

**CHURCHILL BLUFFS
HOMEOWNERS ASSOCIATION**

**1600 N. E. Loop 410, Suite #202
San Antonio, Texas 78209**

(866) 232-4386 TX Toll Free * (210) 829-7202 - Office * (210) 829-5207 - Fax

Dear Homeowner,

Prior to purchasing your home, you were informed of Churchill Bluffs Homeowners Association and its many fine features. The Board of Directors and the Architectural Control 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 Churchill Bluffs 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 Covenants, Conditions and Restrictions (DCCR'S), which are provided at time of closing. Because most violations occur as a result of insufficient or misinformation, the following information is also addressed to help clarify the requirements. If you have any questions, please call the Association office at 829-7202.

Association:

Churchill Bluffs Homeowners Association (CBHOA) 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, the grounds, as well as private streets, gates, walls, safety lanes, green belt landscaping, sprinkler systems, and improvements.

Every homeowner is an automatic member and shares a portion of the responsibility for its support. Mandatory assessments are due per year and are billed, in advance, on a quarterly basis. Please call the association at 210-829-7202 for the current year's assessments.

Administration:

The Association office is located on the access road off of East Loop 410 at Harry Wurzbach. It is a two-story terra cotta colored building with "Association Management Services" on the front of it. The 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.

Responsibilities are to represent the Association in providing for the physical maintenance and operation of the common facilities as well as administer the services of all contractors providing services to the Association. 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, such as enforcing regulations and assisting in architectural control.

Building & Improvements Approval:

Churchill Bluffs is in the City of San Antonio, all plans for exterior improvements to your property must be approved by the Architectural Control Committee (ACC) and in most cases, also by the City Department of Building Inspections prior to starting the improvement. It is the builder/owner's responsibility to submit plans for new construction or any improvement to the ACC for approval. Plans must be approved before construction is to begin.

"Improvement" is defined as any addition or change to the existing property. Additions and major changes to your home, 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. The ACC Improvement request form is available to download at www.ams-sa.com

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 Development Services Department at 207-1111 or visit the web site at <http://www.sanantonio.gov/dsd> 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.

Landscaping:

It is the homeowner's responsibility to provide adequate planting and landscaping for their property. Landscaping plans must be submitted to the ACC for approval prior to commencing the work. The ACC Improvement request form is available to download at www.ams-sa.com.

Wherever possible, wing walls or fences should be constructed to screen the air conditioning units and pool equipment. If there is no 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 must be provided for safety reasons as well as for screening the pool equipment. Plans detailing the pool and equipment location, pool decking, safety fencing, filter back-wash sewer connection and surface water drainage, must be approved by the ACC.

Solicitation:

Door to door solicitations is prohibited

Gate Operations:

The gate is closed at all times. Gate transmitters are available from the association office at a cost of \$40.00 each. Please do not give transmitters to unauthorized persons. Report gate or transmitter problems on line at www.ams-sa.com or call the Association office at 829-7202. Request to speak to a representative of the gate department or your Association Manager.

Newspaper Delivery:

Delivery of the San Antonio Express News (250-2000 or 800-456-7411) is available.

Subscriber Services - [link](#)

Vacation Hold - [link](#)

Garbage Services:

Garbage is collected by the [City of San Antonio Solid Waste Management Department](#). Contact the Department at 207-6428 to determine the days of collection and the procedures. Trash receptacles are to be placed on curb side **ONLY ON THE MORNINGS of collection**.

Trash receptacles must be stored in a screened area so they are not visible from any street or adjoining property, on non trash collection days. Firewood, building materials, equipment, etc. must also be stored in this same manner.

Mail Delivery:

Delivery is made Monday through Saturday and deposited in [USPS](#) mail boxes located near your home. Boxes are assigned by the post office. The Thousand Oaks Station, located at 15610 Henderson Pass (800)275-8777 or 210-494-5924 serves Churchill Bluffs. The zip code for your community is 78216. Mail Hold - [Link](#)

Schools:

[Northeast Independent School District](#) - 210-804-7000

Utilities and City Services:

Most city services can be accessed through the non-emergency contact number-311. The following also may be of assistance:

City of San Antonio Customer Service	Link	311
City Public Service provides electric and gas -	CPS	353-2222
San Antonio Water Systems provides water/sewer-	SAWS	704-7297
AT&T provides telephone service -	AT&T	800-464-7928
Animal Control Department -		311
Police Department - Administrative Office -		207-7273
Fire Department - Administrative Office -		207-7744

ALL EMERGENCY SERVICES MAY BE REACHED BY DIALING 911.

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Fire Protection: [Fire Department](#)

Fire fighting service is provided by the City of San Antonio. Call 911 for emergency service and for non-emergency call 207-7744.

Police: [Police Department](#)

The San Antonio Police Department provides public law enforcement service to Churchill Bluffs. Call 911 for emergency or for non-emergency call 207-7273.

EMS:

Emergency service is provided by the City of San Antonio, call 911. For non-emergency service call 207-7744.

House Numbers:

The deed restrictions require that house numbers be illuminated and located as near the front entry as possible, so that they are easily seen from across the street at all times. The color and size of the numbers must provide high contrast with the masonry. House numbers must be illuminated so that they can be easily seen at night to aid emergency personnel in locating your address.

Street Lights:

To report an inoperable street light, call the Association office or [CPS](#) to report that an “all night security light” or ANSL is not functioning.

Signs:

The DCCR’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.

Contractors Work Hours - Weekdays, Weekends & Holidays:

Work hours are from 7 am to 7 pm, Monday through Saturday. No work is permitted before or after these hours without special permission. No outside work using loud equipment is permitted on Sunday or Holidays. Indoor work anytime.

Parking in Streets:

Boats, boat trailers, trailers, recreational vehicles, motor homes, inoperable vehicles, and any vehicle with commercial advertising signs, or insignia, cannot be parked on the street, in front yards or driveways unless they are within an enclosed structure. Refer to the Declaration of Covenants, Conditions and Restrictions for a listing.

Speed Limits and Traffic Signs:

The speed limit on all streets is **25 MPH** (regardless of City of San Antonio annexation) and **please be careful of children in the streets**. Please help by asking all members of your family to comply with the speed limits and 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 Churchill Bluffs Homeowners Association. Only motorized vehicles, which are licensed and in compliance with the State of Texas are allowed to use the streets in Churchill Bluffs.

Basketball Backboards and Poles:

The ACC adopted standards are clear acrylic or "see through" backboard with black or forest green poles, not less than 30 feet from the front street curb and 20 feet from the side street curb line and must be installed on a flat surface so that the ball will not roll into the street and the children exposed to street hazards and traffic. Plans showing the goal location and a description of the equipment, must be submitted to and approved by the ACC prior to installation.

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 at all times, except when they are confined within the boundaries of a private single-family residence, shall 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 landscaping damaged nor wants to clean up after someone else's pet.

The City Code 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.

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San Antonio, Texas 78209
(210) 829-7202 Office * (210) 829-5207 Fax**

To purchase a remote or report a problem with a gate code or remote, please visit:

<http://ams04.homestead.com/gates.html>

Each homeowner is entitled to purchase transmitters for the access gate. Each of the transmitters has already been programmed to activate the gate.

The gates are closed at all times.

To open the access gate, press the button on the transmitter as you approach the entry gate. You may also open the gate by entering your PIN number, on the keypad at the entrance. The PIN number can be changed if you desire...just call us and let us know what you wish your new PIN number to be and we will effect the change for you. You do not need to use your transmitter to exit the subdivision in a car as the gate is activated automatically as you drive out.

When guests or service people arrive and the access gate is closed, they can look up your name on the directory at the keypad located conveniently outside the entry gate. Next to your name is a three digit code which they can use to ring your home telephone, following the instructions at the keypad. Once you answer and the caller has been identified, you simply press the "9" button on our telephone to open the gate for your visitor. Certain key persons will have access to the subdivision through a specific and separate code. This includes the fire department, county sheriff, utility companies, garbage company, and the homebuilders.

DO NOT GIVE THAT CODE TO ANY NON-RESIDENT.

If you should need an additional transmitters, you may obtain them from the Association office at a cost of \$40.00 each. The battery for the transmitters should last approximately one or two years and replacement batteries are available from any supermarket or drugstore locally.

In the past we have experienced some problems with the access gate. We have found that when the entrance gate remains open, it is often due to misuse of the gate; i.e. improper code entered. This memo contains important information about the proper use of the gate. Please read it carefully and keep it handy for future reference. Your familiarity with the proper use of the gate will help insure that it continues to function well.

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Gate and Community Access Information:

- 1) DO NOT OPEN THE GATE MANUALLY, NOR HOLD IT OPEN, NOR PROP IT OPEN with a rock, etc. This causes the safety breaker to shut the motor off to prevent damage to the motor. The gate will then stay open until the safety breaker has been manually reset.
- 2) INSTRUCT YOUR CHILDREN how to open the gate with entry codes when leaving or entering the subdivision on foot or bike.
- 3) INSTRUCT YOUR CHILDREN not to play near, on, or with the gate.
- 4) DO NOT GIVE YOUR CODE OUT to friends, service companies or delivery people. They should gain entrance by calling your home phone from the Keypad at the entrance using the code assigned to you in the directory. If you need a special code to allow access for repeated weekly services when you will not be home, such as a cleaning company or a landscaping company, please call us and we will program a special code into the system for their use.
- 5) If you are planning to have a party involving a number of guests, advise the management company. A code may be entered to allow the gate to remain open for the arrival time of your party.
- 6) Check the directory at the keypad occasionally for your name and press the code to dial your number to be sure it is working correctly. Report any incorrect information or malfunction to us immediately.

If you have additional questions or should experience any problems with your transmitter or with the access gate, contact the management company at 829-7202 and request to speak to a member of the gate department or your Association Manager. The members of the Board of Directors may also be able to answer your questions.

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GATE UPDATE FORM

Also available on line at <http://ams04.homestead.com/gates.html>

OWNERS NAME:

(LAST)

(FIRST)

OWNER/SPOUSE

ADDRESS

HOME TELEPHONE:

FOUR (4) DIGIT CODE

(This code is provided by you and used to grant access into the community.)

PLEASE COMPLETE FORM AND FAX OR MAIL IT TO THE ABOVE ADDRESS.

Churchill Bluffs Homeowners Association

MANAGEMENT RESPONSIBILITIES ADMINISTRATIVE

1. Maintain a current register of all lots and owners. Prepare and mail new homeowner packets containing Bylaws, welcome letter and brief synopsis of Covenants.
2. Prepare and send assessment statements to all lot owners.
3. Receive, record and deposit all revenues received by the Association.
4. Monitor delinquent accounts and as prescribed, send appropriate notices and file liens with attorney, when necessary.
5. Maintain all checking and saving accounts.
6. Verify all statements for services rendered and/or materials received. Prepare accounts payable checks for signatures. Promptly mail payments to vendors, suppliers or contractors.
7. Establish and maintain check request forms.
8. Transact all matters pertaining to insurance claims, premium payments and ensure Association coverage is current.
9. Perform all bookkeeping functions for the Association, using a modified accrual basis and coordinate with the CPA office, as required, for delegated accounting functions and for annual financial/tax purposes. Pay all taxes incurred by the Association.
10. Coordinate with Board to ensure accuracy of the releases as they pertain to Association and Board activities.
11. Attend four Board meetings.
12. Attend one annual meeting.
13. Coordinate with Board Secretary in the preparation of minutes and agenda; distribute to all Directors prior to the regular meeting; review monthly financial statements and send copies to the Directors.
14. Provide financial data to committee chairpersons preparing annual budgets; coordinate with them, if requested.
15. Provide the Treasurer with all financial reports on a monthly basis.
16. Prepare monthly and annual financial statements.
17. Obtain bids and contract for services in support of the current operations and maintenance of the Association properties.
18. Ensure all contractors provide a certificate of insurance prior to commencing work.

Management Responsibilities

OFFICE OPERATION

1. Maintain established office hours 8:00 a.m. to 6:00 p.m., Monday through Friday, with 24 hour answering service for emergency calls.
2. Respond to all telephone calls, voice mail messages and e-mail in a 48 hour time period..
3. Handle all incoming and outgoing mail.
4. Safeguard Association records, materials and supplies.
5. Maintain master file of all Declarations and Plats.
6. Initiate or respond to correspondence pertaining to the administrative affairs of the Association.
7. Provide information to mortgage companies, real estate and title company representatives regarding the Homeowners Association.
8. Contact the President on any matters/problems beyond the scope of administrative affairs of the Association.

RESTRICTION ENFORCEMENT

1. Tour the subdivision twice a month.
2. Respond to homeowner complaints of violations by visually confirming the alleged violations, report to Architectural Control Committee.
3. Initiate and prepare correspondence to violators and prescribe a time period for compliance.
4. Follow-up on violator and, if warranted, send a second notice, prescribing a time period to bring into compliance.
5. If violation persists, refer to the Board for further action-COORDINATE WITH ATTORNEY.

OTHER

1. HOA Board members may elect to add or remove any of the above listed services. These are general guidelines, but all may not be applicable or listed for your community.