



THE NEW TOWN AT ST. CHARLES® GENERAL ASSEMBLY
Town Hall Meeting Agenda
September 18th, 2018 • 7:00pm-8:30pm

1. Roll Call

- Community Manager: Eric See-Leynes
- Theatre District: Mark Collins, Larry Keeling
- Elections (Beach, Island, South Lake, Gateway)
 - South Lake District: Ken Kapper, Buddy Hardin, Jeff Haynes (Founder Rep)
 - Island District: Zach Follmer, Mike Galba
 - Beach District: Neal Evans, Allen Schriener
 - Gateway District Election

2. Guest Speaker- St. Charles Police Department

3. YTD Financial Overview

4. Community Maintenance Updates

- | | |
|---|---|
| ✓ Town Hall Painting | ✓ Power Washing |
| ✓ Mailroom Camera Installation | ✓ Pool Furniture and Repairs |
| ✓ South Lake Seawall Repair | ✓ Stain Stages & Playground Repairs |
| ✓ Bocce Ball Court Maintenance | • Bench Maintenance- Aug/Sept |
| ✓ Fountains Repaired | • Bridge Bike Lane Surfacing- Fall |
| ✓ Lake Signage Maintenance | • Gravel & Rock Maintenance- Sept |
| ✓ Tree Trimming | • Seeding and Aeration- Sept/Oct |
| ✓ Utility Fence Installation (BD) | • Civic Green Playground Resurfacing- Oct |
| ✓ Amphitheater Trellis Repairs | • Tree and Bush Planting- October |
| ✓ Civic Green Park Rock Maintenance | • Fall Cleanup- October |
| ✓ CG Park Water Feature Motor Replacement | • Concrete Repairs (Commercial) -Oct/Nov |
| ✓ Well Connection and Repairs | • NTGA Leaf Pickup Service -Oct/Nov |
| ✓ Amphitheater Trellis Repairs | |

5. Community Updates

- Kiosk Updates
- Beach & Playground Installation
- ARC Request Process
- 2018 Security Provider
- 2018 Pool Maintenance
- Gateway Lake Update

6. Upcoming Events- 2018 Event Calendar is available at www.ntga.net

- *Concerts:* BBQ & Blues Festival (September 22nd), St. Charles Symphony (September 23rd)
- *Events:* 3rd Annual NT Fishing Tournament (October 6th), Chili Cook-Off (October 21st)
- NT Art and Wine Stroll: October 6th > 3pm-7pm (tickets sold at Dwell in Design, Bridge & Marsalas)
- Black and White Art Gallery Show & Reception: October 6th > 7pm-11pm at Town Hall
- MO Cowbell Run: October 7th > **Note:** Commute may be impacted by street closures
- Halloween Spooktacular Parade: October 27th > Parade route to be posted prior to event
- Christmas Festivities: X-Mas Bazaar, X-Mas Party, and Tree Lighting Ceremony (December 1st)
- Christmas House Tour (December 2nd)

7. Open Forum

8. Meeting Adjourn: _____



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

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

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

Answers to Commonly Frequently Asked Questions (FAQ)

All questions should be directed to the General Assembly (GA) office (636) 916-2085 or through the website at www.ntga.net. **Please do not send requests through the community Facebook page(s) as they are not monitored by NTGA staff.**

- **Architectural Requests:** All changes to the exterior of your lot (paint, stain, storm doors, deck, fence, retaining walls, extensive landscaping or removal of landscaping, hardscaping, play structures, pool, etc.) **MUST** be approved **PRIOR** to installation or removal.
- **Events:** See New Town® Event List for 2018 visit www.ntga.net
 - The New Town® Trust provides entertainment to the NT Community (concerts, movies, etc.).
 - Owner assessments DO NOT fund the Trust. The New Town® Trust is funded by the TAD, re-sale fees of 0.2% when a home sells from a previous owner, and with private donations.
 - The Trust has its own Board of Directors and is NOT governed by the GA. The Trust Board appoints the Event Committee members.
- **For Sale Signs:** All home sales must use the official New Town® For Sale Sign.
 - New Town® Home for Sale signs can be leased from the General Assembly office located at 3312-1 Rue Royale, St. Charles, MO, within New Town®.
 - There is a \$100.00 refundable deposit, that is returned when the sign is returned with all its pieces in the same condition it was leased. There is a \$30.00 fee for the first three months, and a \$10.00 fee for each additional month.
 - The General Assembly office accepts checks, money orders, cashier's checks or debit/credit card payment through "Square" – which charges a minimal fee.
 - The sign comes with a brochure holder, "open house" sign, and "sold" sign.
- **General Assembly (GA):**
 - Common Ground that is completed and turned over is the responsibility of the GA. This includes: parks, canals, lakes, playgrounds, pedestrian bridges, parking lots between Rue Royale & Domain St., pools, restrooms in Town Hall, Civic Green, and around Amphitheater, etc. In addition, the GA owns the Marsala's Market building, the Town Hall, the Town Hall Mailroom, the 6 kiosks on the Amphitheater along with 4 bathrooms at the Amphitheater and the stage at the Amphitheater.
 - The Founder is responsible for the land/lots/units they own. NT Home Builders, LLC is responsible for the lots they own, McBride & Son Homes is responsible for the lots they own.
 - NT Leasing is responsible for the Hiram Street Apartments and Apartment Mansions on North & South New Town Avenue as well as the apartments on Reed Crossing.
 - The GA is governed by a Board of Governors & the Declarations & Rules & Regulations for New Town®. Districts are governed by their governing documents and their Board of Directors. Resident elections are handled according to those documents.

- **Pets:**
 - Pet Waste must be picked up by Owners, IT'S THE LAW!
 - Pets must be leashed at all times when outside!
 - Report animal nuisances to the St. Charles Animal Control Department
- **Sewers:** The City approved the acceptance of the sewer system as of March 5, 2013. Sewer issues should be reported to the Water Dept. at the following contact numbers:
 - 7am-3pm - 636-949-3363
 - 3pm-7am - 636-949-3366
- **Snow Removal:** The City plows all streets in New Town® except for the private 1-ways in the Beach District, Island Harbor, and Civic Circle, and Civic Dr. The following alleys are also plowed at every event with the public street plowing in New Town®:
 - North Canal Way Alley - West of Canal St. between Hempstead St. & North New Town Ave.
 - South Canal Way Alley – West of Canal St. between South New Town Ave. and Arpent St.
 - Hempstead Place Alley – South of Hempstead St. west of Canal St.
 - Shutten Way Alley – East of Shutten St. between Hempstead St. and Galt House Dr.
 - Hempstead Way Alley

The remaining alleys in New Town®, as well as other City alleys, are not always plowed with every event. Decisions are made by the snow operations management team on an event-by-event basis as to whether conditions warrant snow removal on the remainder of the alleys in the City following clearing of all public streets, including New Town®.

- **Streets:** The City owns all streets and alleys within NT except for Berrang, Wheelhouse, Camp Streets which are brick paver streets owned by the GA. The GA also owns the Civic Circle., Civic Ln. and alleys on either side of the Amphitheater and a portion of Island Harbor (from just before the bridge to Boschert Town Rd).
- **Trash:** Residential trash service is contracted through Republic Services and is the responsibility of the Owner.
 - Republic Services: (636) 255-6142 Pick-Up Day: Tuesday
 - *Note:* trash cans must be located indoors, or in an approved trash enclosure on non-pickup days!
- **Vandalism:** Please report all vandalism issues to the St. Charles City PD at (636) 949-3309.
- **Violations:** The violation process is clearly identified within the governing documents. Many homeowners have extenuating circumstances and the GA does their best to work with the residents to resolve their violation issues. However, according to the GA attorney, due process must be given.
 - The GA sends a "friendly reminder" letter to the homeowner advising of the violation, what must be done to remedy the violation and the number of days to be completed.
 - If the violation is not remedied, a second letter is sent advising that the violation remains and a hearing may be called.
 - If the resident makes no contact with the GA or does not remove the violation, a hearing date is set.
 - If the violation is still in place on the date of the hearing, the hearing is held by the Property Manager, Town Architect and resident with the violation. Fines are determined at this hearing.
 - Many times residents may remove a violation (for instance, a trash can), only to repeat the violation several months later. The Town Architect works with the GA in determining violations, fines, etc.
- **Website:** www.ntga.net
 - New Town® General Assembly utilizes a community website to answer questions, post important documents and information, and to announce important reminders & events!
- *Note:* www.newtownatstcharles.com is **NO LONGER** a sponsored or updated website.

**New Town St Charles General Assembly
Balance Sheet
Period Through: 9/18/2018**

Assets

1030 - Union Bank Operating	\$311,849.20	
1031 - Central Bank Checking	\$64,223.65	
1032 - Union Bank - The Square Account	\$43,115.49	
1033 - Central Bank Social & Supplies	\$3,095.94	
1035 - Union Bank Reserve M/M	\$158,733.20	
1051 - Petty Cash-Office	\$50.00	
Total		\$581,067.48

Other

1106 - Capital Improvement Purchase - 9 Bldgs	\$2,027,487.00	
1107 - Gator Utility Hpx	\$13,538.52	
1108 - 2012 Trailer	\$1,100.00	
1109 - Golf Cart	\$2,500.00	
1110 - John Deere Gator	\$8,993.04	
Other Total		\$2,053,618.56

Assets Total

\$2,634,686.04

Liabilities and Equity

2026 - Central Bank Loan- 2577665411	\$1,161,866.74	
2030 - Reserve Fund Transfers	\$50,000.00	
2033 - Real Estate Sign Deposit	\$6,695.00	
2036 - Central Bank Loan-2577667670	\$265,545.88	
2037 - Kiosk Rental Deposit	\$4,500.00	
Total		\$1,488,607.62

Retained Earnings

\$730,014.30

Net Income

\$416,064.12

Liabilities & Equity Total

\$2,634,686.04

**New Town St Charles General Assembly
2018 BUDGET REVIEW**

	2018 Budget Annual	2018 Actual Year to Date
Income		
3010 - Assessments	\$1,121,520.00	\$1,123,955.58
3011 - Start Up Fees-New	\$25,000.00	\$32,500.00
3013 - Bank Interest	\$255.00	\$202.13
3014 - Start Up Fee Resale	\$25,000.00	\$54,000.00
3015 - Event Income	\$9,500.00	\$8,306.98
3743 - Key Replacement	\$7,800.00	\$7,755.00
3745 - Architectural Review Fee	\$5,500.00	\$5,875.00
3746 - Delinquency Interest	\$3,000.00	\$4,708.08
3748 - Annual Mail Room Fees	\$35,000.00	\$35,275.89
3749 - Pool Concession/ Guest Pass	\$10,000.00	\$1,341.87
3751 - Real Estate Sign Rental	\$2,000.00	\$2,680.00
3771 - Maintenance Reimbursment	\$4,000.00	\$0.00
3801 - Late Notice/Collection Reimb.	\$5,000.00	\$8,072.44
3802 - Legal/Collection Reimb.	\$2,000.00	\$10,761.73
3901 - Capital Improvement Fee	\$70,000.00	\$70,623.63
Total	\$1,325,575.00	\$1,368,058.33
Rental Property Income		
3902 - Rental Property Income	\$44,325.00	\$16,796.00
3906 - Blue Agave Rental Income	\$2,500.00	\$3,650.00
3907 - Business Sign Rental	\$2,600.00	\$0.00
Total Rental Property Income	\$49,425.00	\$20,446.00
Total Income	\$1,375,000.00	\$1,388,504.33
Expense		
Administrative Expenses		
5005 - Business Signs	\$500.00	\$0.00
5007 - Event Reservations	\$8,400.00	\$6,300.00
5010 - Special Events	\$5,000.00	\$3,828.03
5011 - Mail Center #2 (Shutten)	\$15,600.00	\$10,400.00
5013 - Mailroom # 3 (Rue Royale)	\$20,460.00	\$15,420.63
5014 - Management Fee	\$113,930.00	\$85,446.00
5015 - Office Rent	\$37,200.00	\$27,900.00
5016 - Town Architect Fees	\$19,500.00	\$14,568.75
5019 - Miscellaneous Admin/Square Account	\$750.00	\$693.76
5020 - It Services/Telephone/Internet	\$12,000.00	\$8,622.53
5021 - Printing/Postage/Mailings	\$12,000.00	\$8,786.90
5022 - Late Notices/ Return Check Fees	\$6,500.00	\$8,535.00
5024 - Tax Preparation	\$265.00	\$265.00
5025 - Office Expense & Supplies	\$10,000.00	\$6,846.15
5027 - Legal/ Collections	\$5,500.00	\$10,330.00
5028 - Legal Services	\$12,000.00	\$3,694.00
5031 - Key Replacement	\$7,500.00	\$7,290.00
Total Administrative Expenses	\$287,105.00	\$218,926.75

Utilities

5041 - Trash & Recycling	\$3,600.00	\$3,154.90
5042 - Electric	\$68,500.00	\$46,825.86
5044 - Water-Sewer	\$4,550.00	\$2,275.50
5045 - Gas	\$3,000.00	\$1,966.45
5047 - Gas Lights	\$5,250.00	\$3,577.76
Total Utilities	\$84,900.00	\$57,800.47

Utilities-Rental Properties

5091 - Electric - Rental Prop.	\$10,675.00	\$11,088.04
5092 - Gas - Rental Prop.	\$4,500.00	\$6,014.98
5093 - Water - Rental Prop.	\$1,000.00	\$772.53
5095 - Maint/Repairs-Rental Prop.	\$12,000.00	\$5,270.09
Total Utilities-Rental Properties	\$28,175.00	\$23,145.64

Kiosk

5097 - Kiosk- Electric	\$9,250.00	\$5,490.46
5098 - Kiosk- Gas	\$100.00	\$0.00
5099 - Kiosk -Water	\$1,950.00	\$393.97
5100 - Kiosk- Maintenance/ Repairs	\$6,000.00	\$5,640.45
Total Kiosk	\$17,300.00	\$11,524.88

Grounds/ Building Repair

5029 - Security	\$50,000.00	\$24,486.02
5101 - Mailroom Maint./Repair	\$5,000.00	\$3,393.47
5102 - Landscaping Contract	\$130,000.00	\$100,348.66
5103 - Tree & Shrub Replacement	\$12,000.00	\$2,135.14
5104 - Lake/Fountain Maint. & Repair	\$22,500.00	\$35,055.56
5105 - Snow Removal	\$10,000.00	\$3,821.62
5107 - Seeding & Aeration	\$2,500.00	\$929.82
5108 - Pond Maintenance	\$1,500.00	\$8,625.79
5109 - Supplies (Grounds/Maint.)	\$15,000.00	\$23,048.26
5110 - Staff Salaries	\$115,000.00	\$89,602.38
5111 - Gasoline	\$1,200.00	\$847.75
5112 - Vehicle Maint.	\$2,000.00	\$7,523.26
5113 - Sprinkler Sys. Maint./Rep	\$10,000.00	\$23,275.76
5114 - Park Light Maint/Repair	\$3,000.00	\$3,373.69
5115 - Well Repair	\$500.00	\$0.00
5116 - Maintenance & Repairs	\$30,000.00	\$35,034.69
5117 - Concrete Repairs	\$30,000.00	\$615.00
5118 - Playground Repairs	\$70,000.00	\$3,472.43
5119 - Bocce Court Maintenance	\$1,000.00	\$1,620.00
5126 - Maintenance Garage Storage	\$6,000.00	\$4,500.00
5127 - Rock Maintenance	\$20,000.00	\$0.00
Total Grounds/ Building Repair	\$537,200.00	\$371,709.30

<u>Pool /Clubhouse</u>		
5121 - Shire Lane Pool Phone	\$380.00	\$34.24
5123 - Blue Agave-Repair/Maint.	\$8,000.00	\$13,898.47
5132 - Pool Management-Shire Lane	\$80,000.00	\$74,450.00
5135 - Pool Repair/Maint-Shire Ln	\$25,000.00	\$35,092.87
5136 - Pool Tags	\$2,000.00	\$704.21
Total Pool /Clubhouse	\$115,380.00	\$124,179.79

<u>Payroll Taxes</u>		
5193 - Payroll Taxes	\$10,000.00	\$7,351.77
Total Payroll Taxes	\$10,000.00	\$7,351.77

<u>Interest Payments</u>		
5276 - Interest On Asset Purch #1	\$127,230.00	\$31,182.68
5277 - Interest on Asset Purch #2	\$28,845.00	\$7,124.54
Total Interest Payments	\$156,075.00	\$38,307.22

<u>Insurance/Taxes</u>		
5220 - Insurance- Umbrella	\$2,640.00	\$1,846.27
5221 - General Liability/Property/Crime	\$46,500.00	\$30,250.52
5222 - D & O	\$2,380.00	\$2,454.00
5224 - Workers Comp	\$6,000.00	\$3,884.00
5225 - Vehicle Insurance	\$345.00	\$0.00
5226 - Earthquake Insurance	\$6,500.00	\$5,985.00
5227 - Insurance- Special Events	\$1,500.00	\$0.00
5228 - Property Tax	\$23,000.00	\$0.00
Total Insurance/Taxes	\$88,865.00	\$44,419.79

<u>Reserves</u>		
5320 - Reserve Fund Transfers	\$50,000.00	\$50,000.00
Total Reserves	\$50,000.00	\$50,000.00

<u>Expense</u>		
5321 - Prior Year Expense	\$0.00	\$23,074.60
Total Expense	\$0.00	\$23,074.60

Total Expense \$1,375,000.00 \$970,440.21

Operating Net Income \$0.00 \$416,064.12