



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

2023 Assessment Billing Notice

Dear New Town Homeowner(s):

On behalf of your Board of Governors and DNI Properties, Inc., we hope you have a wonderful holiday season! Additionally, I would like to take the opportunity to introduce myself as your new Community Manager. My name is Beth Unger and I have been working to familiarize myself with your beautiful community. I am excited to work with the Board and Homeowners to serve your needs moving forward and look forward to meeting you all soon.

After careful consideration of the upcoming year's expenses by your board members, the annual assessment has been increased 5.8% for 2023. Your invoice is enclosed, along with a copy of the 2023 budget. To ensure proper and timely credit, please review the important information listed below:

- **Assessments are due January 1, 2023 and considered delinquent if received after March 1, 2023.**
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 -758
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 Unger, Community Manager
DNI Properties, Inc. on behalf of
The New Town at St. Charles® General Assembly

Your DNI Properties Management Team

Community Manager: Beth Unger at (636) 916-2085
bunger@dniproperties.com

Community Support Coordinator: Lesley Landreth at (636) 916-2085
llandreth@dniproperties.com

Accounting Specialist: Linda Kitchel at (314) 576-0700, ext. 402
lkitchel@dniproperties.com

DNI Properties
662 Office Parkway
Creve Coeur, MO 63141
(314) 576-0700
www.dniproperties.com

After-Hours Emergency (833) 280-9350

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.

Online Payment Information

Make quick and easy assessment payments from DNI Properties' website.

Instructions for making an online payment are as follows:

1. Please visit www.ntga.net
2. Click on the "Make a Payment" tab in the top row of the homepage
3. You will be routed to Association's bank by selecting the Pacific Western Bank payment link (formerly Union Bank).
 - **Type in the name of your community > New Town at St. Charles General Assembly**
 - **Select New Town at St. Charles from the dropdown box.**
 - **Enter Account Number from remittance invoice.**
 - **Select continue after confirming information is correct.**
4. Complete the remaining personal and payment information.
5. Click on the "Authorization Agreement" box and click the "Submit" button.
6. Print a copy of the payment confirmation page for your records.

Owners may also utilize our new Quick Pay feature on the FrontSteps Portal or by visiting www.dniproperties.com and clicking the link on the upper right of the homepage.