

Willmore Place Condo Association
6240 Sunshine Drive
St. Louis Mo. 63109

Rules & Regulations (April 01, 2024)

Moving in or out of The Condominium

Moving must Always Be Scheduled in Advance:

All new and existing residents must email the Board to coordinate moving in or out of the building at least one-week prior the move.

Information needed:

A date for the physical moving of belongings will be set, and moving rules reviewed. Residents will pay transfer fees and complete paperwork to be granted access to the secured building. **Checks to made directly to the HOA (Willmore Place Condo) for \$250 for moving in and \$250 for moving out.**

Moving out of WPC requires the same wear and tear.

Hours for Physically Moving Belongings / Furniture: **Monday – Saturday 8:00 am - 6:00 pm.**

Fees:

There are fees to transfer in & out of the building (change ownership or residents). Fees will be itemized when you meet with the board. **Checks to made directly to the HOA (Willmore Place Condo) for \$250 for moving in and \$250 for moving out.**

RESALE & PRESALE:

Each unit owners (including heirs) must notify the board for the intentions of placing their unit up for sale. At that time the board **will meet with the sellers and their real estate agents to review any and all Rules and Regulations to** maintain the integrity of the property and maintain security for current owners. **If the Sellers do not arrange a meeting they will be fined \$500 at time of closing.**

MANADATORY - PRE PURCHASE & NEW OWNERS Welcoming and Departure MEETING:

Potential buyers must meet with the board before buying so that Rules & Regulations will be reviewed of moving, remodeling and the acceptance of the bylaws/Rules and Regulations, presentation of veterinary information on existing pets as well as a discussion of communal living with mutual respect for their new neighbors and business partners in the Willmore Place Condo LLC. **IF THE BUYER DOES NOT MEET FOR PRECLOSURE MEETING - THE NEW OWNERS WILL BE FINED \$500 AND ASSESSED BY THE MANAGEMENT COMPANY.**

Front Lobby:

All moving must be conducted through the parking garage and elevator entrances. **Nothing should be moved through the front lobby.** This includes delivery of items after the purchase. Regular delivery of mail and small packages are permitted.

Loading / Unloading:

Moving vans must park on the street in front of the building and all materials must enter the building via the garage door. No parking is allowed on the garage levels or driveways for loading or unloading during moving, other than the resident's parking stall.

Education of movers:

The resident moving is responsible for conveying these rules to the workers performing the move.

Garage Door:

The garage door can be deactivated during the move but must be reactivated at the end of the moving process.

Elevators:

The elevator must be protected during the moving process and access to the elevator cannot be deprived from use of current owners.

Damage:

The owner of the unit moving, is liable for any damage to the common areas caused by the moving process.

General Rules

Resident Registration:

All residents of the building must be registered with the HOA.

Entrances / Security:

All residents of WPC are responsible to maintain building security. Make certain security doors close behind you when entering or leaving, including garage doors. Do not let anyone you do not know into the building.

Noise:

Noise can be transmitted through the structure of the building and impact other residents. Designated "quiet hours" are from 10 pm and 8 am. Keep noise to a minimum in the hallways. Balcony sliding doors should be operated gently to reduce the noise they create. Hard surface flooring can transmit noise to other units - please use area rugs, felt pads on furniture feet, and soft sole shoes on hard surface floors to lessen the impact on your neighbors. Pounding or hammering impacts the residents on many floors.

*** Other Noise Issues:**

- ❖ Parties Past 10PM
- ❖ Assembling of projects
- ❖ Loud Music or TV
- ❖ Screaming or yelling
- ❖ Domestic Discord
- ❖ Pets (barking)
- ❖ Illegal drug use

These activities impact other residents significantly. HOA pre-approval is required. Before any renovations begin in a unit the owner must notify the board with the scope of the work and possible length of the work by email. Any damage to the common areas is the responsibility of the unit owner. **Work is permitted during the house of 8-6** Monday through Saturday. Extensions may be arranged with the approval of the board along the surrounding owners after being notified and consent given.

CONSTRUCTION WITHIN A UNIT

The unit owner with construction activity is responsible for making certain that all rules are followed whether they are doing the work on their own, or using a contractor. If the rules are violated the unit owner will be subject to fines. The unit owner is responsible for education of the contractors and workers they employ on all of these rules, and demonstrating how to access the building for construction. **One owner or one adult must be on the property at all times when workers are present for them to be supervised and to direct them in case of emergency.**

All supplies, tools, & materials must enter the building through the garage.

Loading and Parking: Construction or delivery vehicles may use the owners parking space but not if material is stored there at the same time. The overhead door may be left open **but not for an extended time.** **The front stoppers may not be used** to keep the doors open as contractors enter/exit and should be accompanied or given a key to come and go. **AT NO TIME SHOULD ANY WORKER BE GIVEN THE FRONT DOOR CODE.**

Work Area: All work for the construction must be done inside the owners unit or on the balcony. Owners will be directed and instructed as to other authorized areas in the garage. **No set up on lawns, gardens, or the front of the building are allowed. No cleaning of brushes, buckets, paints, chemicals, solvents, or any fluids allowed on the grass, gardens, or plants ever.** Any violations will result in the bill for professional resolution to be assessed to the unit owner.

Sprinkler Heads and Plumbing Issues: Sprinkler heads may not and should never be touched or removed.

The access for turning off the sprinkler heads are in the garage utility room and once they are turned off, the sprinklers in the building will be deactivated for the entire building.

The owner must contact the sprinkler company as the bill will be sent directly to the owner. **Only Accurate Sprinkler may (a licensed commercial plumber for commercial sprinklers) is allowed to legally work on the building's system.** Emergency calls may result in a service bill for the owner. **Residential plumbers may not work on the system.**

Flooring Surfaces & Slab Construction Notes:

- * WPC is built on wooden scissor floor and ceiling joists
- * Real wood floor that requires acclimation must have a designated area approved by the board of directors and may only be stored right before installation

Construction Debris and Cart-off:

Absolutely no trash should be placed in the garage or placed in the city trash bins. All debris must be removed daily through the garage. If a dumpster is required then the dumpster must be placed on the street and accommodations can be made to reserve space at the top of the driveway. It is the owners responsibility to maintain the area around the dumpster to be free of debris & fasteners of all types. **A magnetic broom is available to all owners and contractors for clean up.**

The owner is responsible for keeping the common areas clean such as halls, elevator floors, parking area, lobby, removal and replacement of runners during construction. Immediate clean up is mandatory.

STORAGE of Construction Material:

1. Construction materials maybe stored in your parking space or in your unit with prior approval of the board of directors
2. Material stored in your parking area may not exceed **4' tall**, nor encroach beyond the yellow lines and be within 2 feet of the neighboring vehicle to reduce possibility of damage.
3. **IF MATERIAL IS STORED IN YOUR PARKING AREA, YOU WILL NOT BE ALLOWED TO PARK YOUR VEHICLE IN THE SPOT UNTIL ALL MATERIAL IS VACATED.**

Other Items of Construction Responsibility:

1. The door to the unit undergoing construction must be kept closed at all times to reduce noise transmission. All workers should be instructed to help reduce noise when possible.
2. Garage and entry doors must be closed immediately after loading and unloading. The contractor should not be given the code and lock boxes are not allowed/ If the code is given out it will be changed **and the unit owner will be fined.**
3. **If the owner supplies the contractor with a front door key it must be returned by the end of each day.**
4. Any project that exceeds the approved period may be subject to fines or the disruption this causes to other residents.

5. Shopping carts may not be used by contractors however, they may use the furniture carts as long as they replace them. If the carts are damaged then the unit owner will be financially responsible for purchasing a new one.
6. Any damage to the building is the financial responsibility of the unit owner. This includes any items of another owner.
7. **Permits:** If a permit is required then the board will assist in finding a visible way to display it. City may require architect drawings to be submitted. It is up to the owner to ensure proper permits are applied and any fines to the association will be assessed to the unit owner that is having the permit issue.
8. All contractors should be licensed, bonded, insured, and certified professionals.

Pets

To insure strict adherence to the dominion by-laws any pets brought into the building by an owner for permanent stay, either the current or prospective unit owner must present to the board in writing a vet statement that includes the breed, size, age, updated immunizations and expected adult size and weight. All pets must be neutered and spayed. Any damage to the common areas, the garden, lawn or backyard must be repaired or replaced by a professional company. Some breeds may not be allowed due to insurance liability and local ordinances. Dogs/Cats are limited to 2 total and must be **less than 30 pounds each**. (See 7.5 relating to animal soilage)

Pets may not be venomous or dangerous to any other owners. No birds, reptiles or farm animals. No outside shelters maybe erected for the sole purpose to house or contain an animal or pet. Breeding of any animals are prohibited. All animals are barred from any association meeting unless it is a registered service dog.

Smoking and Vaping

Willmore Place is a **non-smoking property**. Smoking of any kind (including but not limited to), **electronic cigarettes, vaping, or any items emitting smoke, fragrance, or mists are not allowed within the building at any time.**

Litter:

Help keep the building and grounds clean. If you drop or spill something, it is your responsibility to clean it immediately. Self-management includes self-maintenance by owners.

Decorations Hallways and Entryways

Past boards have given consideration for individual expression since our creation and all boards since have allowed personal expression. Many vignettes have been created in an effort to be welcoming and all consideration for safety has been given. No gatherings, meetings, social activities or furniture/chairs/tables (permanent or temporary) is allowed to achieve maximum personal space and solitude for all unit owners.

Holiday decorations, painting, displays, furniture, may not be placed without written permission of the entire board to insure common areas and hallways are safe and unobstructed. Small personal items and door adornments are approved under the discretion of the board to insure safe, tasteful, and non-offensive decorations.

Residents should consult the board of directors before placing any items on the floor of the hallway. Owners may hang or attach decorations on their unit or balconies. Fire laws prohibit any items in the hallway without consent of the board and items such as bikes, scooters, roller blades or like items are not allowed.

Front Lobby

Large delivered items (including but not limited to) furniture, shopping carts and construction materials may not be stored in the vestibule, hallways, or in front of your doors for over 24 hours. (Article 7.2 - Obstructions)

Balconies

June 01, 2021- June 31, 2031 Balconies:

The railings, trims, and caulking **will become the responsibility of the residents for 10 years**. When a unit is sold, the association will not pay for negligence, accidents, or abuse of the deck & railings. This is now the personal responsibility for the owner for the following items (including but not limited to): Any holes, scratches or pulling away or flagged in a re-sale inspection. Holes created by planters, feeders, lighting, chimes, or flag poles in the new trim. Cracked siding damaged by improper nailing of hanging items. Nail pops, carpenter ants, board splits or holes, or cracking. The patio door and the 2 surrounding deck windows are also the responsibility of the owner as they serve only that unit. Replacements of these products must be approved by the board to achieve aesthetic coherence.

Items should not be dropped or spilled from any balcony or deck. Any damage caused by the action will be billed to the unit owner. No materials (organic or inorganic) hanging below the unit's deck. No tool storage, bikes may be stored.

Cleaning/Washing & Spring Clean UP:

All decks are recommended to be cleaned with soap and water every spring. The building has hoses that can be used by any resident. **The owner must communicate with their vertical neighbors so that set day is set for all to clean.**

Power washers should not be used as they will blow off paint, stains, caulking, and soffit materials. Only water, soap, and broom or brushes are recommended.

Balcony Doors:

The sliding glass doors should be opened and closed slowly to reduce noise transmission to other units. (Replacement of doors are the responsibility of the unit owner as it only serves that unit)

Flags - the American Flag may be flown beyond holidays along with other flags as long as they are not deemed political or offensive to the recognized community standards. Clotheslines, air-drying of clothes, rugs towels, bathing suits, etc. are not allowed.

Barbecues: Balcony cooking is restricted to electric or gas barbecues only (no charcoal grills). Additional propane tanks and other highly flammable products are prohibited throughout the garage and must be stored on the balcony.

Plants & Vegetation:

Vegetable plants and succulents may be planted but limited to 3 containers (no larger than 5 gallons each) and they cannot be attached to the railing & should be no taller than the railings. Stains from vegetables, **damage from critters to the deck or balconies or a neighbor's unit is the responsibility of that owner to remedy.**

Nuisances such as increased water usage, critters, insects, snakes, rabbits, and squirrels will be monitored and any financial expenditure will be assessed to the owner.

Fire & Water Issues:

In case of fire or emergency please contact 911. Do not use the elevator when the alarm has sounded. Water cut-off for the units are in your utility room. The fire sprinklers are located in the utility room in the garage and the service company should be called immediately.

Drains:

All drains must be cleaned and snaked by a professional every 5 years. Water issues inside a unit are the responsibility of the owner including the damages to the lower or adjacent unit. Common elements are described and outlined in the by-laws.

Mechanical:

The following items are the responsibility of the unit owner - HVAC, drains, AC unit, garbage disposal, appliances, washer dryer, as well as bathroom fixtures.

Unattended Children are not permitted to play in the halls, elevators, stairwells, or common areas.

Complaints:

Owners are directed to report complaints to the board and not the management company. This is to include recommendations, suggestions, or commentary.

Leasing / Renting: Not allowed per bylaws.

Trash Disposal: Trash and recycling dumpsters are located in the parking garage. Owners are responsible to arrange for their own disposal of oversized items. The

dumpsters are not to be used for construction or moving debris. All materials should be encapsulated to reduce any smells or the release of items.

Bulk Item (City Pick Up) – The bulk items such as mattresses must be stored inside of the owner's unit and is the responsibility of the unit owner to move it to the curb for the 4th Monday bulk pick up. No storage of those items should be placed in garage no sooner than 2 days before the pickup and should be placed on a cart out of harm's way.

Administration Rules

HOA Monthly Fees: The HOA fee is due on the 1st of each month. Fees received after the 10th will be charged a \$25.00 late fee.

Moving in / Out: See separate Moving section above.

New Residents: See above note of mandatory pre-sale meeting

Unit Keys:

The HOA does not have keys to unit owner's doors, mailboxes, or storage areas. All keys are to be supplied by the previous owner.

Any common area keys that the association cuts will be at the cost of \$25/key.

Resident Entry Phone:

Is for residents to allow guests access to the building. This feature is only available to residents of the building. Codes to access the lobby should not be shared with workers. If a unit owner gives out the code and the code must be changed for the safety of the other owners, a fine will be assessed to that owner for time and upheaval to all owners.

Violations and Dispute Resolution:

A written warning will be sent to the offending party and will describe the violation. The owner has 5 days to correct the violation. A second infringement will result in a fine as stated by the fee schedule and will accrue if violations are not corrected and/or continually repeated. The board will consider any dispute at a board meeting but the board will make the final disposition.

Fines: Violations of any of these rules may result in fines levied by the board of trustees

- ❖ First infraction is a written warning
- ❖ If there is another of "like" infraction, this will result in a \$50 fine
- ❖ Second infraction is \$100 fine
- ❖ Third infraction is \$150 fine

- ❖ Fourth infraction thereafter is \$150 per issue
- ❖ Unpaid fines will accrue a service charge of 1.5%/per month
- ❖ If fines reach \$1,000 a lien will be placed on the property by the management company under the direction of the board.

Suggestions / Complaints:

All suggestions or complaints should be in writing and addressed to: The Willmore Place Condominium Homeowners Association Board of Trustees. This can also be entered through the House and Associates Portal.

Parking, Storage, Bikes, Tires

Parking:

All parking spaces are assigned in the parking levels. Boats, trailers, and motor homes are not allowed in your assigned parking spot. Drive slowly and carefully in the parking levels, and avoid idling because of exhaust fumes. Unauthorized parked vehicles will be towed at the owner's expense. **No owner may exchange parking spots per bylaws.**

Garage & Garage Door: WPC is a secure building. The most used access point is the garage door and the door is timed at 1 minute to allow entry or exit. We ask that you close the door immediately as you exit the building.

The entry to the garage has a **mirror for safety** and Owners should monitor their own safety. The speed limit in the garage is 5 MPH.

There are marked areas for **loading and unloading** of vehicles and there is a 15-minute limit.

Each owner is given a remote clicker by the previous owners. If the clicker is lost or stolen, please notify the board as the code maybe changed. **The cost for a new remote is \$100. Beginning April 01, 2024 - no more than one clicker will be supplied to any owner for security.**

Work Bench, Drains, Hoses:

WPC supplies a work bench for all to use and each owner is responsible for any and all clean up. Construction worker may use the hoses, drains, workbench and the bench.

Oil Leaks:

Owners are responsible for cleaning oil spills in their parking stalls immediately to prevent common area carpets from being stained. Oil should never be allowed to pool on the garage floor. Cat litter is advised to clean up oil spills.

Automotive Repair Work:

Is prohibited in the garages and surface parking areas at Willmore Place.

Bikes:

Bikes are prohibited on the stairs, elevators, and in the lobby. There is a bike storage rack on the garage level stairwells. Bikes must be labeled for easy identification according to the guidelines posted in the bike storage area. You should ride your bike in and out of the garage entrance. Bikes may not be stored on the owner's balconies.

Storage:

Each unit has an assigned storage unit accessed from the parking garage. Some garage stalls also have a storage unit in the front of the stall. **Combustible materials are prohibited in all of these storage facilities.**

Building additional storage on balconies, parking spots, next to owner's garage storage is not allowed unless it is for seasonal storage and is not taller than 2' and not seen from the street.

Tires:

Tires may not be stored in stairwell or in your assigned parking stall.

High Rise Issues

Exterior Appearance:

The exterior of the building cannot be modified in any way without written approval from the board of trustees.

Water Shut Off Valves:

Sprinkler head valves are located in the garage storage room, and must be called in immediately to the board.

Windows:

Replacement windows need pre-approval from the board of trustees, and they must be purchased through the specified vendor to maintain uniformity on the exterior of the building. **Currently the supplier is Pella Windows and can be purchased through Lowes.** The use of the **Pella Window Store is NOT** allowed as their product does not conform to the current design.

Window Coverings / Exterior Shades:

Aluminum foil, newspapers, reflective film coatings, sheets, bedspreads, etc. may not be used to cover windows from inside of the building.

Service/Emotional Support animals must be legally registered and meet state and federal requirements set forth by the Missouri Disabilities Act and Americans with Disabilities Act.

Satellite Dishes:

Satellite dishes are not allowed at all.

Self-Management:

WPC is a self-managed building due to budget considerations with an on-site board and professional financial management company to handle collections and bill payment. The

board is made up of owners that maintain 100% residency to decrease the burden on any one individual and handles complaints, issues, and by-law compliance. Self-management implies that each owner is responsible for their unit, common elements, their parking space, and the well-being of the other owners.