

**Village at Lincoln Heights
Homeowners Association
1600 N.E. Loop 410, #202
San Antonio, Texas 78209**
*Office: (210) 829-7202 * Fax (210) 829-5207 * Toll Free 1-866-232-4386*

Dear Homeowner,

Prior to purchasing your home, you should have been informed of the existence of Village at Lincoln Heights Homeowners Association and its many fine features. The Board of Directors and the Covenant Violation Committee would like to provide you more information about the Association's rules and regulations, outside services provided by agencies, utilities and phone numbers for your convenience.

Homeowners in Village at Lincoln Heights want to make it a better place to live and enhance long term property values. In order to do this, everyone must comply with the Declarations of Restrictive Covenants (DRC's) which are provided at time of closing. Because most violations occur as a result of insufficient or misinformation, the following is provided to help clarify the requirements. If you have any questions, please call the Association Office at 210-829-7202 or visit www.AMS-SA.com

Association:

Village at Lincoln Heights Homeowners Association is a non-profit organization. The association owns and maintains the common properties and facilities. The common properties and facilities include, but are not limited to, walls and fencing, entry landscaping, monuments and irrigation systems.

Administration:

The Association office is located on the access road off of Loop 410 at Harry Wurzbach (east of the airport exit). It is a two-story terra cotta colored building with "Association Management Services" on the front of it. The actual mailing address is 1600 N. E. Loop 410, Suite #202, San Antonio, Texas 78209, (210)829-7202. Hours of operation are: Monday - Friday, 8:00 a.m. - 6:00 p.m. with 24 hour answering service for emergency calls.

Responsibilities are to represent the Association in providing for the physical maintenance and operation of the common facilities. Additional responsibilities include collecting assessments, making disbursements, establishing the budgets, keeping financial records and to maintain all administrative records of the Association. The Association has other responsibilities as well, as directed by the Board of Directors, such as communication on regulations and assisting in architectural control.

Building & Improvements Approval:

Any exterior improvements to your home must be approved by the Architectural Control Committee (ACC) before work can be started. It is the builder/owner's responsibility to submit two (2) sets of plans for new construction and any improvement to the ACC for approval. Plans must be approved before construction is to start. The Improvement Request Form is available to download at www.ams-sa.com.

"Improvement" is defined as any addition or change to the existing property. Additions and major changes to your

home and property improvements such as installation of sidewalks, fences, swimming pools, decks, spas, gazebos, etc. will require a building permit, plan approval, inspection and Certificate of Occupancy, from the City. The only improvement not covered by the City, but still required by the Homeowners Association ACC is landscaping, basketball goals and playground equipment, etc.

It is the Homeowner's responsibility to obtain the necessary permits, etc., from the City, after the ACC has first approved the plans to make sure that the proposed improvements comply with the deeded restrictions. Please call the Dept. of Building Inspection, Plan Check Section, 210-207-1111 to obtain instructions for submitting applications, requirements, etc.

Please submit a site drawing (showing lot, existing house and any additions, intended placement on site, list of materials, colors, screening, etc.) to the Association office. The ACC Improvement Request form can be downloaded from www.AMS-SA.com.

Landscaping:

It is the homeowner's responsibility to provide adequate landscaping for their property. Landscaping plans must be submitted to the ACC for approval prior to commencing the work. Plan approval is not required by the City. The deed restrictions require that landscaping be installed within a reasonable time, normally 90 days after occupancy.

Wherever possible, wing walls or fences should be constructed to screen the air conditioning units and pool equipment. If there is not fencing, the homeowner must provide dense, evergreen planting of initial sufficient size to completely screen the equipment from view from the street at the time of occupancy.

Swimming Pool and Spa Installations:

If a pool or spa is to be installed, a fence should be constructed to screen the air conditioning units and pool equipment. If there is not fencing, the homeowner must provide dense, evergreen planting of initial sufficient size to completely screen the equipment from view from the street at the time of occupancy.

Solicitation:

Door to door solicitation is discouraged.

Newspaper Delivery:

Delivery of the San Antonio Express News is available by calling 210-250-2000 or by visiting on line at the [EN website](#). If you are going to be away from your home, you can use the newspaper hold feature. [LINK](#).

Garbage Services:

Garbage is picked up on Monday and Thursday by the [City of San Antonio](#) (311). Trash cans and bags are to be placed on curb side **ONLY ON THE DAY of pickup**. Please do not leave trash or grass leaf cans/bags on the curb for pickup; they must be stored out of sight until the day of pickup. Trash cans must be stored inside or in a screened area so that they are not visible from any street or the adjoining property. Firewood, building material, equipment, etc. must also be stored in this same manner.

Mail Delivery:

Delivery is made Monday through Saturday and deposited in mail boxes located near your home. Boxes are assigned by the Alamo Heights Branch Post Office which is located at 4801 Broadway. Please call:1(800)275-8777, they serve the Village at Lincoln Heights and the zip code is 78209.

Utilities:

City Public Service provides electric and gas -	210-353-2222
San Antonio Water System provides water -	210-704-7297
San Antonio Water System provides sewer service-	210-704-1205
AT&T provides telephone service -	1-800-464-7928 or 820-6666
Time Warner Cable System provides cable service-	210-244-0500
Police Department - Administrative Office -	210-207-7484
Fire Department - Administrative Office -	210-207-8400

Schools:

Alamo Heights Independent School District -	210-822-3374
Alamo Heights High School -	210-820-8850
Alamo Heights Junior School -	210-826-6208
Woodridge Elementary School -	210-826-8021

ALL EMERGENCY SERVICES MAY BE REACHED BY DIALING 911.

Emergency Services:

Fire Protection:

[Fire fighting](#) service is provided by the City of San Antonio. That office can be contacted by calling 210-207-8400.

Police:

For emergency call 911. For non-emergency services and questions dial the North Side Station at 210-207-7273 or 210-207-SAPD.

EMS:

Emergency service is provided by the City of San Antonio, please dial 911. For non-emergency call 210-207-7273.

Street Lights:

Street lights within the subdivision are the responsibility of the Association. Call the Association office if you notice a street light not working or use the on-line Action Request form at <http://www.ams-sa.com>.

Signs:

The DCR's prohibits all contractor and supplier signs in yards and vacant lots except those approved by the ACC. Tell your contractor or supplier installing any improvement that temporary or permanent signs of any kind are prohibited.

Parking in Streets:

Cars, trucks, boats, camping unit, trailers, vans, motor homes, etc. should not be parked on the street for more than 24 consecutive hours. It is desirable to not have any vehicles parked in the streets overnight as they impede emergency vehicles, security patrol cars, garbage trucks and similar services.

Boats, boat trailers, trailers, recreational vehicles, motor homes, inoperable vehicles, and any vehicle with commercial advertising signs, or insignia, cannot be parked or stored in the streets, in front yards or driveways. Refer to the deeded DCR's for a listing of prohibited vehicles. Parking of contractor's trucks, machinery and equipment, if stored for long periods during or after a work projects is prohibited.

Speed Limits and Traffic Signs:

The speed limit on all streets is **20 MPH** (regardless of City of San Antonio) and **please watch out for pedestrian traffic**. Please help by asking all members of your family to comply with the speed limits and the STOP signs. Tell any contractor or employee working for you to observe the traffic rules and that continued violators will be denied entrance to the development.

The streets are privately owned by The Village at Lincoln Heights Homeowners Association. Only motorized vehicles, which are licensed and in compliance with the State of Texas are allowed to use the streets in The Village.

Basketball Backboards, Poles or Other Similar Sporting Equipment:

Either of a temporary or permanent nature, the adopted standards are they shall not be placed within twenty five feet (25') from the front property line of any Lot or the side lot lines of corner lots without written consent of the ACC.

Loud Noises Nuisances:

Noise Nuisances, Article III, Section 21-52, of City code applies to radios, parties, as well as machinery and equipment.

Pets:

All household pets except when they are confined within the boundaries of a private single-family residence, shall at all times, be restrained or controlled by a leash, rope or similar restraint or a basket, cage or other container. **Please do not let your pets run loose**. No one wants their landscape damaged nor wants to clean up after someone else's pet.

City Code, Animal Nuisances, Article VI, Section 5-201, provides that it is a misdemeanor to keep "an animal that barks or whines in such a manner, with such intensity, or with such continued duration so as to annoy, distress or disturb the quiet, comfort or repose of persons of normal nervous sensibilities. Codes will be enforced by the City responding to complaints by homeowners.

Welcome to The Village at Lincoln Heights!

If we can provide any additional information, please feel free to call the Association office at 829-7202