



Tools of the Trade for Association Trustees

A workshop by the St. Louis County Department of Planning
October 4, 2011



Tonight's Presentation

- ▶ Introduction
- ▶ Purpose
- ▶ Association Governance
- ▶ Tools of the Trade
 - ▶ Recorded Documents
 - ▶ Specific Property Issues/Info
 - ▶ Neighborhood Info/Services
 - ▶ Trustee Support
- ▶ Future Events
- ▶ Stay Connected

“If all you have is a hammer, then everything looks like a nail.

~Proverb





Purpose

- ▶ Identifying tools to address trustees' most common questions
- ▶ Learning the online and in-person ways of accessing these tools
- ▶ Knowing who to contact when the tools aren't enough





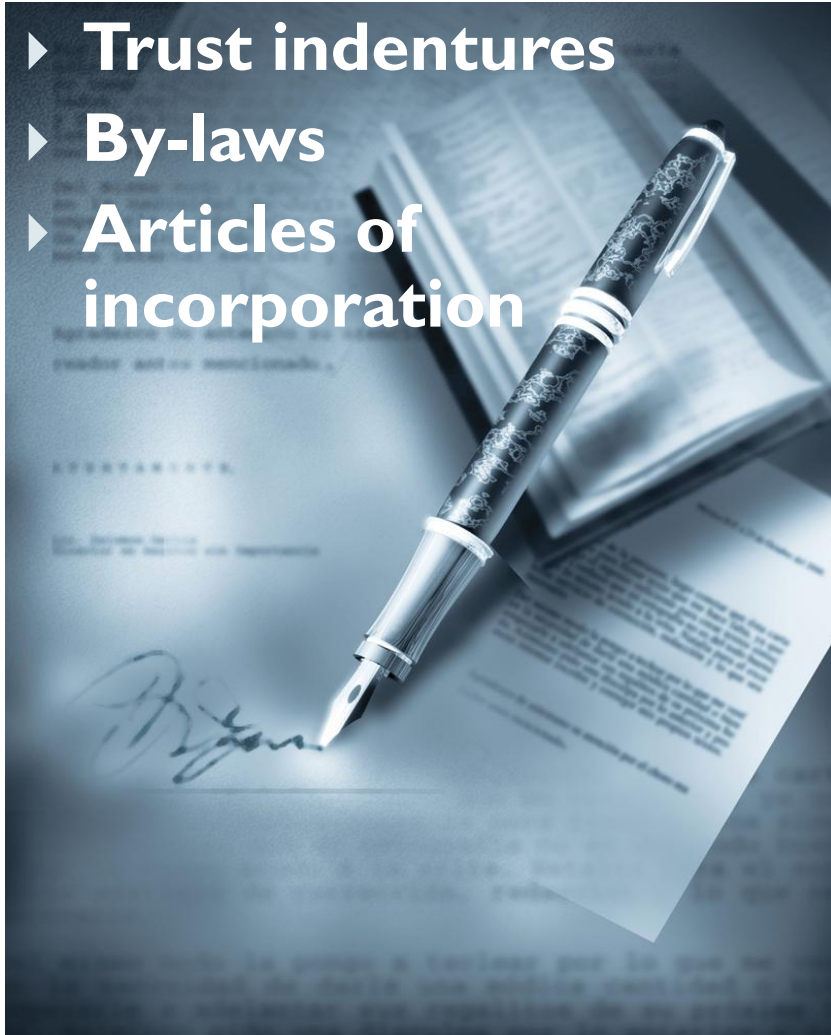
Association Governance

Tools of the Trade for Association Trustees



Know Your Documents

- ▶ **Trust indentures**
- ▶ **By-laws**
- ▶ **Articles of incorporation**



- ▶ Source of authority attached to homeowner deeds
- ▶ Governs all owners of property
- ▶ Outlines responsibilities, covenants, conditions, and restrictions (CCRs)
- ▶ Legally binding, recorded documents
- ▶ Are private agreements between property owners





What's Important to Know?

- ▶ READ your documents carefully
- ▶ Look for “Words of Authority” – shall/shall not vs. may/may not
- ▶ Familiarize yourself with important provisions:
 - ▶ Powers and duties of trustees
 - ▶ Elections and annual meetings
 - ▶ Meeting notification
 - ▶ Voting procedures
 - ▶ Assessment fees - annual and special
 - ▶ Amendment procedures
 - ▶ Use restrictions and covenants
- ▶ Make use of an attorney



Run the Association in a Businesslike Way



To Meet Obligations

- To successfully meet the responsibilities and obligations outlined in your governing documents

To Reduce Risk

- To reduce risk by exercising sound judgment and following established management practices

To Reduce Conflict

- To reduce conflict by providing open, fair participation from residents
-
- 

How to Run the Association in a Businesslike Way



Hold Annual Meetings

Conduct Elections

Solicit Bids Openly

Maintain Common Ground & Amenities

Secure Insurance

Provide Written Collection Procedures

Maintain Minutes

Use Attorney As Necessary

Prepare Annual Budget

Communicate Regularly with Homeowners



Tools of the Trade



Recorded Documents

- Indentures & Plats
- Liens & Amendments



Specific Property Info

- Real Estate Info
- Property Map Viewer



Neighborhood Info/Services

- County Ordinances
- Property Maintenance
- Crime Incident Map
- Streets & Sidewalks
- Recycling & Trash



Trustee Support

- Publications
- Reference Materials
- Links to Resources





Recorded Documents

Tools of the Trade for Association Trustees



What About Recorded Documents?

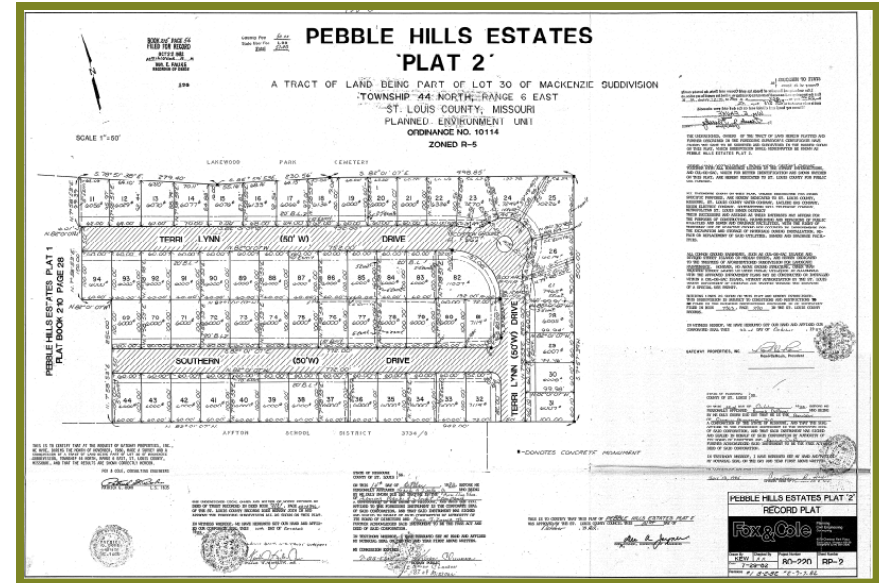
- ▶ I am a new trustee, how can I get a copy of our subdivision indentures?
- ▶ Is there a way to get a copy of our subdivision plat?
- ▶ How do we go about filing a lien on a property?
- ▶ How do we record amendments to our indentures?



Recorded Documents for Association Business



- ▶ How to get your indentures/restrictions
- ▶ How to get your subdivision plat
- ▶ How to record liens and amendments to your indentures



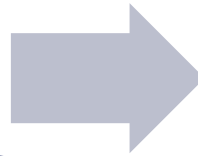


Getting Indentures In-Person

- ▶ **County Government Center, Administration Building**
 - ▶ 41 S. Central Avenue, Clayton
 - ▶ **Department of Revenue, 4th Floor**

Plat Recording

- Give name of the subdivision
- Get the book and page



Deed Copies

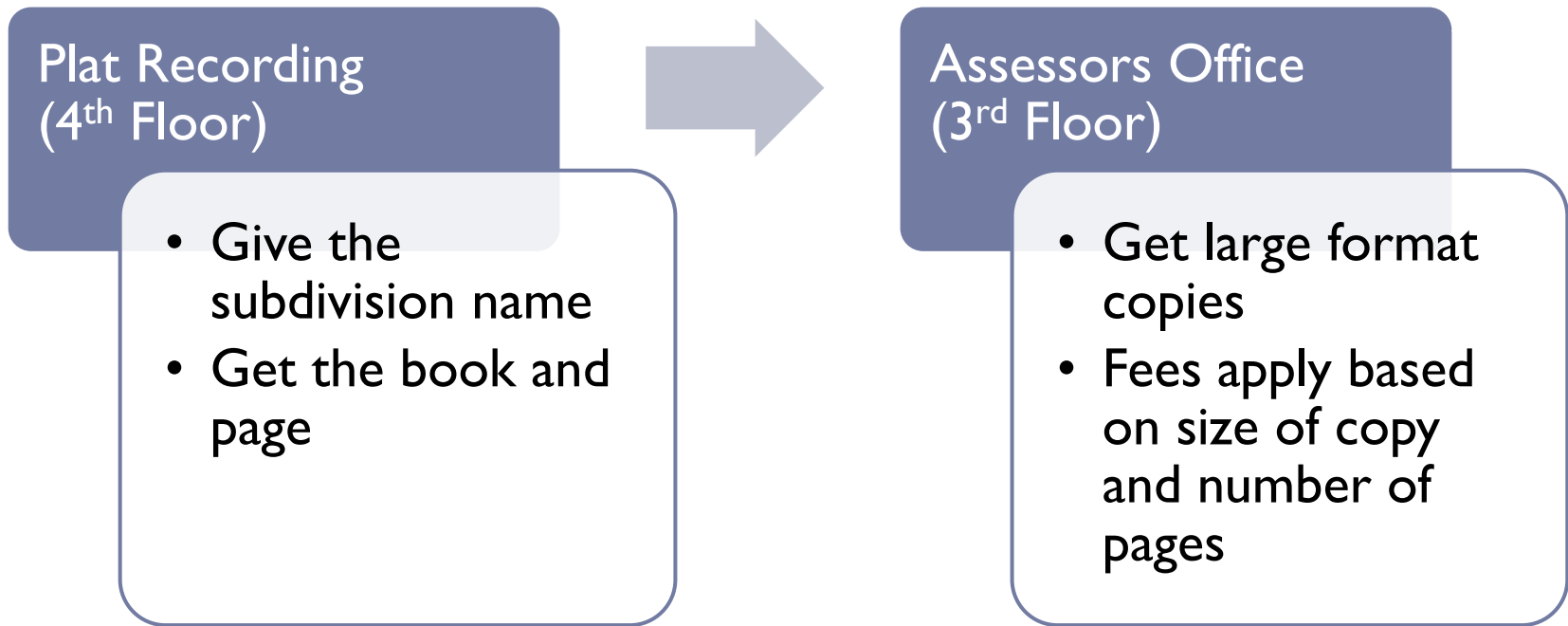
- Look up, view, and print
- Certified copies available
- Fees apply





Getting Subdivision Plats In-Person

- ▶ Record plats are on the 3rd Floor, but you'll need to start on the 4th Floor



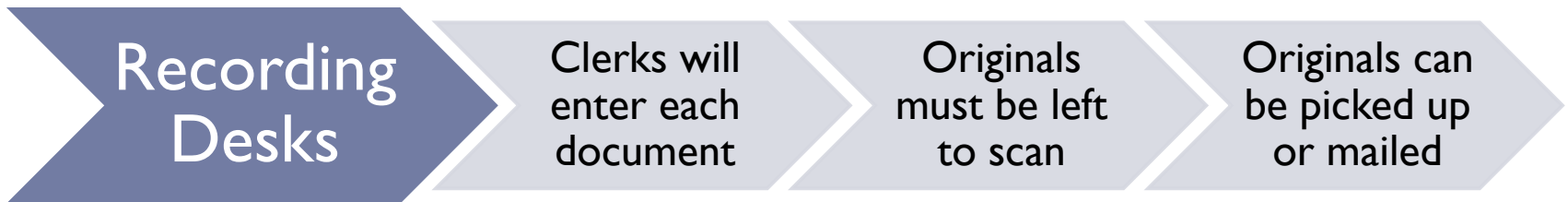
- ▶ Can also call (314) 615-4238 and order over phone
-



Filing Liens and Amendments In-Person



- ▶ **County Government Center, Administration Building**
 - ▶ 41 S. Central Avenue, Clayton
 - ▶ **Department of Revenue, 4th Floor**



- ▶ Recording fees apply for each instrument
- ▶ All documents must meet formatting standards



Getting Recorded Documents Online (documents newer than 1974)



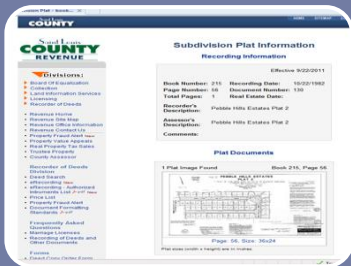
Looking up document numbers

- <http://deedsearch.stlouisco.com/websense/>
- Card catalog for recorded documents available online



Getting recorded documents with Tapestry

- <http://revenue.stlouisco.com/RecorderOfDeeds/RemoteAccess.aspx>
- Fee-based searches and printing



Getting recorded Plats

- <http://revenue.stlouisco.com/recorder>



Specific Property Info

Tools of the Trade for Association Trustees



What About Property in My Subdivision?

- ▶ How can I find out who owns this property?
- ▶ Is there a way to know the sales price of a house?
- ▶ Is there an easy way for me to see property boundaries within our subdivision?



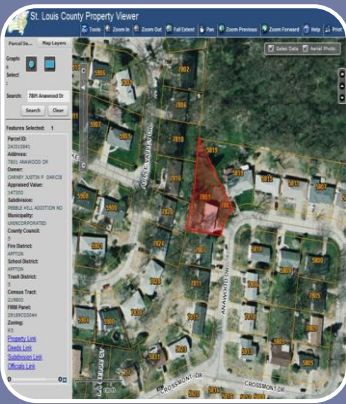


Specific Property Information



Real Estate Info

- <http://revenue.stlouisco.com/ias/>
- Ownership info
- Sales data
- Deeds



Property Map Viewer

- <http://maps.stlouisco.com/propertyview/>
- Aerial photos
- Parcel boundaries



Neighborhood Info / Services

Tools of the Trade for Association Trustees



What About County Services?

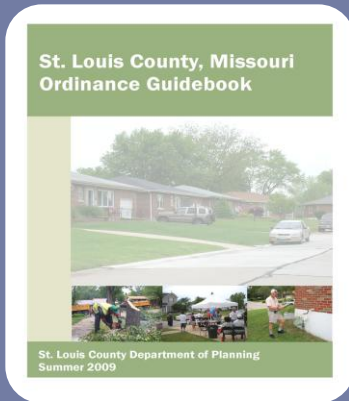
- ▶ Is there a County law about barking dogs, tall grass, derelict vehicles ...?
- ▶ What items are violations of the County property maintenance code?
- ▶ I've joined Neighborhood Watch, but is there another way to stay on top of crime in my neighborhood?
- ▶ There is a pothole, downed tree limb, or broken sidewalk in my subdivision, how do I get this fixed?
- ▶ I have a neighbor who came to me with a complaint about our trash hauler, is there a place I can get information?





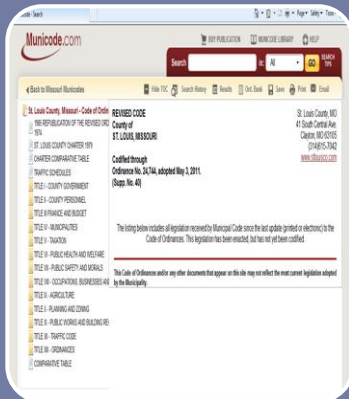
County Ordinances

Ordinance Guidebook



- Quick reference to ordinances and policies
- Gives you ordinance numbers to look up
- Gives you contact info to address issues

County Ordinance Look-up



- Get to through the County Council link from County homepage
- <http://www.stlouisco.com/YourGovernment/CountyCouncil>

Property Maintenance



To file a
complaint

- Call (314) 615-4100
- Email propertycomplaints@stlouisco.com

When lodging
a complaint

- Provide issue and address of complaint
- Provide contact info if you wish to receive a follow-up
- Complaints can be anonymous

Prop. Maint.
Checklist

- <http://tinyurl.com/PropertyMaintenanceChecklist>

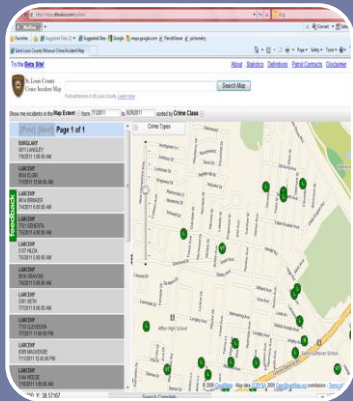


Neighborhood Safety



Neighborhood Policing

- Neighborhood Watch
- Attend neighborhood meetings
- Non-emergency point of contact
(314) 889-2341

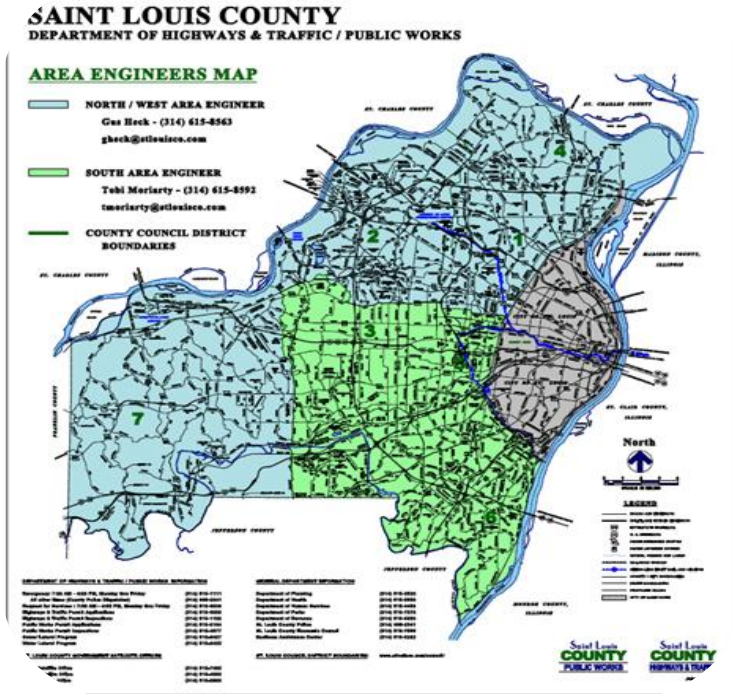


Crime Incident Map

- <http://maps.stlouisco.com/police/>



Streets & Sidewalks



Service Request

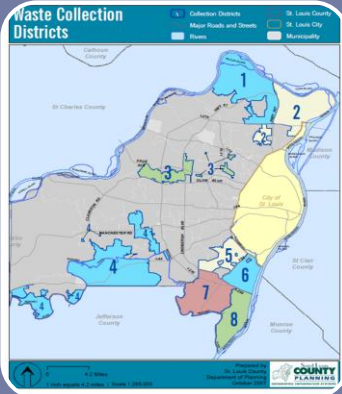
- Call (314) 615-8538
- Online:
http://ww5.stlouisco.com/hwyweb/svs_request.html

Area Engineers

- North & West is Gus Heck
- South is Tobi Moriarty



Recycling & Trash



Trash collection information

- <http://www.stlouisco.com/PropertyandRoads/TrashCollection>
- Hauler contact information



Recycling information

- <http://www.stlouisco.com/HealthandWellness/RecyclingandSolidWaste>
- Your one-stop recycling resource





Trustee Support

Tools of the Trade for Association Trustees



I'm a Trustee? Help!

- ▶ I'm a new trustee, do you have something that can tell me the basics?
- ▶ Do you have any suggestions on how we can communicate better with our residents?
- ▶ Do you have any information on how to best manage the finances of a homeowner association?
- ▶ Can you recommend a lawyer for our association?



Trustee Resource Website



<http://stlouisco.com/trustee>

St. Louis County Resources

- Guidebooks
- Workshop materials
- Sample documents
- FAQ

CAI Reference Library

- View list of publications online
- View library in-person at Planning Department

Resource Links

- CAI information and tools
- Lawyer referral



Upcoming Events & Resources

Tools of the Trade for Association Trustees



On the Horizon

- ▶ Homeowner Association Vendor Fair (Spring 2012)
 - ▶ Partnership with Community Associations Institute

 - ▶ Trustee Workshop – Chat with a lawyer (Spring 2012)
 - ▶ Partnership with Community Associations Institute

 - ▶ Homeowner Association Presidents Network (TBD)

 - ▶ The Native Landscaping Pilot Project Challenge
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Stay Connected

- ▶ **Subdivision Trustee Database**
 - ▶ This is only as good as the information we get!
- ▶ **Events on the website**
- ▶ **Planning Department Facebook**

- ▶ **Lori Fiegel**
 - ▶ Comprehensive Planning Manager
- ▶ **Justin Carney**
 - ▶ Senior Planner and North County Liaison
- ▶ **Louis Clayton**
 - ▶ Planner, North County Liaison
- ▶ **Amy Ellis**
 - ▶ Planner, West County and Lemay Liaison
- ▶ **Andrew Meyerkord**
 - ▶ Planner, South County and Affton Liaison

