Unit numbers must be permanently mounted on a plaque or base mounted on the building wall next to or within six feet of the front entrance.
3. The plaque or base and numbers must be clearly visible from the street.
4. The plaque or base should be WHITE, with numbers in a contrasting color (gold, silver, bronze or black) so that the unit’s address is always clearly visible, day or night.
5. The plaque or base may be mounted either vertically or horizontally, according to the following examples:

a. Horizontal Mounting:



b.

Vertical Mounting:



6. Plaques or bases shall be mounted to the brick using an appropriate permanent adhesive, such as an epoxy or Liquid Nail.

Unit Owners must not use stick-on numbers, nor may the numbers be located above or on the vinyl siding. Note that numbers affixed to the entry door of the unit do not meet building code guidelines.”

If you need further information or assistance, please contact the Executive Board via the management company.



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**CASA VILLAGE CONDOMINIUM ASSOCIATION**

**Resolution 2011-40**

**BAN OF FIREWORKS, OPEN FIRES, SHOOTING FIREARMS**

Pursuant to Section 5., Powers and Duties of the Executive Board, paragraphs (e) and (j) of the Casa Village Condominium By-Laws, Rules and Regulations, the Executive Board adopts the following Resolution:

“All fireworks are banned in the Casa Village complex. No fireworks of any kind may be ignited on or above property belonging to the Association. Fireworks are a noise disturbance, potential for injury, fire hazard and a form of litter.

Open fires, excluding barbecue grills or manufactured fire pits, are banned throughout the complex. Tiki torches are permitted.

Shooting of all types of firearms is banned in the Casa Village Complex. The shooting of firearms is a potential for injury and a noise disturbance.

Violation of any of the above policies can result in an immediate fine without warning in accordance with Resolution 2023-02.”



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**CASA VILLAGE CONDOMINIUM ASSOCIATION**

**Resolution 2011-41**

**ASSIGNED PARKING**

Pursuant to Section 5., Powers and Duties of the Executive Board, paragraphs (e) and (j) of the Casa Village Condominium By-Laws, Rules and Regulations, the Executive Board adopts the following Resolution:

“All residents should park in their assigned parking spaces and/or garages and driveways. Residents should not park on the street unless there are more cars than assigned parking spaces.

Each townhouse parking lot contains two unassigned parking spaces that are available for guest parking.

Overflow parking is available in the street-side parking area adjacent to the clubhouse and pool. These spaces are not assigned to any unit owner and are available to all on a first-come, first-served basis to residents and to those using the pool or clubhouse facilities. All reserved parking spaces in the parking lot adjacent to the clubhouse are so marked.

If any resident or guest parks in another unit owner’s assigned parking space without that unit owner’s express permission, the police may be called, and the car may be towed to a storage facility at the expense of the car’s owner.

In accordance with the ordinances of the City of Arnold, all vehicles parked within Casa Village must be operable and properly licensed. Any improperly licensed vehicles (those with expired tags) or inoperable vehicles may be towed for removal at the expense of the vehicle’s owner unless permission is otherwise granted by the Board of Directors.”



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**CASA VILLAGE CONDOMINIUM ASSOCIATION**

**Resolution 2011-42**

**ANIMALS/PETS**

Pursuant to Section 5., Powers and Duties of the Executive Board, paragraphs (e) and (j) of the Casa Village Condominium By-Laws, Rules and Regulations, the Executive Board adopts the following Resolution:

“No animals, reptiles, birds, rabbits, livestock, fowl, or poultry shall be kept, raised, or bred outdoors anywhere on the property. Only dogs, cats, birds, or other household animals that may be kept as pets inside any unit are permitted. In accordance with the ordinances of the City of Arnold, no unit owner is permitted to have more than (3) pets per unit. There shall be no structure for such animals outside the unit unless approved in writing by the Board. All animals must be properly licensed by the City of Arnold and therefore must have all their legally required inoculations.

Unit owners must pick up any pet waste from the common grounds immediately. The definition of common grounds includes all areas surrounding the units and the street within the Casa Village complex, including any fenced areas adjacent to a unit. Unit owners who fail to or physically cannot remove pet waste may have an agency hired on their behalf for waste removal and the cost of that service billed to their account with the Association.

The lawn care company has been instructed not to cut the grass in any areas of the grounds that contain pet waste. The lawn care company will notify both the unit owner and the management company of any violations it encounters during the lawn care process.

The first violation of this resolution will result in a warning letter. All violations thereafter will result in a fine pursuant to Resolution 2023-02.”



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**CASA VILLAGE CONDOMINIUM ASSOCIATION**

**Resolution 2011-43**

**VEHICLE POLICY**

Pursuant to Section 5., Powers and Duties of the Executive Board, paragraphs (e) and (j) of the Casa Village Condominium By-Laws, Rules and Regulations, the Executive Board adopts the following Resolution:

“Storing or parking unlicensed, improperly licensed and/or non-working motor vehicles is prohibited in the Casa Village complex. Extended parking or storing commercial trucks, multi-axle trailers, campers, boats, and recreational vehicles is also prohibited both on the driveways and parking lots of Casa Village. Extended parking shall be considered a period exceeding seven (7) days.

Violation of this policy will result in a warning letter followed by fines for subsequent violations in accordance with the Fine Policy, 2023-02. Repetitive violations may also cause the Executive Board to have offending vehicles towed to a local storage facility where they can be retrieved by their owner at the owner’s expense.

Vehicles parked on the street are not subject to this policy. The Executive Board encourages unit owners to contact the police in the City of Arnold regarding improperly licensed or parked vehicles or vehicles that block mailboxes.”





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**CASA VILLAGE CONDOMINIUM ASSOCIATION**

**Resolution 2011-44**

**STORAGE OF ITEMS OUTSIDE THE UNIT**

Pursuant to Section 5., Powers and Duties of the Executive Board, paragraphs (e) and (j) of the Casa Village Condominium By-Laws, Rules and Regulations, the Executive Board adopts the following Resolution:

“Long term storage of items on the common grounds or on parking lots and driveways is prohibited in the complex. This includes but is not limited to trash containers, barbecue grills, lumber, shovels, bags of soil, mulch, salt or ice melt, bicycles, children’s toys, and other miscellaneous items. “Long term” is defined as a period exceeding seven (7) days. Items may be stored upon limited-common elements, which include decks and patios.

Because of possible termite infestation, all firewood must be stored on racks as far away from the units as possible. The Association will not be responsible for any termite damage resulting from firewood and/or any other types of wood being stored on the ground and/or close to the buildings.

Unit owners who wish to obtain a storage unit or small shed to store miscellaneous items behind their unit must submit a written request to the Executive Board via the Management company. The dimensions, composition and location of the storage unit should be identified with the request. Normally the Executive Board will require that the storage unit be located on an existing limited-common element, such as a patio or deck or other area maintained by the unit owner.

Violations of this policy will first be subject to a warning letter; subsequent violations will result in a fine in accordance with the fine policy in Resolution 2023-02.”



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**CASA VILLAGE CONDOMINIUM ASSOCIATION**

**Resolution 2023-45**

**PEACE DISTURBANCES**

Pursuant to Section 5., Powers and Duties of the Executive Board, paragraphs (e) and (j) of the Casa Village Condominium By-Laws, Rules and Regulations, the Executive Board adopts the following Resolution:

“Disturbing the peace is against the law and is prohibited in the Casa Village complex. The following is the City of Arnold’s Peace Disturbance ordinance:

**Section 215-670: Disturbing the peace.**

A person commits the offense of peace disturbance if:

1. He/she unreasonable and knowingly disturbs or alarms another person or persons by:
  - a. Disorderly conduct – disturbing the peace. It shall be unlawful for any person to be guilty of disorderly conduct or of any conduct tending toward a breach of the peace. The causing or making of any unnecessary loud noise or shouting or yelling or the use of any profane or offensive language calculated to provoke or likely to provoke immediate violence shall be considered disorderly conduct; or
  - b. Threatening to commit a crime against any person if such threats are communicated in such a fashion or under such circumstances as would lead a reasonable person to believe that criminal activity may be imminent or that a substantial likelihood of such criminal conduct exists, and such a threat is likely to produce an immediate and violent response from a reasonable recipient; or
  - c. Disturbing lawful assemblages. It shall be unlawful for any person to disturb any lawful assemblage or gathering in the City; or
  - d. Fighting; or
  - e. Throwing objects. It shall be unlawful to cast, throw or propel any missile on any street, alley, or other public place. A "missile" shall be defined as any rock, bottle or other object capable of being thrown or propelled; or
  - f. Creating a noxious and offensive odor; or
  - g. Obstructing passageways. It shall be unlawful to obstruct or permit the obstruction of any stairway, aisle, corridor, entrance or exit into or in any office building, factory, hotel, school, church, theater, assembly hall, lodge, or other public hall, any building used by two (2) or more tenants or families or any other public building in such a manner that it interferes with free use of such stairway, aisle, corridor, entrance or exit.



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**CASA VILLAGE CONDOMINIUM ASSOCIATION**

**Resolution 2023-45**

**PEACE DISTURBANCES (continued)**

2. He/she is in a public place, or on private property of another without consent, and purposely causes inconvenience to another person or persons by unreasonably and physically obstructing:
  - a. Vehicular or pedestrian traffic.
  - b. The free ingress or egress to or from a public or private place.
  - c. Disorderly crowds. It shall be unlawful to collect, gather, or be a member of any disorderly crowd or any crowd gathered for any unlawful purpose.
  
3. (3) Religious services, etc. No person shall willfully, maliciously, or contemptuously disquiet or disturb any congregation or assembly of people met for religious worship by making noise or by rude or indecent behavior, or by profane discourse within their place of worship, or so near to the same as to disturb the order of solemnity of the meeting, or menace, threaten or assault any person being there.

**Section 215-680: Private Peace Disturbance.**

1. A person commits the offense of private peace disturbance if he/she is on private property and unreasonably and purposely causes alarm to another person or persons on the same premises by:
  - a. Threatening to commit an offense against any person; or
  - b. Fighting.
2. For purposes of this Section, if a building or structure is divided into separately occupied units, such units are separate premises

Unit owners should call the police of the City of Arnold regarding any peace disturbance matters. The Executive Board or management company should also be informed of the details of the event.”



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**CASA VILLAGE CONDOMINIUM ASSOCIATION**

**Resolution 2011-46**

**REAL ESTATE & OTHER SIGNAGE**

Pursuant to Section 5., Powers and Duties of the Executive Board, paragraphs (e) and (j) of the Casa Village Condominium By-Laws, Rules and Regulations, the Executive Board adopts the following Resolution:

“Only standard-sized “For Sale” signs commonly used by Realtors for selling or leasing real estate are permitted in the Casa Village complex. Political signs, “For Sale” signs in motor vehicles and all other such signs are prohibited in the complex.

Only one standard-sized “For Sale” real estate sign can be placed in the front of a unit that is being sold. No “For Sale” or “For Rent” signs of any kind can be placed in the windows of any unit. No “For Sale” signs can be placed along the street or at the entrance to the complex except when holding an “Open House.”

Violations of this policy are subject to a preliminary warning letter and subsequent violations are subject to fines in accordance with Resolution 2023-02.”



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**CASA VILLAGE CONDOMINIUM ASSOCIATION**

**Resolution 2023-47**

**TRASH COLLECTION & CONTAINER STORAGE**

Pursuant to Section 5., Powers and Duties of the Executive Board, paragraphs (e) and (j) of the Casa Village Condominium By-Laws, Rules and Regulations, the Executive Board adopts the following Resolution:

“The schedule of trash and recycling collection will vary according to the service dictated and contracted by the City of Arnold. Normally unit owners will experience one pickup per week, typically on Friday mornings. The schedule may vary if a national holiday occurs during the week, or due to inclement weather. Neither the City of Arnold nor the Association have any control regarding the timing of trash pickup. Questions about timing should be directed to the service company.

To ensure that trash is collected, all trash must be placed at the street in dumpsters approved by the trash collection company. Dumpsters must be oriented with the front side facing the street. Owner provided trash cans, loose bags and boxes are not acceptable and may not be picked up. If you need a proper dumpster, contact the Management company to place a request. Different sizes are available.

Unit owners should set out their trash in the provided containers each week either the night before or early in the morning of the scheduled pickup. Trash containers are to be placed at the curb near the mailbox belonging to each unit. For the villas, this means at the end of the driveway. Townhouse trash containers are to be grouped and placed near the mailboxes which are located at the entrance to the assigned parking lot. Placing the trash containers in locations other than near the driveways can cause the containers not to be emptied, disrupt lawn care services, and can negatively impact street-side parking.

Containers should be returned to their storage location the same day the collection occurs. Any uncollected trash or recycling should be returned to the storage location to await the next pickup. Under no circumstances should trash or trash containers remain at the curb until the next pickup.

In accordance with the ordinances of the City of Arnold, no trash container may be left in front of the building line except for pickup. Containers may not be stored in the driveway or in front of the building, or on the common grounds. Acceptable storage locations are:

- Townhouses – On or adjacent to the concrete pad at the back side of the parking lot, or inside or at the back side of a garage building if one is present on the lot. Alternatively, unit owners may locate the containers behind their unit either on a deck or patio.
- Villas – Inside the garage, or on a deck or patio behind the unit.

If Board-approved, unit owners may use an area that is maintained by the unit owner (landscape area.) Containers may not be stored in the grassy area where they would disrupt lawn care.

Violations of this resolution are subject to the standards of Resolution 2023-02.”



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**CASA VILLAGE CONDOMINIUM ASSOCIATION**

**Resolution 2011-48**

**WINDOW AIR CONDITIONERS**

Pursuant to Section 5., Powers and Duties of the Executive Board, paragraphs (e) and (j) of the Casa Village Condominium By-Laws, Rules and Regulations, the Executive Board adopts the following Resolution:

“The installation of window air conditioners within the Casa Village complex is prohibited. While the Board recognizes that in extreme weather it may be difficult to maintain comfortable temperatures in some units, alternative cooling means must be used. Portable air conditioning units (those which are located entirely indoors and may use a small vent located in the window to expel hot air) may be used as an alternative.

Violations of this Resolution are subject to the guidelines set forth in the Fine Policy, Resolution #2023-02.”



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**CASA VILLAGE CONDOMINIUM ASSOCIATION**

**Resolution 2016-49**

**SATELLITE DISH/ANTENNA INSTALLATION**

Pursuant to Section 5., Powers and Duties of the Executive Board, paragraphs (e) and (j) of the Casa Village Condominium By-Laws, Rules and Regulations, the Executive Board adopts the following Resolution:

“Pursuant to FCC regulations regarding the installation of satellite dishes, the Association cannot ban the installation of satellite dishes or antennas, however the Association does have the right to determine the location and manner of such installations.

**Under no circumstances may a unit owner mount a satellite dish or antenna anywhere on the exterior of the building, including any building roof or exterior wall.** Any unit owner who does so is financially responsible for the cost to remove the offending dish or antenna and for any repairs to restore the building or roof to its original condition.

Satellite dishes or exterior antennas must be mounted on a pole, on a deck railing, or other limited-common element that is behind the front line of the building when facing the unit from the street. Wiring between the satellite dish and the building should be buried underground when appropriate and may not be hung on the side of the building. Any unit owner seeking to install a dish or antenna must provide the Executive Board with a drawing and description showing the proposed location for the installation, and the description must include a detailed description of the method proposed to pass the connecting cable into the unit. This written proposal must be approved by the Executive Board before any installation may take place. Improper or unapproved installations may be removed by the Executive Board and the cost of such removal will be invoiced to the unit owner.

Unit owners wishing to install a digital antenna to enhance television reception may install an antenna inside the attic of the unit. Unit owners with questions about a potential installation should contact the Association’s community manager for further direction.”

Violations of this Resolution are subject to the guidelines set forth in the Fine Policy, Resolution #2023-02.



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**CASA VILLAGE CONDOMINIUM ASSOCIATION**

**Resolution 2023-50**

**HARASSMENT**

Pursuant to Section 5., Powers and Duties of the Executive Board, paragraphs (e) and (j) of the Casa Village Condominium By-Laws, Rules and Regulations, the Executive Board adopts the following Resolution:

“Harassment is a behavior that will not be tolerated among the residents of Casa Village Condominium Association. Under federal law, harassment is defined as “a course of conduct directed at a specific person that causes substantial emotional distress in such person and serves no legitimate purpose.” Other definitions define harassment as “words, gestures or actions which tend to annoy, alarm or abuse another person.” In this case, annoy is defined as “to disturb, irritate, or cause discomfort,” while abuse consists of “insulting, hurtful or offensive wrongs or acts.” According to the City of Arnold Ordinance 215.150, “A person commits the offense of harassment if he/she, without good cause, engages in any act with the purpose to cause emotional distress to another person.”

**Members and other residents shall not engage in any abusive or harassing behavior, either verbal or physical, or in any form of intimidation or aggression directed at other unit owners, residents, guests, occupants, invitees, nor at the Association’s management, agents, employees, or vendors.**

If an episode of harassment takes place, it is critical that the abused party document the event. Photographs, email or text messages, letters, recordings, written statements by the harassed individual(s) or by witnesses, or any other form of documentation about the event should be sent to the Board of Directors via the Management company to officially document the event. The harassed owner or resident should also maintain copies of these documents to file with the police and/or for use in court. In the event the harassment is threatening, the threatened party should immediately contact the police. Having a police report on file will also help to support the request for a civil restraining order should this become necessary. In some instances, it may be necessary to file criminal charges. Harassment based upon race, sex, color, religion, national origin, marital status, sexual orientation, and physical or mental handicap or any protected category under federal law is subject to prosecution.

The Board of Directors will attempt to mediate or resolve these situations. The Board can institute fines, file complaints with law enforcement and pursue any legal means to eliminate harassment to the extent permitted by law.

Violations of this Resolution are subject to the guidelines set forth in the Fine Policy, Resolution #2023-02. Harassment occurring within the city limits of Arnold, or to any individual who is deemed a resident of the City of Arnold, is considered a Municipal Ordinance Violation and is subject to the fine structure defined by Section 100.140 of the municipal code.”