

**BELLA VISTA OWNERS ASSOCIATION, INC**

1600 N. E. Loop 410, Suite #202

San Antonio, Texas 78209

(210) 829-7202 - Office \* (210) 829-5207 - Fax

Dear Homeowner,

Prior to purchasing your home, you should have been informed of the existence of Bella Vista, Inc. 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 Bella Vista desire to make the Association an even 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. Most violations occur as a result of insufficient or misinformation. The following information is provided to help clarify the requirements. If you have any questions, please call the Association Office at 829-7202.

Association:

Bella Vista, Inc. is a non-profit corporation. The association owns and maintains the common areas, including, but are not limited to the entry landscaping and irrigation systems. Every homeowner is an automatic member of the Association and shares a portion of the responsibility for its support and will pay mandatory assessments. Assessments are billed in advance on a yearly basis. The 2010 assessments are currently billed quarterly. ( 1/1, 4/1, 7/1, and 9/1). Please call the association for the current assessment rates.

**Administration:**

The offices of the Association are located on the access road off of Loop 410 and the Harry Wurzbach, Fort Sam Houston exit, east of the airport exit. It is a two-story, tan building with "Association Management Services" in black lettering across the top front. The mailing address is 1600 N. E. Loop 410, Suite #202, San Antonio, Texas 78209, (210-829-7202). Hours of operation are: Monday through Friday, 8:00 a.m. to 6:00 p.m. [Map](#)

Management 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 directed by the Board of Directors, such as assisting in enforcing regulations and in architectural control.

### **Building & Improvements Approval:**

Any exterior improvements to your home must be approved by the Architectural Control Committee (ACC) before commencement of work. It is the builder/owner's responsibility to submit plans for new construction and any improvement to the ACC for approval. Plans must be approved before construction is commenced. "Improvement" is defined as any addition or change to the existing property. This includes but is not limited to additions to homes, sidewalks, fences, pool, patios, decks, flagpoles, basketball board, athletic equipment such as trampolines, radio/TV antennae, satellite dishes, backyard sheds, gazebos, etc.

Please submit two sets of the site drawing (showing lot, existing house and any additions, intended placement of new improvements, list of materials, easements, etc.) to the Association office.

### **Landscaping:**

It is the homeowner's responsibility to maintain the front and side yards with grass or other ground cover exclusive of any other landscaped areas, in a reasonably neat manner. Contemplated changes or enhancements to the landscaping must receive approval from the ACC Committee prior to commencement of the project.

### **Newspaper Delivery:**

Delivery of the San Antonio Express News is available on-line, [subscribe](#) / [vacation hold](#), or by calling 210-250-2000 or visiting their website.

### **Garbage Services:**

Garbage is picked up by [Tiger Sanitation](#) (210-333-4287). Trash cans are to be placed on curbside ONLY ON THE DAY of pickup. Please do not leave trash or grass leaf on the curb for pickup; they must be stored out of sight until the day of pickup. Do not store trash cans on porches or driveways in view of the street.

### **Mail Delivery:**

Delivery is made Monday through Saturday and deposited in mailboxes located near your home. You live in Bexar County, outside of the City of San Antonio. Boxes are assigned by the USPS mailperson, please call: 1(800) 275-8777. The key and box number can only be obtained from the Post Office, located at 702 Richland Drive San Antonio Texas 78245. Phone: (210) 543-8237. Your zip code is 78253. <http://www.USPS.com>

### **Street Lights:**

On lots with street light fixtures, it is [City Public Service's](#) (CPS) duty to have the streetlight operating, during nighttime hours. Please report street lights that are out to CPS at 210.353.2222.

### **House Numbers:**

Each house needs numbers that are readily visible, so that they are easily seen from across the street at all times. House numbers must be easily seen at night to aid emergency personnel in locating your address.

### **Signs:**

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

### **Parking in Streets:**

The Streets within Bella Vista are public. It is desirable to limit vehicles parked in the streets overnight as they impede emergency vehicles, patrol cars, garbage trucks and similar services. Vehicles, automobiles, 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 front yards or driveways.

### **Speed Limits and Traffic Signs:**

The speed limit on all streets is set by Bexar County. Please be careful of children in the streets. We must observe the traffic rules. 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.

### **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 ten feet (10') from the front property line of any Lot or the side lot lines of corner lots without written consent of the ACC.

### **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. We hope that the above highlights help provide some insight and general information regarding the Bella Vista community.

**Utilities:**

[City Public Service](#) provides electric and gas - 353-2222

[San Antonio Water System](#) (SAWS) provides water - 704-7297

San Antonio Water System provides sewer service - 704-1205

[AT&T](#) provides telephone service - 1-800-464-7928

[Time Warner Cable System](#) provides cable service - 244-0500.

[County Sheriff Department](#) - Administrative Office – 210-335-6000

Fire Department - Administrative Office – 335-0300

**Schools:**

[Northside Independent School District](#) –

Elementary School, Paul W. Ott (210) 397-5550

Middle School, Gregory Luna (210) 397-5300

High School, John Paul Stevens (210) 397-6450

ALL EMERGENCY SERVICES MAY BE REACHED BY DIALING 911.

**Fire Protection:**

Fire fighting service is provided by Bexar County. That office can be contacted by calling 911 for emergencies. In non-emergency situations, call 210-335-0300.

**Police:**

The [Bexar Country Sheriff Department](#) provides public law enforcement service. That office can be contacted by calling 335-6000.

**EMS:**

Emergency service is provided by calling 911.

Welcome to Bella Vista!

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