



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 hope you had a wonderful 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 2021. Your invoice is enclosed, along with a copy of the 2021 budget. To ensure proper and timely credit, please review the important information listed below:

- **Assessments are due January 1, 2021 and considered delinquent if received after March 1, 2021.**  
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.

Thank you, and we look forward to serving your community in the upcoming year!

Sincerely,

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

**Your DNI Properties Management Team**

**Senior Community Manager: Eric See-Leynes at (636) 916-2085**  
[esee-leynes@dniproperties.com](mailto:esee-leynes@dniproperties.com) Or [NTManager@dniproperties.com](mailto:NTManager@dniproperties.com)

**Community Manager: Beth Brown at (636) 916-2085**  
[bbrown@dniproperties.com](mailto:bbrown@dniproperties.com) Or [NTStaff@dniproperties.com](mailto:NTStaff@dniproperties.com)

**Assistant Community Manager: Lesley Landreth at (636) 916-2085**  
[llandreth@dniproperties.com](mailto:llandreth@dniproperties.com)

**Accounting Supervisor: Linda Kitchel at (314) 576-0700 ext. 402**  
[lkitchel@dniproperties.com](mailto:lkitchel@dniproperties.com)

**DNI Properties**  
662 Office Parkway  
Creve Coeur, MO 63141  
(314) 576-0700  
After-Hours Emergency (833) 280-9350  
[www.dniproperties.com](http://www.dniproperties.com)

**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](http://www.ntga.net) for the appropriate forms to be completed or contact the New Town at St. Charles<sup>®</sup> General Assembly at (636) 916-2085.

**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.dniproperties.com](http://www.dniproperties.com)
2. Click on the "Homeowners" tab in the top row of the homepage and select the "Pay My Dues" option from the dropdown menu.
3. Click the "Pay My Dues" link to be re-directed to the Union Bank website for payment.
4. Union Bank's online payments page will open next:
  - A. **Returning Users:** enter your username and password to login.
  - B. **Select "Make a One Time Payment as Guest" option:**
    - Type in the name of your community.
    - Select your community name from popup box.
    - Enter Account Number from remittance invoice.
5. Complete the remaining personal and payment information.
6. Click on the "Authorization Agreement" box and click the "Submit" button.
7. Print a copy of the payment confirmation page for your records.



## **2021 Budget Highlights**

- **5029- Security**: the General Assembly has remained committed to the safety of residents by budgeting for security personnel throughout the year and increased the 2021 budget \$15,000 for added patrols. These funds will be used for increased shifts for off-duty police officers, as well as a private security service to patrol the common grounds throughout the week. Furthermore, the GA will continue to explore additional surveillance options throughout the community.
- **5095- Maint./Repairs Rental Property**: planned repairs to GA owned rental property.
- **5102- Landscaping Contract**: increased for added common ground maintenance for new areas, as well as additional hardscape treatments for weeds on paver sections of New Town.
- **5104- Lake/Fountain Maint./Repair**: increased for added lake & fountain maintenance, including transitioning fountain lighting to LED bulbs to reduce the frequency of costly replacements.
- **5107-Seeding & Aeration**: increased for added common ground treatments for distressed turf areas, as well as re-sodding the spiral hill along Granger Blvd. See 5128 for additional details.
- **5108- Koi Pond Maintenance**: increased for new water pumps and to repair failing electric wiring by boring new electric connections for the Koi Pond system in Civic Green Park.
- **5110-Maintenance Staff**: increased for additional staff member to assist with day-to-day maintenance operations as the community continues to grow.
- **5113-Irrigation Repairs/Maint**: increased for much needed irrigation electric wiring replacements, which will help reduce the frequency and amount of time the system is shut-down as repairs are completed. In addition, this line-item expense also includes a new system installation and fill-line for the pond area along NT Blvd (adjacent to ACI). This will allow the GA to properly maintain the area and pond which is currently unmanageable in its present state.
- **5115- Windmill Repairs**: increased for planned repairs to the Windmill on NT Lake Dr.
- **5117- Concrete Repairs**: planned maintenance for GA parking lots adjacent to the Amphitheater, along with slab replacements & mud-jacking various common ways & courtyards in the community.
- **5118- Playground Repairs**: increased for playground repairs including wooden board replacements and staining of all Barbara Butler playgrounds and stages.
- **5127- Rock Maintenance**: the gravel bailout lanes lining the streets will be packed & filled as necessary. This expense also includes adding rock in the voids of lake boulder walls.



## **2021 Budget Highlights**

- **5128- Equipment Purchase:** the GA will be investing in a commercial grade seeding and aeration machine, which will allow the staff to improve and better maintain the turf areas of New Town as needed and avoid outsourcing this maintenance moving forward. This expense also includes the purchase of new maintenance cart for additional staffing.
- **5132 & 5135- Shire Lane Pool Maintenance:** planned improvements to the Shire Lane pool will include re-sealing the pool surface of the lazy river & wading pool, pump replacements, landscaping additions, and replacement furniture as needed. Additionally, we are pleased to announce Pool Pros will be overseeing pool operations for a third consecutive season and look forward to the anticipated enhancements and improved atmosphere at the pool during the 2021 swimming season!
- **5276 & 5277- Loan Repayment:** the budgeted amounts reflect both principal and interest payments for the Central Bank loans related to General Assembly owned properties.
- **5320- Reserve Fund Transfer:** a transfer to the community reserves will be made in the amount of \$225,000 in order to plan for future capital expenditures and replenish the reserve account.
  - **Pending Cap Improvement- Permanent Outflow Pump:** furthermore, the General Assembly is currently exploring options to install a permanent pump station at the lake outflow along NT Blvd. This pump station would permit the GA to activate as needed in order to better control the lake levels of the community. If the pump station is approved moving forward, it will be a capital improvement funded by the reserves.

*The Board and staff of the General Assembly wishes everyone a Happy Holiday season!*