



THE NEW TOWN AT ST. CHARLES®
GENERAL ASSEMBLY
WWW.NTGA.NET

3312-1 RUE ROYALE STREET
ST. CHARLES, MO 63301

PH: (636) 916-2085
FAX: (636) 916-2019

Dear Homeowner(s):

On behalf of your Board of Governors and DNI Properties, Inc., we extend our best wishes this holiday season!

After careful consideration of the upcoming year's expenses by your board members, we are pleased to announce that there will be **no increase** in the annual assessment for 2018. Your invoice is enclosed, along with a copy of the 2018 budget. To ensure proper and timely credit, please review the important information listed below:

- **Assessments are due January 1, 2018 and considered delinquent if received after January 31, 2018.**
Late payments will be assessed a late notice administrative charge, along with interest as permitted by your governing documents.
- **Payments by mail should be sent at least 7 days prior to your delinquent date.**
To avoid late charges, your payment must be received and processed by your Association's bank prior to the delinquent date. Missing account information will cause processing delays.
- **Make your check payable to "New Town at St. Charles® General Assembly" or "NTGA" and include the remittance portion of the enclosed invoice in your envelope.** Mail your payment to your Association's bank lockbox at the following address:

The New Town at St. Charles® General Assembly
c/o DNI Properties, Inc.
P.O. Box 105007
Atlanta, GA 30348-5007

- **Do not include correspondence with your payment.** All correspondence must be mailed to the General Assembly office at 3312-1 Rue Royale St., St. Charles, MO 63301.
- **Online payment options are available by e-Check and credit card.**
As a reminder, assessment payments are NOT accepted at the General Assembly office. See the back of this letter for additional information and payment instructions.
- **Questions? Contact DNI Properties by phone or email.**
Your community's management team information is listed on the back of this letter.

We wish everyone a very happy holiday season and look forward to serving your community in the upcoming year!

Sincerely,

Eric See-Leynes, CMCA®
Community Manager

DNI Properties, Inc. on behalf of
The New Town at St. Charles® General Assembly

Your DNI Properties Management Team

Community Manager: Eric See-Leynes at (636) 916-2085

NTManager@dniproperties.com

Or

esee-leynes@dniproperties.com

Assistant Manager: Beth Brown at (636) 916-2085

NTStaff@dniproperties.com

Or

bbrown@dniproperties.com

Accounting Supervisor: Linda Kitchel at (314) 576-0700 ext. 402

lkitchel@dniproperties.com

DNI Properties
662 Office Parkway
Creve Coeur, MO 63141
www.dniproperties.com

Online Payment Information

Union Bank, your Association's bank, offers online payment options using eCheck, Visa, MasterCard, DiscoverCard or American Express. There is no fee for eCheck payments; however, your Association's bank charges a \$14.95 transaction fee for credit card payments.

Instructions for making an online payment are as follows:

1. Go to **www.ntga.net**
2. Click on the "Pay My Dues" tab at the upper right corner of the homepage.
3. Union Bank's online payments page will open next:
 - A. **eCheck Payments:** Click on the box for "eCheck Sign-In."
 - **For New Users,** click on "Register Now" on the right side of the page and then complete the requested registration information.
 - **For Registered Users,** enter your Union Bank Login ID and Password in the center box.
 - B. **Credit Card Payments:** Click on the box for "Pay As Guest."
4. Complete the "Account Information" section by first typing part of your association's name and then clicking on the "Find" button. From the drop-down menu locate the exact name of your association with the correct matching city in parentheses. If you have difficulty with this step then click on the "example" link for further instructions.
5. Enter your "Homeowner Account Number" in the box below. Your account number is listed above your name on the upper right side of your coupon.
6. Complete the remaining personal and payment information.
7. Click on the "Authorization Agreement" box and click the "Submit" button.
8. Print a copy of the payment confirmation page for your records.

Planning a Home Improvement?

As a reminder, any changes to the exterior of your property (lot or home) will require architectural approval **PRIOR** to making any alterations or additions. Please visit **www.ntga.net** for the appropriate forms to be completed or contact the New Town at St. Charles® General Assembly at (636) 916-2085.



The New Town at St. Charles® General Assembly
2018 Annual Budget

<u>Accounts</u>	<u>2018 Budget</u>
Income:	
3010 - Assessments	\$1,121,520.00
3011 - Start Up Fees-New	\$25,000.00
3013 - Bank Interest	\$255.00
3014 - Start Up Fee Resale	\$25,000.00
3015 - Event Income	\$9,500.00
3743 - Key Replacement	\$7,800.00
3745 - Architectural Review Fee	\$5,500.00
3746 - Delinquency Interest	\$3,000.00
3748 - Annual Mail Room Fees	\$35,000.00
3749 - Pool Concession/ Guest Pass	\$10,000.00
3751 - Real Estate Sign Rental	\$2,000.00
3771 - Maintenance Reimbursment	\$4,000.00
3801 - Late Notice/Collection Reimb.	\$5,000.00
3802 - Legal/Collection Reimb.	\$2,000.00
3901 - Capital Improvement Fee	\$70,000.00
3902 - Rental Property Income	\$44,325.00
3906 - Blue Agave Rental Income	\$2,500.00
3907 - Business Sign Rental	\$2,600.00
Total Income:	\$1,375,000.00
Expense:	
5005 - Business Signs	\$500.00
5007 - Event Reservations	\$8,400.00
5010 - Special Events	\$5,000.00
5011 - Mail Center #2 (Shutten)	\$15,600.00
5013 - Mailroom # 3 (Rue Royale)	\$20,460.00
5014 - Management Fee	\$113,930.00
5015 - Office Rent	\$37,200.00
5016 - Town Architect Fees	\$19,500.00
5019 - Miscellaneous Admin/Square Account	\$750.00
5020 - It Services/Telephone/Internet	\$12,000.00
5021 - Printing/Postage/Mailings	\$12,000.00
5022 - Late Notices/ Return Check Fees	\$6,500.00
5024 - Tax Preparation	\$265.00
5025 - Office Expense & Supplies	\$10,000.00
5027 - Legal/ Collections	\$5,500.00
5028 - Legal Services	\$12,000.00
5029 - Security	\$50,000.00
5031 - Key Replacement	\$7,500.00
5041 - Trash & Recycling	\$3,600.00
5042 - Electric	\$68,500.00
5044 - Water-Sewer	\$4,550.00
5045 - Gas	\$3,000.00
5047 - Gas Lights	\$5,250.00
5091 - Electric - Rental Prop.	\$10,675.00
5092 - Gas - Rental Prop.	\$4,500.00
5093 - Water - Rental Prop.	\$1,000.00
5095 - Maint/Repairs-Rental Prop.	\$12,000.00
5097 - Kiosk- Electric	\$9,250.00
5098 - Kiosk- Gas	\$100.00
5099 - Kiosk -Water	\$1,950.00
5100 - Kiosk- Maintenance/ Repairs	\$6,000.00

5101 - Mailroom Maint./Repair	\$5,000.00
5102 - Landscaping Contract	\$130,000.00
5103 - Tree & Shrub Replacement	\$12,000.00
5104 - Lake/Fountain Maint. & Repair	\$22,500.00
5105 - Snow Removal	\$10,000.00
5107 - Seeding & Aeration	\$2,500.00
5108 - Pond Maintenance	\$1,500.00
5109 - Supplies (Grounds/Maint.)	\$15,000.00
5110 - Staff Salaries	\$115,000.00
5111 - Gasoline	\$1,200.00
5112 - Vehicle Maint.	\$2,000.00
5113 - Sprinkler Sys. Maint./Rep	\$10,000.00
5114 - Park Light Maint/Repair	\$3,000.00
5115 - Well Repair	\$500.00
5116 - Maintenance & Repairs	\$30,000.00
5117 - Concrete Repairs	\$30,000.00
5118 - Playground Repairs	\$70,000.00
5119 - Bocce Court Maintenance	\$1,000.00
5121 - Shire Lane Pool Phone	\$380.00
5123 - Blue Agave-Repair/Maint.	\$8,000.00
5126 - Maintenance Garage Storage	\$6,000.00
5127 - Rock Maintenance	\$20,000.00
5132 - Pool Management-Shire Lane	\$80,000.00
5135 - Pool Repair/Maint-Shire Ln	\$25,000.00
5136 - Pool Tags	\$2,000.00
5193 - Payroll Taxes	\$10,000.00
5220 - Insurance- Umbrella	\$2,640.00
5221 - General Liability/Property/Crime	\$46,500.00
5222 - D & O	\$2,380.00
5224 - Workers Comp	\$6,000.00
5225 - Vehicle Insurance	\$345.00
5226 - Earthquake Insurance	\$6,500.00
5227 - Insurance- Special Events	\$1,500.00
5228 - Property Tax	\$23,000.00
5276 - Interest On Asset Purch #1	\$127,230.00
5277 - Interest on Asset Purch #2	\$28,845.00
5320 - Reserve Fund Transfers	\$50,000.00
Total Expense:	\$1,375,000.00

Budget Difference: **\$0.00**

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2018 Budget Highlights

- **5029- Security:** increased from \$20,000 to \$50,000, for added supplemental security throughout the community in 2018. The additional funds will be used for increased shifts for off-duty SCPD officers, as well as a private security service to patrol the common grounds throughout the week. Additionally, the General Assembly will be increasing security at our events due to the growing community and larger crowds. Overall, added security will be implemented by using a combination of security patrol, and off-duty police officers in 2018.
- **5095- Rental Property & 5100 Kiosk Repairs:** maintenance to the New Town Kiosks and Town Hall will take place during 2018, which will include painting, caulking, roof inspections, as well as updates to the Town Hall (painting, artwork, curtains, etc).
- **5104- Lake/Fountain Maintenance:** planned maintenance in 2018 to repair a failing section of boulder seawall that is settling underneath the bridge on New Town Lake Dr (next to Windmill).
- **5110- Staff Salaries:** increased for additional part-time maintenance staff member to assist with the grounds and events.
- **5117- Concrete Repairs:** additional funds have been allocated to concrete repairs to address several priority repairs throughout the community.
- **5118- Playground Repairs:** the Civic Green playground floor surface is in need of replacement. As a result, the existing surface will be fully removed, and re-surfaced with a new pour in place material (similar to the existing spongy surface).
- **5119- Rock Maintenance:** additional chat rock will be added to various areas throughout New Town, to re-establish sections that have washed out, and/or did not have existing chat rock. In addition, maintenance will be performed to the rock streams located in Civic Green Park.
- **5132- Shire Lane Pool Maintenance:** additional staff will be added at the Shire Lane pool in 2018 to assist with pool operations, including cleaning, rules enforcement, and pass checking. The General Assembly anticipates the additional staff will greatly improve the cleanliness, and overall atmosphere at the pool during the 2018 swimming season!
- **5276 & 5277- Loan Repayment:** the budgeted amounts reflect principal and interest payments for the Central Bank loans.
- **5320- Reserve Fund Transfer:** a transfer to the community reserves will be made in the amount of \$50,000 in 2018. This is an increase from \$35,000 in 2017, and will bring the current reserve balance of \$108, 500 to \$158,500. Taking that into consideration, the General Assembly will have transferred \$85,000 to reserves over the course of 2017 & 2018.