

# Aspenhof

20 Guide 22

# Emergency Phone Numbers

For any EMERGENCY: 911

The Warren County Emergency Services (911) Center provides dispatching and communications for all Law Enforcement, Fire, and Ambulance services in Warren County. The Center is the primary terminal point for 911 calls originating from telephones installed in Warren County. It is imperative that cabin owners recognize their 5-digit address as THE 911 address for emergency services. For your safety, please fill in the five digit address and street name below...

(5-digit address) \_\_\_\_\_ (street name) \_\_\_\_\_

## Police

Warren County Sheriff: (636) 456-7088

## Fire

Marthasville Fire Department Station 1: (636) 433-4220

## Ambulance

Warren County: (636) 456-8413

Marthasville EMS: (636) 433-5262

## Hospitals

SSM St. Joseph's Hospital Wentzville, 500 Medical Drive, (636) 327-1000

SSM St. Joseph's Hospital West Lake St. Louis, 100 Medical Plaza, (636) 625-5200

BJC St. Peters, Caves Springs Exit & I-70 at Jungermann Rd, (636) 441-6500

St. John's Mercy, 901 E. Fifth Street, Washington (636) 239-8000

## Electric

Cuivre River Electrical Co-op: (800) 392-3709

## Phone

CenturyLink: (800) 201-4099

# Welcome to All Owners

The Trustees of Aspenhof are pleased to present the Aspenhof Guide: 2020 Edition. This “Guide” includes our indentures, rules, resources, and a few commentaries to help you enjoy your property and involvement in the greater Aspenhof community. We believe you will find it contains important and useful information.

Over the years, policies have been modified and procedures changed in keeping with the times. Rest assured, the reason Aspenhof exists today is because (as a community) rules have been put in place and your Board of Trustees (past and present) have worked to enforce those rules and maintain the essence of Aspenhof as a whole for the benefit of all. The Guide begins with some history and information on governance, then covers rules and regulations followed by some helpful resources. Finally, a full copy of our legally binding indenture is included for your reference.

Please take the time to review these contents (in particular Rules & Policies, and Security). You will discover what makes Aspenhof unique and treasured by its property owners both long-time and recent.

This Guide is the property of the Aspenhof Trustees and may not be altered, copied or distributed without permission of the Trustees. It is strongly suggested that a copy of the Guide be placed in each cabin (for both quick reference and guests) and passed on to future owners when properties are sold.

Please note that if there is any conflict or inconsistency between the Aspenhof Guide and the Indenture, the Indenture (in its currently adopted form) will govern. Please contact any Trustee with comments or suggestions. They are always welcomed.

## History of Aspenhof

Aspenhof was developed and built by Edmund Boyce. Boyce attended college in Colorado, spending his fair share of time on the slopes of the Rockies. It was there he spotted his first A-Frame.

When he came back home, A-Frames were still on his mind. Taking the A-Frame concept out of the mountains and into the St. Louis region was Boyce’s brainchild. With the help of an uncle, he built his first one... “It was sort of with an idea that I could sell more,” he said. On Memorial Day weekend in 1964, Boyce and his partners opened a new recreational development in Warren County called Aspenhof.

By 1974, when Aspenhof was fully developed and sold, they had completed 151 A-Frames. Most of those A-Frames remain at Aspenhof today. Next came Innsbrook, which also sold out. Innsbrook Estates and others followed.

Ed passed away in 2018 at the age of 83.

# Who Looks After Aspenhof?

Aspenhof is cared for by a nine-member Board of Trustees. Three trustees are elected each fall by the property owners, for a three-year term. All interested property owners are eligible and can self-nominate to be elected to the Board. The only requirement is that you must have owned property in Aspenhof for at least one year at the time of the election. Submit your name to the Secretary to be placed on the Ballot (see the Indentures for more information). The Board meets regularly and attendance is required at all meetings.

The Board oversees the maintenance of the roads, beaches, boat storage, lakes and all common grounds owned and shared by property owners. An annual assessment covers most of these costs. There is an additional nominal annual assessment for boat owners who store boats at the main lake during the summer months.

Meetings are held throughout the year to discuss matters of common interest, ranging from the election of trustees, budgets, security, maintenance and generally “what’s happening” within Aspenhof.

An Owners Meeting is held each spring and again on the Sunday of Labor Day weekend. All owners are strongly encouraged to attend these two meetings.

An email-based newsletter, *The Aspenhof Announcer*, is published by the Board as needed throughout the year to keep property owners informed of meetings and other current events. *The Announcer* is the official means of communication from the Board to property owners. All owners (and co-owners) are advised to keep a current email address on file with the Board.

You can contact all Board members by sending an email to [trustees@aspmo.org](mailto:trustees@aspmo.org).

*HOW CAN YOU HELP... Read this Guide, abide by the rules and share them with your guests, let the Board know about concerns, become a Trustee, and generally be a positive force in the community. If you see maintenance items around Aspenhof that should be addressed, please contact the Board.*

# What to Do at Aspenhof?

Aspenhof means different things to different people. It’s all centered around the idea of relaxing in a peaceful and quiet natural setting.

Aspenhof is a private recreational area where you come to unwind, where you come to get away from it all, where you spend the day at the beach or read a book, play horseshoes, go for a walk on the nature trail, take your boat and paddle slowly around the lake or fish, or get a card game going with friends!

Four community-owned lakes offer great fishing and are available to all owners. The lakes are private, and as such a Missouri fishing license is not required. The lakes' stock is monitored and maintained by the Board along with regular consultations from the Missouri Conservation Department. A long sandy beach on the main lake provides hours of lakeside enjoyment. Canoes, SUPs, kayaks, sail, paddle or johnboats, and other non-motorized boats are all allowed.

There is a maintained easy hiking trail around the main lake. The distance (including the beach road) is roughly 1 mile. Walking a full loop of Matterhorn and Aspenhof is roughly 3 miles (slightly less than 5K).

Over Memorial Day weekend, the Trustees organize a Fishing Derby for youth under the age of 18. Prizes are awarded for most fish and biggest fish and for basically showing up to have a good time.

Around Independence Day in July, the Board authorizes (determined annually) a spectacular fireworks display at the main lake. No other fireworks are permitted within Aspenhof.

The Labor Day Regatta weekend gives the property owners the opportunity to participate in a host of activities including building sand sculptures, swimming, and boat races as well as a community BBQ. A typical program is included on the following page. Sunday morning is the annual Fall Owners meeting followed by a cabin tour when owners open up freshly remodeled cabins and usually share a bit of food and drink.

# Typical Annual Regatta Weekend

## Saturday

1:00 a.m.	Fishing Contest
7:45 a.m.	Fun Run Register
8:00 a.m.	Fun Walk Start
9:00 a.m.	Horseshoe Registration
9:15 a.m.	Horseshoe Games
10:00 a.m.	Kid's Corner
10:30 a.m.	Sailboat Races > Paddle Boat Races > Canoe Races
11:00 a.m.	Hole-in-one Golf
12:00 p.m.	Sand Sculpture Judging
1:00 p.m.	Swimming Races / Raft Races / Water Balloon Toss
3:30 p.m.	Photo / Woodworking/Artisan / Crafter Contest Judging
6:00 p.m.	BBQ Assembly Area
7:30 p.m.	Music And Dancing Assembly Area

## Sunday

11:00 a.m.	Annual Owners' Meeting and Election Of New Board Members
1:00-3:30 P.M.	Cabin Tour

HOW CAN YOU HELP... *volunteer! Our Events Coordinator is always in need of help to run a game or activity, donate prizes, as well as clean up the beach and other areas afterward.*

# Aspenhof Rules and Policies

- 1) There shall be no open fires at any location in Aspenhof unless specifically authorized by the Board of Trustees.
- 2) All dogs shall be kept on a leash and no dogs shall be allowed in the sand beach area.
- 3) No boats shall be operated in the swimming beach area of Aspenhof lakes. There shall be NO boat motors of any kind (gasoline-powered, electric trolling, etc.). All boats used on Aspenhof lakes shall be numbered with the numerals corresponding to the lot number of the boat owner.
- 4) All lots shall be maintained in a safe condition and all cabins shall be maintained in a prudent and reasonable manner in keeping with the natural beauty of Aspenhof.
- 5) There shall be no excess music/audio playing or noise at the beach or other common ground areas unless specifically authorized by the Board of Trustees.
- 6) There shall be no glass, fishing, or fishing equipment allowed in the sand beach area (including elevations) or on the swimming platforms. The beach area is defined as: from the canal to the spillway.
- 7) No vehicles shall be operated in excess of 15 MPH on the Aspenhof roads, or off-road. A speed limit of 5 MPH is in place along the beach section of the main lake.
- 8) No motorcycles, mopeds, golf carts, or all-terrain vehicles shall be operated within Aspenhof.
- 9) ALL gates to Aspenhof are to be kept locked when vehicles are not passing through them. A valid hangtag must be displayed at all times on each vehicle within Aspenhof.
- 10) Lockboxes for leaving keys at any Aspenhof gate are NOT permitted. Leaving keys at any gate is not permitted and found keys are to be retained and reported to the Board.
- 11) Discharging firearms or fireworks is not permitted within Aspenhof unless specifically authorized by the Board of Trustees.
- 12) No toll calls may be charged to the Aspenhof telephone at the beach.
- 13) A satellite dish requires an approved permit prior to installation.

(Adopted by the Board of Trustees, September, 10th, 2019)

*HOW CAN YOU HELP... Read the above, abide by the rules, share the rules with guests, politely let others know of the rules and ask them to abide, and report violations to the Board.*

# Rules and Policies, Additional Explanation

1) Fires are devastating as the distant location of the fire department precludes immediate response. Leaves, fallen tree branches, and BBQ grills all present a fire hazard. We earnestly recommend that all grilling be done on the gravel driveway and not on the deck. Hot charcoal falling on decks has burned two cabins and surrounding areas. Prior fire losses now total 5 cabins. This has an impact on everyone's insurance rates.

2) Dogs like to roam and dogs like sand making the beach represents an ideal bathroom spot. This is a very unpleasant surprise for anyone using the beach. Equally unpleasant is finding your neighbor's dog looking into your cabin, or barking early in the morning.

3) Watercraft in the swimming area present a potential hazard for all swimmers. The lake has sufficient area for boating. Please do not operate your watercraft inside the designated swimming area. All watercraft stored in the boatyard are required to have lot numbers displayed. Abandoned and unnumbered boats will be relocated from the storage area to the barn.

4) Lot and cabin maintenance is important to every property owner's financial advantage. In recent years, the property values within Aspenhof have risen sharply. It is in everyone's interest to maintain the appearance and safety of each individual property.

5) Aspenhof is a peaceful, quiet place that many come to use to unwind and relax. Loud radios and music can be annoying, especially due to the differing tastes in music. Earphone radios are encouraged or please keep your radio volume very, very low. Sound carries surprisingly well over water. The same consideration is appropriate at your cabin as sound carries and echoes throughout the woods.

6) For reasons that should be abundantly obvious, no glass at the beach. No fishing in the beach area. Stepping on fish hooks is painful and dangerous. We have many very young children who use the entire beach area. We have, in the past, had experiences with such injuries, including at least one serious enough to require a doctor's attention. The NO FISHING area extends from the concrete spillway to the trees at the edge of the boat storage area. The rest of the lake shores are all okay.

7) Speed and water destroy gravel roads. Rainwater is controlled by shedders on the road, often mistaken as speed bumps. Speeds over 15 mph on loose gravel roads tend to do damage to the road and to your automobile. Additionally, many people walk the roads to enjoy Aspenhof. Stopping ability on gravel is poor, at best, and almost impossible at higher speeds. The roads represent the single highest budget cost for the owners. Driving at speeds under 15mph helps to maintain the integrity of the roads and to control this cost. Off-road use is environmentally unsound.

8) For the safety and consideration of all, the use of motorcycles, ATVs, golf carts, etc are not permitted within Aspenhof. The off-road use of any vehicle is not permitted within Aspenhof.

9) The gate at the entrance to Aspenhof is critical to security. It is our best and first line of protection from vandalism. Letting property owners in when entering or leaving is a courteous gesture, but please check their hangtags before you do. Do not automatically let waiting cars enter unless they display a valid hangtag. An expired hang tag or old key is not acceptable. Unauthorized "guests" can be a problem and a



liability. If they don't have a current hang tag, they are unauthorized. You may offer to call their host when you get to your cabin and remind them they have guests waiting at the gate. Remember, it is your responsibility to meet your guests, service providers, etc. at the gate. Valid hang tags are required on ALL vehicles. Anyone entering Aspenhof without a key cannot unlock the gate to get back out. We change the keys every three years to prevent lost keys and/or non-renewed vendors from allowing unauthorized individuals from entering Aspenhof.

10) The purpose of numbered, non-duplicable keys is so that all owners maintain responsibility for who they allow to enter Aspenhof. Putting a lockbox at the gate directly defeats this purpose and would be the same as allowing keys to be copied. This has led to widespread vandalism in the past. For this reason, we do not allow any owner, realtor, utility, or contractor to 'hide' keys or place lock boxes at the gate.

11) Fireworks present a serious fire hazard. Please refer to item #1. Discharging a firearm in Aspenhof is not permitted because our cabins are in close proximity, residents walk in the woods and kids play in the woods, etc. This firearm restriction does not apply to the use of BB and pellet guns on private property. Use there is at the cabin owners' discretion and BBs and pellets discharged must stay within their borders. Also, please remember that Aspenhof was created for peace and quiet.

11) The beach phone exists for emergency use only, not as a private phone. Phone charges are identified and billed to property owners. Abuse of this phone would result in its removal.

13) The following are Guidelines for the installation of satellite dishes. Under the indentures, a permit from the Board is required before installation. The purpose of the satellite Guidelines is to preserve the character of Aspenhof, while ensuring that owners are able to receive an adequate reception signal. The preferred installation, if adequate signal can be obtained, is on the cabin building. Consideration should be given to placement in the least conspicuous location. If a remote site (not on the cabin itself) is necessary due to inadequate reception, the dish should be camouflaged. Dish support should be tall enough to allow for a signal but should be no more than three feet tall. There is a limit of one dish per cabin. The dish should be appropriately grounded for fire safety. Formerly used antenna equipment should be removed and properly disposed of.

*HOW CAN YOU HELP... Read the above, abide by the rules, share the rules with guests, politely let others know of the rules and ask them to be considerate during their visit to Aspenhof, report violations to the Board. Also, understand that the rules apply to everyone and are in place for the benefit of everyone.*

## **Security History**

Cabins change hands year after year. New owners become new friends. Some have asked about the security procedures and rules of Aspenhof. Why do we have the hangtag and key restrictions? When do they change? Can't we just make copies of our gate keys? These procedures were established in the mid-1990s after a series of break-ins and vandalism.

The following is an account of the events and reasons for decisions that were made to implement our current system. To those who've been around awhile, it's an old story, but one worth repeating... Aspenhof, in the past, always seemed to have a couple of "break-ins" a year, but as time went by and properties improved, the break-ins became increasingly costly.

Additionally, there were five A-frames that burned down completely (three of which were labeled suspicious by the insurance company). The problems became very serious in 1994 when 15 properties were vandalized.

Trustees were at odds about what to do. Property owners were very angry. Several people opted to sell, as insurance rates increased and owners felt threatened and no longer secure. Our property values suffered. In 1995, 12 more properties were severely vandalized and insurance companies paid out an estimated \$175,000 for repairs. This resulted in rates being increased significantly. Two companies canceled policies, and today, there are some companies that will still not write policies in Aspenhof.

A St. Louis Corporation came to our rescue and "loaned" us a security professional who spent time reviewing our problem. Our current security procedures are a direct result of that review and the advice has paid off in a big way. Since its implementation in 1995, there have been very few incidents of property damage. Those which have occurred have been relatively minor.

*HOW CAN YOU HELP... Understand that some rules might not seem that necessary or are overzealous but have been put in place because of past events. Please understand that things are better at Aspenhof because we've learned from what went wrong in the past. As we have no full-time paid personnel, security is EVERYONE's responsibility. If you see something, say something.*

# Aspenhof Security Policy

## Aspenhof Security Policy

- 1) The lock on the entrance gate is a patented, non-duplicable key lock. It retains a key when open.
- 2) The locks will be changed every three years on the first Saturday of June at 12:00 noon. New keys will be distributed to owners who have paid their annual assessment. New keys will be made readily available to all owners and it is the owners' responsibility to acquire their keys.
- 3) Each cabin is issued 2 keys at no charge. Owners may purchase additional keys at a cost of \$50 each. **Additional keys must be ordered and paid for with the annual assessment due in the month of November prior to the issuing of new keys the following March.** The maximum number of keys issued to any property will be four. An exception to policy will be made for new owners that purchase cabins during the 3-year key cycle. New owners will have the option of purchasing additional keys at \$50 per key up to the limit of four keys at any time within 12 months of the date of closing on an Aspenhof property. This does not apply to existing owners that purchase different properties.

4) Lost keys will be replaced at a cost of \$200 each regardless of the number of keys ordered with the annual assessment.

5) A total of eight owner identification hang tags will be issued to the ownership of each cabin. These tags MUST be displayed on your car at all times when you are in Aspenhof. Any car not displaying a proper owner, visitor (VIS), or vendor tag within Aspenhof will be reported to the Warren County Sheriff's Department.

6) Owner tags will be changed each year, dated, and color-coded for that year. New tags will be distributed to owners who have paid their annual assessment. New hangtags will be made readily available to all owners and it is the owner's responsibility to acquire tags.

7) The Trustees will hire a guard at the gate for Labor Day Weekend (and consider it for other "big" weekends) to check identification and facilitate entry for owners.

8) Vendors, service providers, carpenters, etc are all required to display a valid hangtag on vehicles while operating within Aspenhof.

## Aspenhof Property Inspection

The indentures provide for the Trustees to inspect all property on an annual basis. Inspections are to provide and protect all of Aspenhof against hazards and potentially dangerous situations. Additionally, its overall appearance has a major effect on property values. You can help by reviewing the general condition of your cabin grounds.

General Inspection Guidelines:

Driveway and Parking Areas - Examine for poor conditions such as heavily washed or deeply rutted. This represents a hazard for you, your guests, the meter reader, and any emergency vehicles should they be required. Remember, you can be held liable if someone is hurt on your property.

General Grounds Conditions - Look for those items that you have been going to throw out, pick up or put away such as that old water heater, rusted out barbeque grill, an old refrigerator, rotten wood from the deck, discarded air-conditioners, shower stalls, toilets, sinks, etc.

Cabin Condition - This area of inspection is concerned with the outside including the overall safety and structural integrity of the cabin. Key areas of inspection include the deck and stairs for soundness and safety. The main deck beams also support the front of the cabin. It is critical that these beams are in good condition to maintain building integrity. Major settling, glass breakage, etc. will occur if in poor condition. Stain or paint where needed. Look around and under your cabin for orderly storage.

Check storage building, (if any) for good repair.

Septic Systems - Broken sewer and vent lines pose a health hazard and should be examined for breakage or cracks.

The inspecting Trustees have and will continue to be flexible in working with owners whose property is not in compliance with the indenture standards outlined above. Those property owners who have repeatedly misused the extended time from the Trustees will find the terms of the indentures actively enforced where misuse is evident. It's very important that we all work together. In recent years we have witnessed a rebirth of Aspenhof. A new spirit and pride has arisen.

*HOW CAN YOU HELP... Read the Indentures and abide by the rules, clean up your cabin and lot, when you get an inspection, address the concerns of the Board in a timely manner. Per our indentures, permits are required for any changes to the structure of your cabin including grading and significant landscaping. Please contact the Board before starting any major remodeling projects.*

## **Trash Service at Aspenhof**

Trash service is provided throughout the year for household trash only. Household trash is defined as what you would normally carry from your primary home to the curb on any given week. DO NOT use the regular trash service for remodeling projects, dumping worn-out furniture, broken appliances, etc. As a community, we have very limited options for trash service. Putting NON-HOUSEHOLD trash in the regular dumpster is a problem for our contracted trash service provider (and the Board is notified) and puts our relationship at risk.

Understanding the occasional need to dispose of non-household items, a larger roll-off dumpster is made available in the spring and fall for seasonal cleaning. On holiday weekends the Board also provides an additional dumpster for overflow household trash.

Cabin owners undertaking remodeling projects should contact a trash service provider directly and rent an on-site construction dumpster for the term of the project.

At no time are appliances, tires, or hazardous materials to be disposed of in any dumpster provided by the Trustees.

*HOW CAN YOU HELP... Abide by the rules. Make your guests aware of the rules. If the dumpsters are full on any given weekend, please take your trash home with you. If you have construction or remodeling projects going on, please contract for a project dumpster. If you see the dumpsters have been abused, please contact the Board as soon as possible. Trash left outside the dumpsters creates numerous problems and needs to be addressed quickly.*

# Communication

An email-based newsletter, *The Aspenhof Announcer*, is published by the Board (as needed) throughout the year to keep property owners informed of meetings and other current events. *The Announcer* is the official form of communication from the Board to property owners. All owners (and co-owners) are advised to keep a current email address on file with the Board.

Another resource for cabin owners is the website [aspenhof.info](http://aspenhof.info). Managed by owner Dan Landiss, [aspenhof.info](http://aspenhof.info) is both a public space for non-owners to get information about Aspenhof, as well as an archive of historical documents via an owner log-in.

An online community in the form of a Google group has been established through which the owners of property within Aspenhof can ask questions, recommend vendors, share stories, and generally communicate with other members of the community. Membership in the group is based on current ownership of property at Aspenhof.

*"This group will include (but not be limited to) distributing Aspenhof news, notices, items for sale and items wanted, photography, trivia, and similar items of interest. It will not replace the Aspenhof Announcer, Guide, Indenture, or meeting minutes; which will all remain as the official means of governance."*

There is an invitation to join on the home page of [aspenhof.info](http://aspenhof.info).

A Facebook group called Aspenhof Community exists as well for owners who use Facebook.

# Winterizing Your Cabin

As our cabins have evolved over the past 50 years, there isn't a one-fits-all method for ways to safely winterize your cabin, but here is a list of things to be aware of.

- 1 - Water left in non-heated water lines tends to freeze and expand causing pipes to split. It's advisable to drain all water from your system during the winter months.
- 2 - Purging water from P-Traps (under your sinks and shower drains) isn't practical. A cup of RV antifreeze in each drain will keep it from freezing.
- 3 - Toilets should be flushed after the water has been shut off. A cup of antifreeze in the reservoir and two cups in the bowl will keep it from freezing.
- 4 - Many owners used compressed air to purge pumps, water heaters, and water lines of standing water.

# Hosting Large Groups: Owners' Responsibility

Aspenhof is a private recreation area where we come to relax and unwind. The association permits and recognizes property owners may, on occasion, invite non-family groups such as Scout groups, church, or other similar groups.

Liability and the association insurance require that your request must be made to the Trustees before your group arrives. Here is what you must do: state the number of people expected, and if they are children the number of adults for supervision for the group.. Additionally, state the date(s) and the number of temporary hangtags required for your group.

Please make your group, and all guests, aware of the Rules and Regulations of Aspenhof. Aspenhof belongs to all of us. We are all willing to share, but not at the expense of losing our privacy and creating a potential liability problem for the property owners.

Remember that ALL non-family groups require Trustee approval before arrival.

Hang tags are required on ALL vehicles. Temporary hang tags are available from the Board Member that oversees Security.

*HOW CAN YOU HELP... Contact the Trustee in charge of security and ask for additional hang tags for guests as you need them. Meet your guests at the gate and confirm that all vehicles display a proper tag. Explain the rules to your guests and remind them that the common grounds at Aspenhof are all shared by the community at large.*

## Construction and Remodeling Permits

Per our Indenture... *"Construction, reconstruction, addition to, alteration of any building, fence, wall or other structure of any kind or grading and landscaping requires a permit from the Board prior to starting work."*

The Trustees, in judging plans and specifications related to the erection or alteration of a building or structure or to landscaping and grading, shall consider the location, materials, workmanship, and the harmony of design in relation to surrounding structures and topography within Aspenhof.

The list of alterations that require a permit includes...

Addition to decks

Dormers

Landscaping

Grading (excluding leveling of driveways)

Removal of trees over 6" in diameter

If you have questions regarding the need for a permit, please contact the Board prior to starting your project.

*HOW CAN YOU HELP... Contact the Board prior to starting your project. Communicate any delays that might cause the project to run beyond your expected completion date.*

## **When You Sell**

There comes a time when we all must make difficult decisions. For most of us, selling our cabin will certainly rank among these. We have come to know Aspenhof as our summer fun place, as a second family of friends, or just a peaceful retreat from the work-a-day world. However, a little or unused "cabin in the woods" will deteriorate and lose value if not maintained and the value of our properties has nicely appreciated in recent years.

If the time has come to say goodbye and pass along the enjoyment of Aspenhof to the next generation, this section furnishes information to assist in a smooth transition for both you and the new purchaser. Missouri Real Estate disclosure laws require that all details regarding indentures, inspections, occupancy permits, etc. are provided to prospective purchasers. We have outlined this information for both the Realtor and the purchaser.

A copy of the letter on the following page should be given to the listing agent. This information outlines the important details for the Realtor and avoids any misunderstanding. If you sell without a Realtor, you must convey this information to prospective purchasers and the trustees.

A welcoming letter from the Trustees along with your copy of the Aspenhof Guide, gate keys and hang tags will provide a welcome and assist in an easy transition into the Aspenhof community.

*HOW CAN YOU HELP... Contact the Board as soon as you decide to sell. Inform your agent (if you have one) of the Guide and Indenture (including the prohibited use of lock boxes). Be sure to follow the hangtag requirements when showing your property.*

From: Aspenhof Board of Trustees  
To: All Real Estate Sales Personnel

Subject: Sale of Aspenhof Property

Aspenhof is a private recreation area, owned by the property owners and governed by a Board of Trustees. Aspenhof has an Indenture, Covenants, Rules and Policies to maintain its integrity and private nature. By virtue of purchasing property within Aspenhof, buyers agree to the rules and restrictions which are noted on the deed for the property.

Aspenhof is for recreational use only and full-time residency is not permitted.

We offer the following information to avoid any misunderstanding...

For Sale signs are limited to one standard real estate sign (18 x 24) at the selling property.

Lockboxes are NOT PERMITTED on or at the main entrance gate. Gate keys are high security and cannot be duplicated.

An occupancy permit from the Board of Trustees is required before the property can be used by the purchaser.

Trustees are to be notified of the property sale within five days of closing. It is recommended that notification occurs prior to sale allowing for inspection and permits to be issued for closing thus avoiding occupancy delays.

The 'Aspenhof Guide' contains details and information on covenants, restrictions and policies copy of which should be presented along with all gate keys to the purchaser at closing.

Prospective buyers should contact the Trustees should they have any questions. You can contact all Board members by sending an email to [trustees@aspmo.org](mailto:trustees@aspmo.org).