

## The Versailles Condominium Association Handbook

I, \_\_\_\_\_, owner/resident of  
(Please print name)

unit \_\_\_\_\_ of the Versailles Condominiums, have received a copy of the

Versailles Condominium Association Handbook on this \_\_\_\_\_ day of

\_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Signature



## **The Versailles Condominiums**

701-709 S. Skinker Blvd.  
St. Louis, MO 63105

[www.versailles-stl.com](http://www.versailles-stl.com)

Skinker lobby desk:

314-721-4917

Manager's hours:

Mon - Fri 7:00AM-3:00PM

Manager's e-mail:

[manager@versailles-stl.com](mailto:manager@versailles-stl.com)

Front Desk Hours:

24/7/365

Revised: April 2026

## Introduction

### Welcome to the Versailles!

The Board of Managers at the Versailles Condominium has prepared this handbook to introduce owners and residents to their new home. As it is updated from time to time, the handbook will be reprinted and distributed to current residents and owners.

The handbook contains information about the services residents can expect to be provided by the Association and descriptions of some of the more important responsibilities of owners and residents. This handbook is a guide. It begins with a listing of important telephone numbers, continues with a listing of the Association's general policies, and then provides some other important information for Versailles unit owners. Finally, it contains guidelines to help anticipate services available from the door staff. If you have additional questions about living at The Versailles, please consult the building manager at 314-721-4917. If you need more help, call on any member of the Board of Managers. To find the most current list of Board members, please consult the web page for the condominium at <http://Versailles-STL.com>. This website contains the by-laws and an abundance of additional information not found in this handbook.

At the time of this revision, the members of the Board of Managers are as follows:

<b>Name</b>	<b>Unit ownership</b>	<b>Office</b>	<b>Term expiration</b>
Robert (Bob) Shillito	Unit 702	President	2026
Carolyn Baum	Unit 204	Vice-President	2028
William (Bill) Perry	Unit 402	Treasurer	2028
Stephanie Garganigo	Unit 901	Secretary	2026
Rob Cole	Unit 802	Member	2027
Frank Rolfe	Unit 701	Member	2027

The Versailles is listed in the National Register of Historic Places. The Versailles Apartments was designed by noted architect Preston J. Bradshaw and completed in 1929. Other well-known landmarks designed by Bradshaw include the Paul Brown Building, the Chase, Lennox, Mayfair, Forest Park, Drake, and the Coronado Hotels in St. Louis, the Bellerive Hotel in Kansas City, the Camberly Brown Hotel in Louisville, and the Baker Hotel in Dallas. His work also included twelve single-family residences in the Parkview development on the boundary of St. Louis and University City between 1908 and 1923. In 1980, the Versailles Apartments was updated and developed into condominiums. The Versailles Condominium Declaration of Condominium Ownership and By Laws was recorded in January 1981 by the O'Fallon Investment Company. A copy of that document is available on the condo's website.

## **The Versailles Condominium Association Handbook Section I General Policies and Requests for Residents**

1. **Security** is important to all residents and must be always maintained. The lobby staff is not solely responsible for building security. It is the function of all residents to restrict entry and challenge the presence of all persons not recognized as a guest of, or accompanied by, a resident. It is not rude for unit owners to ascertain that a stranger is a properly invited guest nor is it inappropriate for the lobby staff to require that guests sign in and then announce their arrival to their host as requested.
2. **Unit Keys** are the responsibility of the owners of said unit. Residents are required, however, to supply the building manager with a duplicate set of keys. This provides a backup in case residents lose their keys or lock them inside the unit or their vehicle. It also allows for a non-destructive entry into the unit in case of suspected water leaks, fire, or other emergencies. These keys must be transferred to a new owner at the closing of the sale of a unit. The mailbox keys, building/garage keys and door fobs must be given to the building manager prior to sale of the unit. The buyer's real estate agent shall pick up these keys/fobs from the building manager.
3. **Mailbox Keys** are also the owner's responsibility. In this case, if a set of duplicate keys has been given to us, the condo association can have duplicates made for a fraction of the cost of having a locksmith come to make a pair. Currently there is a nominal charge of \$100 for this service.
4. **Building/Garage Keys** are also the responsibility of the unit owner. If lost, there is a charge of \$100.00 for a duplicate. Please use care to secure this key as its loss compromises the security of the entire building. If the Board deems it necessary to re-key the entire building due to a unit owner's or occupant's loss of a building key, the cost of this remedy will be assessed to that unit owner.
5. **The Electronic Fob** for building entry has an internal code that can be read by the module at each of the four (4) doors whose latches are activated by the presentation of a valid fob. Lost or stolen fobs can be removed from the database of valid codes. Each unit is entitled to two fobs, they should be passed from seller to buyer at the sale closing. In addition, an intercom and camera at those doors provides the staff in the Skinker lobby a way to identify persons requesting entry and to activate the door latch. Replacement fobs are available for a charge of \$100 each.
6. **Expected arrival of workers, deliveries, or shipments** should be discussed with the building manager. In general, all deliveries, pick-ups, and maintenance or improvement work should be between the hours, 8:30 AM and 4:30 PM, Monday through Friday. Be sure to make shippers aware of the location of your unit by building address, floor, and unit number and that the shipment has the resident's name on it. See also Section III Paragraph 8 regarding repair or rehab.

7. **Residents and their guests should not park in the Skinker circle driveway overnight.** Only short-term parking in the driveway is permitted, subject to the direction of the lobby staff on duty. Residents with a parking space in the garage should be considerate of guests by using it instead of the Skinker circle. Parking should be done in a way that does not block the doorway or the handicap access ramp in the front Skinker circle. When parking on the street, please observe the street cleaning days – no street parking is allowed then.
8. **Workers with tools** should only enter through the western service door by the driveway ramp to the lower garage and should proceed to Skinker lobby where the sign in and out sheet is located. All workers should be out of the building by 4:30 PM. Activities giving rise to noise that might disturb those in other units should be restricted to the hours between 9:00 AM and 4:00 PM, limiting the first and last 30 minutes of the workday to set up and clean up. If emergency repairs are necessary after hours or on weekends, residents should alert the lobby staff and identify the workers or their company. Workers should be instructed to contact the lobby staff by phone or by approaching the Skinker lobby desk. The western service door is electronically locked and can be opened by the lobby staff.
9. **Expected arrival of guests** should be shared with the lobby staff on duty. When these guests come to the door, the lobby staff can more easily recognize the name of the guest and the resident expecting them. The lobby staff will phone the resident to announce the guests' arrival unless the resident has requested, they be sent up without calling first.
10. **In the event of the anticipated arrival of twenty or more guests**, it is the responsibility of that resident to notify the building manager in advance so that a building staff member can be hired to provide door and direction services. It is the responsibility of the resident to directly pay the staff person. There is a customary two- hour minimum for the assigned staff person.
11. **Respectful Behavior** toward all others is always expected of all residents and their guests. This includes, but is not limited to, personal dress, language in the common areas, and controlling the volume when watching TV or playing music.
12. **The Lobby Staff** is instructed to watch surveillance cameras, answer the telephone, and attend the doors. While the staff is always willing to assist, residents must refrain from asking the staff to provide personal services that will take them away from the lobby desk.
13. **Packages or Luggage** that you cannot carry alone in one trip should be taken up the service elevator.
14. **Playing in the common areas** by children and guests should not be allowed nor should children be left unsupervised anywhere in the building.
15. **Utility Costs** are shared among all owners based upon the square footage of each unit. Your cooperation is requested to help reduce utility costs. Please keep your air conditioner thermostats at a comfortable, conservative setting and adjust the programmable thermostat setting by area and time of day. Always raise the thermostat setting while you are away in the summer months

or shut it off altogether. When too hot in winter months close the radiator valve rather than opening a window. Please try to conserve use of lights and water.

16. **Air Conditioner (AC) equipment** is the responsibility of each unit owner, as are cable television and internet service. Any AC condensate leaks that cause damage in another unit, is the responsibility of the owner of the AC.
17. **Radiators and radiator valves** are the responsibility of each unit owner, as are air conditioners, cable television and internet service. Accordingly, owners will bear the cost of maintaining, repairing, or replacing radiators or radiator valves to accommodate their own comfort requirements. Any unit steam pipe external to a wall of your unit or radiator leaks that cause damage in another unit, is the responsibility of the owner. Damage from steam pipe leaks inside a wall, ceiling or floor are the responsibility of the building.
18. **Windows** are the responsibility of each unit owner, as are air conditioners (In accordance with Article IV, Para 5 (b) (2) of the Versailles By-Laws). Therefore, owners will bear the cost of maintaining, repairing, or replacing any unit windows to assure the building integrity. When replacing unit windows the unit owner is also responsible for ensuring contractor personnel properly caulk and seal each window to prevent drafts/leaks to save heating and cooling costs, and to help preserve the brick structure and façade of the building.
19. **Unit maintenance**, plumbing repairs in particular, often can necessitate holes/wall access etc. While inconvenient, it is a personal decision for a resident to vacate the unit completely during the repair cycle. Accordingly, any expenses incurred with a personal decision to vacate the unit overnight are the responsibility of the unit owner. It is not the practice of the HOA to pay for hotel stays when units are under repair.
20. **Smoke Detector** installation compliance, in accordance with St. Louis city fire code, is the responsibility of the unit owner - one smoke detector in each bedroom.
21. **One Chemical Fire extinguisher** is required in each unit for grease or electrical fires.
22. **Service Elevators** must be used for all construction traffic, repairmen, housekeepers, dog walkers and/or owners with dogs, and third-party deliveries. The front passenger elevators should be reserved for residents and their guests.
23. **The Trash and blue recycle containers** in the service hallways are emptied daily between 2:00 AM and 3:00 AM. Wet trash should be contained in bags to reduce odors. Containers to be discarded should be thoroughly rinsed to help reduce odors. Items accepted for recycling includes glass, newspaper, cardboard, aluminum cans and some plastics. Please see the attached Recycling 101 list from the City of St. Louis.
24. **Bicycles** are not allowed in the passenger elevators or in the lobbies. Bicycles may be stored within a unit or the unit's down-stairs storage locker. The Association also provides hanging

storage areas in both the upper and lower garages as well as a bike rack in the upper garage. The use of these areas is limited to one bicycle per authorized resident. No bicycle shall be stored in any other place within the common areas. A unit owner wishing to use the hanging bicycle storage area should coordinate with the building manager to get the required hardware (@ \$20 per bicycle) and a space assignment. Any improperly stored bicycles are subject to removal. Bicycles must be transported to the service elevators and taken in/out through the garages.

25. **Roller Blades and other wheeled toys** are not to be used in any of the common areas.
26. **Pets** should always be on leashes while they are outside their unit. When taking a dog out, the resident/dog walker must use the service elevator. Residents are responsible for cleaning up after their pets. Any damage caused by pets is the responsibility of their owner. Note that the City of St. Louis Ordinance 65206 requires owners to clean up after their animals or be subject to a fine. The ordinance also requires that dogs be on leashes not longer than 6 feet and under physical restraint of a responsible person. **\*\*See Bylaws for Pet Policy to include number pets allowed.**
27. **Pest Extermination** in all common areas is conducted monthly. Any resident desiring the monthly spraying of insecticide in their unit should arrange service with their own exterminator.
28. **Remote Garage door openers** for both garages are available for residents' vehicles. The remote garage transmitter should be passed on from seller to buyer as are the keys to the unit, mailbox, and the building doors. The building manager normally has an extra transmitter on hand which can be purchased for \$100.
29. **Garage Parking** – One garage space is available for each unit. The location of that space is at the discretion of the building manager. The guidelines for assignment are based on the following issues:
  - a. **Safety of residents** with a handicap or limiting physical condition.
  - b. **Prevention of accidents** caused by size and locations of all vehicles.
  - c. **Preferences expressed** by residents and their driving skills.
  - d. **Swap with or rent to another** with the approval of the building manager.

If extra parking spaces become available, they may be assigned at the discretion of the building manager. If a resident wishes to have an additional parking space, they should notify the building manager of this desire to be placed on the waiting list for an extra space. There is a \$47 monthly charge for extra parking space, collected with the monthly condo maintenance fee.

30. **Tandem Parking** - There are 4 tandem parking places available on a first-come, first- served basis. These are extended-length locations that can normally accept two vehicles, one behind the other. If a resident has two vehicles and wishes to use such a shared space, they should notify the building manager of this desire to be placed on the waiting list for a tandem spot. There is a \$47 monthly charge for the tandem parking places, collected with the monthly condo maintenance fee.

31. **Electric Vehicles** (EVs) using the garage parking will pay a \$50 monthly charge collected with the monthly condo maintenance fee. The building has limited electrical capacity and the user acknowledges that there is no guarantee that electrical access will be available, and in connecting to the building's existing power they do so at their own risk. The building has absolutely no responsibility for any damage to any electrical vehicle from use of the building's power.
  
32. **Restrictions** - Due to the Versailles by-laws and the City of St. Louis Fire Marshall Regulations, obstructions, or storage in any portion of the common areas is not allowed. The front and back hallways need to be kept free of all items. Unit owners must maintain their unit and adjacent hallways in good order. There will be no items allowed on the back service hallway floors. The front hallways may have a small, decorative item on the floor so long as it does not impede emergency personnel.

## Section II

### General Safety and Security Guidelines: Lobby Staff

To help the residents know and understand what to expect from the services of the lobby staff, these guidelines have been assembled and are included in this handbook.

In general, there are three areas of concern addressed by lobby staff at the Versailles. In order of priority these are:

- 1) Safety of persons
- 2) Security of property
- 3) Convenience of residents.

When judgment is being made among tasks, ranking each task into the above three categories can resolve their conflict. Residents can avoid embarrassment by performing this ranking before asking the lobby staff for services.

The staff is instructed to stay by the Skinker lobby desk to monitor the surveillance cameras, to answer the telephone and to attend the doors. While they are always willing to assist our residents, they need to minimize their time away from the desk. The staff is always available in case of an emergency.

#### **Safety Reminders - call or notify the door staff when:**

- you hear, see, or smell anything unusual
- you are expecting guests, a delivery, or a service call
- something has been burnt while cooking (don't open door to hallway)
- an ambulance or doctor has been called for an emergency
- there is a concern about the well-being of a neighbor
- a solicitor or stranger is at your door

The Versailles Condominium Association is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive equal consideration for employment.

## Section III

### Condominium Association Policies Regarding Owners

1. The **Annual Meeting** is the time and place when owners or their designated substitute (by proxy) gather to elect the members of the Board of Managers. There is a review of the finances of the previous year and the presentation of a budget for the upcoming year. Commensurate with the anticipated expenses, an estimated budget sets the monthly condo fee for unit owners. The previous year's projects are usually discussed and there are open discussions of any owner's concerns.
2. The **Date and Place for the Annual Meeting** as set by the by-laws is to be the second Tuesday of January with the flexibility that it can be set within limits around the prescribed date with proper notice (see Declaration and By-laws, Article V, Section 3). Traditionally the meeting is held in the Rosebury lobby.
3. **The Board** is authorized to have six (6) members. There are three staggered terms, each serving three years. Board members serve without compensation.
4. **Condominium fees** are received either through an Automated Clearing House (ACH) direct debit made to the Association's operating account at Enterprise Bank or through the Skinker Lobby lock box. A sheet of accounts is maintained by the Board Treasurer.
  - a. **Condominium association fees** paid through ACH system are the most efficient process for the Treasurer. All owners are strongly encouraged to use this easy method. The Debit Authorization Form for the ACH withdrawal can be printed from the "Documents" page of the web site or is available from the manager. Completed forms should be delivered to the Board Treasurer directly for interface with your bank.
  - b. **Condominium association fees**, alternatively, may be paid by check by putting the check in the Skinker lobby lock box located on the wall behind the manager's desk. Checks may not be given to the manager or other staff.
  - c. **Condo Monthly Maintenance Fees** are due on the first day of the month. They are considered late after the 10<sup>th</sup> of the month. A 5% penalty is applied to late payments. Whenever a payment is received, it is first applied to any penalty and unpaid balance and the remainder, if any, is applied to the current month's condo fee.
5. **Income and expenses are summarized each month** from which monthly reports of income and expense are presented to the Board, normally on the 1<sup>st</sup> or 2<sup>nd</sup> day of the month. The reports compare the cash flow for that month and for year-to-date with the budget for the same periods. A complete list of the expenditures for the month, owner account balances and bank account balances are also presented.

6. **The monthly financial reviews** are conducted by the Board of Managers. To that end, the Board has the authority to assess special assessments or to change the regular monthly condo fee for any period necessary to cover a shortage of funds from any cause.
7. **The direction and administration** of the building shall be vested in the Board of Managers and input from the owners between the annual meetings is appreciated and valued. Owners should make the most of their opportunities to increase the quality of life of those living in the Versailles Condominium by addressing a Board member with concerns and suggestions.
8. **Owner responsibilities during repairs and rehab of condominium units:**
  - a. Before any major work can begin, the plan/scope-of-work must be submitted to the Board with the drawings and contractor estimates. Any change to a structural member or utility chase enclosure requires the analysis and signed/sealed drawings from a registered architect. The Board may, at their discretion, and at the unit owner's expense, choose an architect to review the submitted plans.
  - b. The owner is responsible for any damage to common areas resulting from this work. The owner is required to post a refundable \$500 security deposit (or more as determined by the Board of Managers) at least one week before work begins. Floor covering, pads and caution are advised. The amount of the deposit does not in any way represent a limit to the extent of responsibility.
  - c. If additional plumbing or electrical service is required, the owner is responsible for materials and installation. If permits are required by the City of St. Louis, they must be obtained by the unit owner and evidence presented to the Board. All work must meet or exceed the city codes. If a licensed contractor is required to do one or more phases of the construction, a copy of the license for each such worker must be provided to the building manager.
  - d. For the protection of all owners, each contracted worker must be covered by insurance, both liability and workers' compensation. Copies of their ACORD (Association for Cooperative Operations Research and Development) certificate of liability and workers' compensation insurance giving evidence of such coverage must be presented to the building manager before starting any work. The ACORD minimum level of coverage shall be \$500,000.00.
  - e. If water, gas, sewer, or electric need to be interrupted in one or more areas within the condo, a one (1) week notice must be given. In addition, the requesting owner is responsible for the expense of a person designated by the condo manager to accomplish the shut-off and return of said services.

- f. Special attention should be given to Section I, Paragraph 6, regarding arrival of workers, shipments, and deliveries, and working hours. Noisy contractor tools must only be operated between the hours of 9:00 AM and 4:00 PM.
- g. Building material deliveries and debris removal must always go through the west corridor service entrance and service elevators of the building. Parking in the alley and on the lower garage ramp outside this door is prohibited. Loading and unloading of materials should be done from the central parking area that is in line with the dumpsters, between the alley and garage ramp.
- h. Materials and equipment may not be stored in the common areas (hallways, garages, etc.).
- i. The owner must make each contractor aware of the need to control dirt and dust during construction. Doors should be sealed during dust-producing phases of the work. The Board expects common areas to be cleaned, if necessary, as part of the daily routine. All required repair or cleaning of common areas resulting from rehab work done is the responsibility of the rehabbing unit owner. Daily cleaning and removal of rubbish is necessary throughout the duration of the project.
- j. Because of the size limit and pickup frequency for the dumpsters that serve the building, construction waste must be hauled away and disposed of offsite by the contractor.
- k. Contractors are not allowed to leave vehicles or materials in the Versailles' western delivery parking area by the dumpsters or on the street overnight.
- l. No materials or debris may be taken over the garage roofs. Doing so could potentially damage the roof.

## Section IV

### **Condominium Association Policies Regarding Moving and Movers DEFINITION:**

For the purposes of this handbook the term moves or moving shall include all non-trivial transport of items into or out of a condominium unit associated with a change of residence for that unit. It applies to, but is not limited to, boxed possessions, furniture, fixtures, cabinets, bookcases, and equipment.

### **PURPOSE:**

To facilitate the moving process with building resources, to cause the least disruption to other residents, to minimize or make repairs possible for any coincidental damages, and to communicate expectations with regards to established rules, the following regulations are in place.

### **MOVING REGULATIONS:**

1. **Scheduling of the moving date** must be coordinated with the building manager at least two (2) weeks in advance. Only one move will be allowed on any given date. Except for extraordinary circumstances and with permission given only by the Board of Managers, moves must occur only during the period of Monday through Friday, and during the period of 8:30 AM to 4:30 PM. (The charge for staffing at other times, if allowed, will be double the usual rate.) A written or e-mailed moving date request to the manager is required. The building manager will respond with a confirmation within two (2) business days of receipt. Move dates will be granted in the order they are requested. If a conflict exists regarding a requested date, the parties can work it out themselves, if possible. These same parties need to inform the building manager in writing of the solution, if any.
2. **Movers insurance is required.** The moving company must show evidence of liability and worker's compensation insurance coverage at least one (1) week before the scheduled move. A current certificate of liability and worker's compensation insurance (meeting ACORD standards at \$500,000 minimum insurance) showing all coverage must be faxed or e-mailed to the manager by the insurance agent of the moving company.
3. **Security and Service Fee Deposits** must accompany the submission of the move date request for the protection of all parties and the condominium Association.
  - a. Scheduling requests made without said deposits will be denied. Any move, whether in or out, whether owner or tenant, shall require a security deposit of five hundred dollars (\$500). Pre- and post-move inspections will be conducted by the building manager. If no damage to the common building areas has resulted from the move, the security deposit will be refunded.

- b. An additional non-refundable payment of one hundred dollars (\$100) is required for a Versailles employee to oversee the logistics of the move. This fee is to cover up to the normal three (3) hours of service by the employee of the Association. This service includes best attempts at controlling vehicle parking, thefts from the truck, and monitoring the use of doorways and the service elevator. It does not include any handling of items being moved. In the event the move period exceeds three (3) hours, an additional one hundred dollars (\$100) charge will be required for an additional three (3) hours, or any portion thereof for the period between 8:30 AM and 4:30 PM, Monday through Friday, excluding legal holidays.
  - c. In the unusual event that permission is granted for a move that occurs at a time other than the normal (Monday-Friday, 8:30 AM to 4:30 PM), the staffing fee will be doubled.
4. **Guidelines for those involved in the move** should include their realization that the Versailles is a multiple unit dwelling and that loud talking in the halls can be heard by others in the building. In as much as possible, be respectful of others. Every care must be taken to protect painted walls and woodwork and not to damage or soil the hallway carpet and floor paint. This may require floor protection and item pads. Smaller discarded articles should be put in the alley dumpsters. Larger articles should only be put next to the dumpsters according to the City's published schedule for bulky item pickup. Currently, large items are only picked up by the dumpsters on the fourth Monday of each month. Packing boxes should be reused or recycled. Boxes can be flattened and placed in the recycling dumpster in the alley or at the McCausland Ave. Fire Station located on the south side of Hwy. 64/40.

No moving truck or other vehicle exceeding 40 feet in total length (including cab, trailer and/or entire truck) may be parked at the space at the lower garage driveway/alley area. Please note that a street parking permit is required from the city when moving is done with a truck exceeding 40 feet in length. Street curb side parking with posted signage can then be reserved for the needed space for the larger truck. No vehicle should be parked in this area that extends onto any portion of the sidewalk. Refer to the City Street Department: <https://www.stlouis-mo.gov/government/departments /street/index.cfm>.

5. **Damage** inspections will be conducted after the completion of the move in the used common areas. If damage is found, repairs will be done and the balance of the security deposit (not taken by excess service fee) shall be returned by check within 5 business days after the completion of building repairs. Said check will be mailed to the address supplied by the owner of the unit at the time of the move. If repair of the damage exceeds the remaining deposit balance, the owner will receive an invoice from the Association and prompt payment is expected.
6. **Damage assessments and disputes** depend on the nature of the damage. The building manager will contact one or more craftsmen to evaluate the needed repairs. A written repair bid and scheduling estimate will then be obtained. The proposal will be presented to the owner for acceptance. Failure to respond to this proposal within three (3) days shall deem it to be accepted by the unit owner. If the unit owner does not accept the presented proposal, the building manager will contact alternative craftsmen to obtain additional bids. If the second proposal is

also unacceptable, within three (3) days the owner may appeal to the Board of Managers. They will review the issue at their next regular meeting. The Board's decision will be final and binding on the unit owner.

## Section V

### Condominium Association Policies Regarding Estate Sales

#### **DEFINITION:**

The term estate sale or sale, for the purposes of this policy shall include all publicly announced (and internet) sale of goods within the confines of the building. It applies to, but is not limited to, furniture, fixtures, cabinets, books, bookcases, lamps, pictures, appliances, and equipment.

#### **PURPOSE:**

To facilitate the sale and the transport of sold items, to cause the least disruption to other residents, and to minimize or make repairs possible for any coincidental damage to the building and/or its decoration, the following regulations apply to all sales by or on behalf of all condominium unit owners:

#### **REGULATIONS:**

1. **The sale date and a deposit** (see paragraph 2) should be presented to the building manager in writing or by e-mail at least two weeks in advance of a proposed sale date. The sale date will be granted or denied in writing on a returned copy or replied e-mail of the request within two (2) business days of receipt.
2. **Security and Service Fee Deposits** must accompany the submission of the sale date request for the protection of all parties and the condominium Association. Scheduling requests made without said deposits will be denied. Any moving of items shall require a security deposit of five hundred dollars (\$500). Before and after sale inspections will be conducted by the building manager. If no damage to the common building areas has resulted from the sale, the security deposit will be refunded.
3. **An additional non-refundable payment** of one hundred dollars (\$100) is required for a Versailles employee to oversee the logistics of the sale. This fee is to cover up to the normal three (3) hours of service by the employee of the association. If more than one employee is needed for the sale, then additional fees are applied. In the event the move period exceeds three (3) hours, an additional one hundred (\$100) charge will be required for an additional three (3) hours, or any portion thereof for the time period between 8:30 AM and 4:30 PM, Monday through Friday, excluding legal holidays. For weekends, holidays and extended hours after 4:30 PM Monday through Friday, the service fee doubles to two hundred dollars (\$200) for three (3) hours, or any portion thereof. This service fee includes best attempts at controlling vehicle parking, theft, on-going inspections, and monitoring the use of doorways and the service elevator. It does not include any handling of items being moved. Normally an employee is required both on the day of the sale and again later for scheduling of the large item removals.

4. **Removal of Large Items** will need special supervision for the protection of the unit owner and all other Versailles residents. Smaller items should be taken by the buyers on the day of the sale. The sale organizer should arrange for an insured mover to transport items weighing more than 45 pounds or having horizontal dimensions greater than 36 inches to the service elevator and to the back western driveway of the building on the weekday following the sale. Any mover so engaged by the unit owner must show evidence of liability insurance. A certificate of liability and workers' compensation insurance should be e-mailed or faxed to the building manager by the insurance agent of the mover meeting ACORD standards at \$500,000 minimum insurance.
5. **Guidelines during the sale** should include taking every precaution to protect painted walls, woodwork, and the hallway carpet. This may require floor protection and item pads.
6. **Damage** inspections will be conducted by the building manager after the completion of the sale in the used common areas. If there is damage found, repairs will be done and the balance of the security deposit (not taken by excess service fee) shall be returned by check within 5 business days after the completion of building repairs. Said check will be mailed to the address supplied by the owner of the unit at the time of the estate sale. In the event repairs of the damage found exceeds the deposit balance, the owner will receive an invoice from the condominium Association and prompt payment is expected.
7. **Damage assessments and disputes** depend on the nature of the damage. The building manager will contact one or more craftsmen to evaluate the needed repairs. A written repair bid and scheduling estimate will be obtained. The proposal will be presented to the owner for acceptance. If the owner does not accept the presented proposal, the building manager will contact alternative craftsmen to obtain additional bids. If the second proposal is also unacceptable, the owner may appeal to the judgment of the Board of Managers of the condominium association at their next regular meeting. The decision of the Board will be binding and final.

## Section VI

### **FIRE AND EMERGENCY EVACUATION PROCEDURES**

Everyone should be concerned with safety at the Versailles Condominiums. All residents have the responsibility to know and to have these "Fire Emergency Evacuation Procedures" available for reference to others within their unit. **Please check on and notify others on your floor if smoke is observed in your hallway. When possible, call the lobby and give the floor and unit number where the smoke originates.**

Please inform the building manager (who maintains a list) if someone in your residence might require assistance in evacuating (wheelchair, elderly, etc.) when the elevators are disabled.

The following procedure is only intended as an aid to assist and guide you to safety in case of an emergency. It is your responsibility to have all occupants of your residence read and understand the contents of these procedures. Everyone should familiarize themselves with the locations of the fire alarm pull stations and fire extinguishers on their floor before they are needed.

#### **1. If there is smoke or an uncontrollable fire, DON'T PANIC – STAY CALM:**

- a. LEAVE QUICKLY, close your door but do not lock it so the Fire Department can get in without tearing it down and activate the alarm in the hallway.
- b. Notify the Fire Department. **DIAL 911 ON YOUR TELEPHONE.** Do not assume that someone else has called the Fire Department. Remain calm, speak clearly and distinctly, and give the following information: "I'm reporting a fire in the Versailles Condominium at 701-709 South Skinker." If possible, give the exact location of the fire by the building (Rosebury or Skinker entry door), unit number and floor. Do not hang up until the operator is done asking questions.
- c. Attempt to notify the other units on your floor by knocking on doors and ringing doorbells. Please attempt to help those neighbors in need of assistance.
- d. Remember, your personal safety should always come first. **If the fire is beyond your control, leave the area quickly and evacuate the building by using the main green or front fire exit stairway. DO NOT USE THE ELEVATOR.** All elevators will be keyed off to return to the main lobby for the Fire Department's use. When using the stairway, go down the right side of the stairway, so the responders can use the left side. The Fire Department personnel may also use the back stairway. If the front stairs are full of smoke, use the back stairway.

2. **If the fire is small**, you may want to help bring it under control. Paper or trash fires can be easily extinguished with water.
  - a. **Do not use water on grease or electrical fires.** Unit owners are required to have at least one chemical fire extinguisher in your condominium for grease or electrical fires. **While cooking, if a grease fire occurs, cover the pan to smother the flames.**
  - b. **When burnt food creates smoke, do not open your door to the hallway.** This will set off the building alarm system. Turn off kitchen stove burners or unplug smoking appliances. Open just the windows to ventilate the smoke from your residence to the outdoors.
  - c. **DO NOT PROP DOORS OPEN.** Always leave stairway and hallway doors closed. This will help to contain the smoke and potential spreading of fires.
3. **Upon hearing the fire alarm (siren) or seeing the strobe light flashing:**
  - a. Before opening your hallway door, feel the back of the door for heat.
  - b. If the inside of your door is hot or you see smoke seeping into your condominium, the hallway may be engulfed with fire or smoke. Brace the door firmly with your foot to avoid the door from blowing inward from the heat and smoke pressure built up in the hallway. Open the door slightly while bracing and holding it firmly. Keep your body away from the door opening. If smoke or flame is present and too intense for escape, close the door immediately, but do not lock it. Seal off all cracks around the door with wet towels to help keep the smoke out of your residence, but **LEAVE YOUR DOOR UNLOCKED** so the Fire Department can enter to search for any injured or trapped residents.
  - c. Fill your bathtub and sinks with water for later use if needed.
  - d. If the smoke or fire is below your apartment coming up from the side of the building, close all windows and doors on that side of the building.
  - e. Remember to always leave all doors unlocked.
  - f. Don't panic and keep calm. Remain close to the floor for fresh air as smoke and heat rise to the top of the room.

#### **4. IF HALLWAYS ARE PASSABLE:**

- a. Evacuate your condominium quickly and use the main green fire escape stairway.
- b. Do not use the elevators. Exit only on the ground floor. Although the stairs are equipped with emergency lights, each person should take a flashlight with them if available.
- c. Persons who use a wheelchair, the elderly and other occupants with limited mobility who are unable to descend stairs should remain in their unit or on the landing in the stairway on their floor along with an able-bodied adult to insure their safety until help arrives.
- d. All Versailles occupants should study and understand the fire evacuation plan diagram posted in the back halls. Be sure that everyone knows where all emergency stairways are located, so they can find them even if it is dark.
- e. Plan for all occupants in your unit to meet for a headcount either at the front circular driveway or on the Rosebury side of the building. Plan a meeting spot that is away from the Fire Department equipment and ambulance loading zone outside of the building.
- f. Refer to <https://www.stlouis-mo.gov/government/departments/public-safety/fire/> for more important information and guidance from our Fire Department.

#### **5. PREPARE FOR A QUICK EVACUATION**

Consider organizing an emergency pack with your most important items for situations where you need to leave your residence quickly. If there were a risk of injury from a fire, being organized for a quick evacuation could be extremely helpful. Consider keeping some cash, all important family records, insurance documents, titles, personal identification, passports, eyeglasses, and a supply of needed medications in a waterproof bag. Keep these items in the vicinity of your planned exit and ready for a quick evacuation.

**PREPAREDNESS FOR OTHER EMERGENCIES**  
**TORNADOES, EARTHQUAKES, ICE STORMS, & POWER FAILURES**

**For helpful information and guidance in the event of an emergency look to <https://www.stlouis-mo.gov/government/departments/public-safety/emergency-management/index.cfm>**

**ITEMS EVERYONE SHOULD KEEP IN THEIR HOMES**

Generally, in the case of a major earthquake or other catastrophic event, plan on being self-sufficient for three to five days. There are several things you should always have in your home for use in an emergency.

- plenty of fresh **drinking water** stored in containers
- a working **flashlight** with lots of extra batteries
- a **portable radio** with an adequate supply of spare batteries
- a charged **fire extinguisher** near the kitchen
- a **first aid kit** along with a 2-week supply of routine medications
- at least a 3-day supply of **non-perishable food** that does not require cooking

Avoid using candles for lighting during power outages. They could become their own hazard.

**KEEP YOUR CELL PHONES FULLY CHARGED**

If there is a power failure, your land line phones, and most other internet communications will not work. Your cell phone might be your only link to the outside for assistance.

**CHANGE SMOKE ALARM BATTERIES ONCE A YEAR**

Maintain a tradition of changing your smoke alarm batteries in the spring with the day light savings time change. At that time, it would be wise to do this on or about March 13<sup>th</sup> of each year.

**What to do during a tornado:**

If you hear a tornado siren, turn on the TV or radio to see where the tornado has been seen and is expected to track. If authorities determine you are in a high-risk area, go to your location of safety. This should be a predetermined spot in a central hallway in which there are no windows and adjacent doors could be closed. Your biggest threat is from flying debris or glass from the windows. Make sure you have your portable radio to assess the danger and, if needed, your cell phone to call for help. Keep some pillows or a seat cushion close by for protecting your head from flying debris. Wait for all clear from the weather broadcasters.

**What to do during an earthquake:**

If inside your residence, stand in a doorway or crouch under the strongest table in a room away from the windows. If in a bedroom, lay alongside the bed. Another strong structural location in the Versailles would be under a horizontal beam or by a concrete support column. Always protect your head from falling objects by covering it with pillows or a seat cushion. If you are outside, stand far away from buildings and overhead electrical wires.

**What to do after an earthquake:**

- Put on sturdy shoes to prevent cuts from broken glass
- Check for injuries and provide first aid
- Turn off water and gas valves on sinks, toilets, washing machines, and stoves.
- Check building for damage and look for potential safety problems such as cracked walls. Stay clear of damaged walls because aftershocks can cause dangerous collapses.
- Turn on the radio and listen to instructions from government agencies. Do not use or tie up the telephones unless you have an urgent emergency.

**Note** - If a major earthquake were to occur, the Versailles staff have instructions to shut off the main water and gas valves for the building. Water and gas will remain off until a systems inspection confirms that it is safe to turn them back on. Plan accordingly for the time without these utilities and/or for a safe place.