

City & Village

TAX OFFICE • SINCE 1937

*3 Hollenberg Court • Bridgeton, Missouri 63044
314-739-4800 • Fax: 314-739-3098

October 2, 2013

Mr. Tim Tomasic
Trustee of Tall Oaks at Winding Trails
2217 Oak Crest Manor Ln
Ballwin, MO 63011

RE: Tall Oaks at Winding Trails 3457

Dear Mr. Tomasic:

Please find enclosed two (2) copies of the "Minutes of Special Meeting" necessary to levy your assessment for the period from 1/1/2014 to 12/31/2014. This form is the authorization our office needs in order to send out the assessment notices, and it is essential we have the form completed at least **45 days** in advance of the bills being **mailed**. This allows us time to have the form filed with the St. Louis County Recorder of Deeds and to prepare the account for billing on the desired date.

All signatures shall be in **Black or dark ink only, and capable of legible reproduction.**

The trustees/directors names are **printed** on the top set of lines to indicate who was present when setting the assessment amount. **One trustee/director is required to sign the form in front of a Notary Public**, to acknowledge the accuracy of the minutes. A Notary Public is available at this office **between the hours 7:30 A.M. and 4:00 P.M., Monday through Friday**. If you wish to use our service, please bring document to our office together with valid i.d. to sign form and notary journal.

At least 30 days must be given before the bills become due and delinquent.

We ask that you **do not alter the forms**. Do not write in margins – The County forbids it.

Also, the enclosed personnel form must be completed per the instructions, and returned along with One (1) copy of the Minutes form, to update our records.

If you have any questions at all, please do not hesitate to call our office. Thank you for your prompt attention to this matter.

Sincerely,

CITY & VILLAGE TAX OFFICE

Nick S. Larson, Collector

Enclosures

NOTICE OF
 MINUTES OF SPECIAL MEETING OF THE
 TRUSTEES OF TALL OAKS AT WINDING TRAILS
 COUNTY OF ST. LOUIS
 DATE OF DOCUMENT _____

Pursuant to call and waiver of notice as evidenced by the consent of the Trustees hereunder appended a meeting of said of Trustees of Tall Oaks at Winding Trails was held _____.
 All of the Trustees were present:

 Please Print

 Please Print

 Please Print

The purpose of the meeting was to obtain the authority from the Trustees to levy an assessment against each lot in Tall Oaks at Winding Trails (Grantor), for the period from 1/1/2014 to 12/31/2014. A general discussion thereupon ensued.

On motion duly made, seconded and unanimously carried, it was:

RESOLVED: That an assessment in the amount of _____ be made against each lot in the subdivision of Tall Oaks at Winding Trails for the period from 1/1/2014 to 12/31/2014; that a notice pursuant to the subdivision rules and regulations be sent to the property holders notifying them of the assessment and requiring assessment to become due and delinquent on _____. (interest and penalty added after this date).

Bills are payable to City & Village Tax Office, L.L.C, 3 Hollenberg Court, Bridgeton, MO 63044.

There being no further business to come before the meeting, the meeting on motion duly made, adjourned, subject to call.

We have read the foregoing minutes and consent and ratify all matters set forth therein.

TRUSTEES OF TALL OAKS AT WINDING TRAILS (Grantees)
 c/o City & Village Tax Office, L.L.C, 3 Hollenberg Court, Bridgeton, MO 63044

By: _____
 Signature

 Printed Name & Title

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 COUNTY OF ST. LOUIS
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TRUSTEES OF TALL OAKS AT WINDING TRAILS (Grantees)
 c/o City & Village Tax Office, L.L.C, 3 Hollenberg Court, Bridgeton, MO 63044

By: _____
 Signature

 Printed Name & Title

STATE OF MISSOURI)
) SS.
COUNTY OF ST. LOUIS)

On this _____ day of _____, 20____, before me, _____, a Notary
Notary Public

Public in and for said state, personally appeared _____, _____
Printed Name Title

of the present Trustees of Tall Oaks at Winding Trails, acting pursuant to the terms and provisions of subdivision
Indenture of record and amendments thereto of record, if any, to me known to be the person described in and who
executed the same as his/her free act and deed for the Trustees of Tall Oaks at Winding Trails.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my official seal in the County and
State aforesaid, the day and year first above written.

Notary Public

My term expires:

**List of Officers for
Tall Oaks at Winding Trails (3457)**

DATE _____

(circle one) Chairperson/Trustee

(Mr. Mrs. Ms) _____

Address: _____ Zip _____

Home # () _____ Business # () _____

Signature _____ E-Mail _____

Copy of Monthly Reports Y/N If Yes, select ONE: _____ Send Hard Copy _____ Send by Email

(circle one) Secretary/Trustee

(Mr. Mrs. Ms) _____

Address: _____ Zip _____

Home # () _____ Business # () _____

Signature _____ E-Mail _____

Copy of Monthly Reports Y/N If Yes, select ONE: _____ Send Hard Copy _____ Send by Email

(circle one) Treasurer/Trustee

(Mr. Mrs. Ms) _____

Address: _____ Zip _____

Home # () _____ Business # () _____

Signature _____ E-Mail _____

Copy of Monthly Reports Y/N If Yes, select ONE: _____ Send Hard Copy _____ Send by Email

ESCROW ACCOUNT YES NO OR DIRECT DEPOSIT _____

For non-escrow accounts, please indicate one officer to receive the monthly check of collections:

Please indicate one officer to receive correspondence from our office and homeowners:

Please advise our office as to, generally, what the assessment funds are used for. We can provide this information to homeowners when they call our office inquiring.

- | | | |
|---|---|------------------------------------|
| <input type="checkbox"/> Common Ground Maint. | <input type="checkbox"/> Street Lights | <input type="checkbox"/> Entrance |
| <input type="checkbox"/> Snow Removal | <input type="checkbox"/> Road Maintenance | <input type="checkbox"/> Park Area |
| <input type="checkbox"/> Swim Club | <input type="checkbox"/> Tennis Courts | <input type="checkbox"/> Insurance |
| <input type="checkbox"/> Newsletters | | |
| <input type="checkbox"/> Other _____ | | |

Your cooperation in furnishing our office with this information will help ensure that we are sending information and correspondence to the proper subdivision officials. Please note business numbers are for our use only. They will not be given out to homeowners. You may attach additional copies, if necessary. Thank you.
RETURN TO CITY & VILLAGE TAX OFFICE, #3 HOLLENBERG COURT, BRIDGETON MO 63044.