

# ANNUAL AUTUMN LAKES OWNER INFORMATION 2024

To keep the Association's records up to date the following information is needed by May 15, 2024

**Please Print Clearly**

**UNIT ADDRESS:** \_\_\_\_\_ Maryland Heights, MO 63043

**MAILING ADDRESS**

**IF DIFFERENT:** \_\_\_\_\_

**LEGAL (on deed) OWNER 1:** \_\_\_\_\_

PHONE: CELL: \_\_\_\_\_ HOME \_\_\_\_\_ WORK: \_\_\_\_\_

EMAIL: \_\_\_\_\_ Occupation: (Optional) \_\_\_\_\_

**LEGAL (on deed) OWNER 2:** \_\_\_\_\_

PHONE: CELL: \_\_\_\_\_ WORK: \_\_\_\_\_

EMAIL: \_\_\_\_\_ Occupation: (Optional) \_\_\_\_\_

Note: In order to keep costs down, the Association and the management company use email, and email blasts where possible, to notify and to communicate with owners. If you do not use email or require mailed copies of the newsletter, please check here.

**AUTUMN LAKES IS AN OWNER-OCCUPIED COMMUNITY. THERE ARE LEASING RESTRICTIONS.**

**The (current) lease is required to be on file and a MH occupancy permit is required each time the tenants change. (For further information, refer to the Leasing Package.)**

- Parent/Child of Owners (1 time lease)       Room leased by an owner occupant (no lease)  
 INVESTMENT RENTAL (Only owners who purchased before 9/14/2009).

DATE OF OWNERSHIP: \_\_\_\_\_

DATE OF LEASE: \_\_\_\_\_ TO \_\_\_\_\_ If Parent/Child of owner, no end date required.

TENANT'S NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

TENANT'S NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

**PLEASE LIST ALL ADDITIONAL LEGAL RESIDENTS (not listed as owners or tenants above).** Include resident children who may be using the amenities under adult supervision.

	UNDER 18	18+
NAME _____	<input type="checkbox"/>	<input type="checkbox"/>
NAME _____	<input type="checkbox"/>	<input type="checkbox"/>
NAME _____	<input type="checkbox"/>	<input type="checkbox"/>

IN CASE OF EMERGENCY (recommended but optional): NOTE: The Association/Management cannot keep unit keys and is not responsible for the unit if an emergency arises where access is required but the owner or designee cannot be reached.

NAME: \_\_\_\_\_ PHONE # \_\_\_\_\_

**PLEASE EMAIL (no pictures), DROP OFF OR MAIL COMPLETED FORMS TO:**

<b>Community Property Management</b> 242 Old Sulphur Springs Road Ballwin, MO 63021 <a href="mailto:Customerservice@cpmgateway.com">Customerservice@cpmgateway.com</a> (636) 227-8688	<b>On SITE:</b> <b>Retta Morcom</b> 3128 Autumn Trace Drive Drop off in Porch box, <b>not</b> in POSTAL MAIL BOX
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## AUTUMN LAKES AMENITIES

CURRENT OWNER FORM ON FILE

**UNIT ADDRESS:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**Owner Signature:** \_\_\_\_\_

**TENNIS/PICKLEBALL COURT KEY:** I understand that each unit can request one key. There is a \$10 fee for a new key and \$25 to replace a lost key. Owners must have a current year Homeowner Information Form on file. Tenant information must be included where applicable. Please allow 5 business days to be assigned a key. I understand that the key is not to be loaned to anyone or passed on to future owners. Court rules are listed on the Autumn Lakes Website and the CPM Portal. A legal resident or registered tenant must be present at all times for their guests to use the court area. There is a maximum number of 5 guests per unit, unless a one-time special Board permission has been granted.

- I currently have a key
- I have lost my previously assigned key, and need a new one (\$25)
- I would like a key assigned to my unit (\$10 fee)

### LOWER CLUBHOUSE AND POOL ACCESS CARD

I understand that each unit is allowed up to two access cards. There is a \$10 fee for all new/replacement cards. In order for the card to be activated each year, owners must be current on their HOA assessment fees (due 1<sup>st</sup> of the month) and have a current year Homeowner Information Form on file. Tenant information must be included where applicable. Please allow 5 business days to activate new/replacement cards. Cards deactivated due to late payment (after the 15<sup>th</sup>) will not be reactivated until the following month and then only if past due amounts and the current month are up to date. I understand that the access card is not to be loaned to anyone or passed on to future owners. The full list of pool rules are listed on the Autumn Lakes Website and the CPM Portal. A legal resident or registered tenant must be present at all times for their guests to use the pool or lower clubhouse area. There is a maximum number of 6 guests per unit, unless a one-time special Board permission has been granted. The card(s) is activated at the beginning of each pool season.

**POOL/CLUBHOUSE CARD #:** \_\_\_\_\_ - \_\_\_\_\_

**2<sup>ND</sup> POOL/CLUBHOUSE CARD #:** \_\_\_\_\_ - \_\_\_\_\_

- I would like a (new or replacement) access card (\$10)
- I would like to add a second access card (\$10)

**Owner Signature:** \_\_\_\_\_

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