



November 16, 2015

VIA FACSIMILE (636) 225-0643 & U.S. MAIL

Mr. Tim Engelmeyer
City Attorney
City of Valley Park
320 Benton Street
Valley Park, MO 6363088

RE: "Official Submittal to St. Louis County Boundary Commission for Annexation of "Tree Court and Arbor Creek Annexation Area" File Case Number BC1501 (the "Proposal")

Dear Mr. Engelmeyer,

This will acknowledge receipt by the Boundary Commission, St. Louis County ("Commission") on November 13, 2015 at or about 2:45 p.m. of the Proposal by the City of Valley Park, Missouri ("City"). The Proposal was assigned File Case Number BC1501. This will also acknowledge receipt of check number 5595 in the amount of \$243 drawn on the account of Ellen Dunne, payable to Boundary Commission, St. Louis County.

Pursuant to Article VI of the Commission Rules, we have finalized the completeness review of the Proposal. The Proposal is substantially complete with the following minor exception:

1. The legal description provided does not meet the Boundary Commission requirements of a metes and bounds legal description. See Rule, Article V. C. 2. c. iv. (page 21).

Pursuant to Article VI of the Commission Rules, you are hereby notified of the foregoing deficiencies in the submittal and of your responsibility to correct such deficiencies within eight (8) working days of the official submittal date. The official submittal date was Friday, November 13, 2015. Therefore the corrections are due in the Commission's office on or before **Wednesday, November 25, 2015**.

Please note that this letter does not constitute a substantive review of the Proposal submitted by the City for annexation of the "Tree Court and Arbor Creek Annexation Area". The Commission will consider whether the proposal is complete and will set a date for the Public Hearing at its regularly scheduled meeting on Tuesday, November 17, 2015 at 6:30 p.m.

Please feel free to contact the Boundary Commission office if you have any questions.

Sincerely,

A handwritten signature in black ink that reads "Michelle Daylert".

Michelle Dougherty
Executive Director

cc: Kathleen Schweitzer, Chairman
John Young, Counsel
Ellen Dunne, Blitz, Bardgett & Deutsch, LC