



## KENSINGTON RANCH Homeowners Association, Inc.

1600 N.E. Loop 410, Suite #202  
San Antonio, Texas 78209  
(210) 829-7202 Office | Fax (210) 829-5207  
[www.ams-sa.com](http://www.ams-sa.com)

Dear Homeowner,

Prior to purchasing your home, you were informed of the Kensington Ranch Homeowners Association and its many fine features. The Board of Directors and the Architectural Control Authorities would like to provide you more information about the Association's rules and regulations, services provided by outside agencies, utilities and phone numbers for your convenience.

Homeowners in Kensington Ranch 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 Declaration of Covenants, Conditions and Restrictions (DCCR's), which were provided at time of closing. Most violations occur as a result of insufficient information 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 or visit our website at [www.ams-sa.com](http://www.ams-sa.com).

### Association:

The Kensington Ranch 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, public rights-of-way or easements, walls, fencing, greenbelt landscaping, sprinkler systems and improvements.

Every homeowner is an automatic member of the Kensington Ranch Homeowners Association, shares a portion of the responsibility for their support and pays mandatory assessments.

**The Kensington Ranch assessments are billed semi annually , January 1<sup>st</sup> and July 1<sup>st</sup>. (If you do not receive a statement, your account is still due and you should make arrangements for payment.) Payments can now be made online at [www.cabanc.com](http://www.cabanc.com). Call AMS for the current assessment rates.**

### Administration:

The offices of the Association are located on the access road off of Loop 410 East at Harry Wurzbach. The mailing address is 1600 N.E. Loop 410, Suite #202, San Antonio, Texas 78209, (210-829-7202). The office hours are from 8:00 a.m. to 6:00 p.m., Monday through Friday, with 24 hour answering service for emergency calls. ([MAP](#))

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 maintaining all administrative records of the Association. Respond to all telephone calls, voicemail messages and emails within 48 hours. The Association has other responsibilities, at the direction of the Board, such as assisting in Architectural review.

## Building & Improvements Approval:

Any exterior improvements to your home or property, must be approved by the Architectural Control Authority (ACA) before work can be started. It is the responsibility of each owner to submit two (2) sets of plans for any improvement to the ACA for review. Plans must be approved in writing prior to commencing construction. The ACA has 30 days to review and make a decision on the request. The Improvement Request Form is available to download at [www.ams-sa.com](http://www.ams-sa.com).

"Improvement" is defined as any addition or change to the exterior of the property. Everything is covered from home additions, to sidewalks, replacement or painting or sealing of fences, landscaping, lawn sculptures, pool, patios, decks, flagpoles, basketball goals, athletic equipment, radio/TV antennae, backyard sheds, gazebos, playscapes, front yard glider swings, exterior colors to home, changing of light fixtures, changing of windows or addition of shutters, etc.

For improvements, please submit a signed Improvement Request Form (included in this packet). Complete and detailed building plans, specifications, material list, and color swatches. A site plan (please check your closing papers for the survey site plan showing the Lot with easements, setbacks and a footprint of the home) of your property showing the exact location of the improvement.

## Pets:

All household pets shall at all times, except when they are confined within the boundaries of a private single-family residence, be restrained or controlled by a leash, rope or similar restraint. **Please do not let your pets run loose.** In addition, please clean up after your pet when taking them for a walk, no one wants their landscaping damaged nor wants to clean up after someone else's pet.

## Utilities & Services:

GVEC provides electric and gas -	800-223-4832	<a href="http://www.gvec.com">www.gvec.com</a>
City of Selma	210-651-6661	<a href="http://www.ci.selma.tx.us/">www.ci.selma.tx.us/</a>
City of Schertz	210-619-100	
AT&T provides telephone service -	800-464-7928	<a href="http://www.att.com">www.att.com</a>
Time Warner Cable provides cable TV service -	210-244-0500	<a href="http://www.ci.selma.tx.us/">website</a>
Bexar Waste provides garbage service -	210-566-5454	<a href="http://www.ci.selma.tx.us/">www.ci.selma.tx.us/</a>
City of Schertz provides garbage service in the Estates	210-566-7184	<a href="http://www.schertz.com">www.schertz.com</a>

## Streetlights:

[City Selma](http://www.ci.selma.tx.us/) maintains the streetlights in Selma. [City of Schertz](http://www.ci.schertz.com/) maintains the street lights in Schertz, or call the association office at 210-829-7202.

## Parking, Speed Limits & Traffic Signs:

The streets are public and parking is permitted by anyone at anytime. Traffic and pedestrian control signs and speed limits are installed and maintained by the City of Selma/Schertz. For additional information visit the City's website at [www.ci.selma.tx.us](http://www.ci.selma.tx.us/), or [www.schertz.com](http://www.schertz.com).

## Newspaper Delivery:

Delivery of the San Antonio Express News is available by calling 210-250-2000. For additional information visit their website at [www.mysanantonio.com](http://www.mysanantonio.com).

## Mail Delivery:

Delivery is made Monday through Saturday and deposited in the cluster mailboxes provided by the builder. The USPS Schertz Main Office, located at 417 Main Street, Schertz, Texas, serves the Residents of the Kensington Ranch; please call 1-(800)-275-8777 if you have delivery problems. Keys and locks associated with individual mailboxes are the responsibility of the resident upon issuance of the initial keys. Any damage or loss of keys is the sole responsibility of the homeowner. For more information visit the USPS website at [www.usps.com](http://www.usps.com). **Your zip code is 78154.**

## Garbage Services:

Bexar Waste (City of Selma) provides garbage service for the Trails. Garbage is picked up on Mondays – Trash cans are to be placed curbside **ONLY ON THE MORNINGS** of pickup by 7 a.m. Please do not leave trash or grass/leaf cans/bags on the curb for pickup; they must be stored out of sight until the actual morning of pickup. For more information call the City of Selma at 210-651-6661, ext 240 or City of Schertz, 210-619-1100. The City of Schertz picks up the trash in the Estates. Trash pick up is on Tuesdays and Fridays. Recycling is on Fridays.

## Public Schools\*:

Norma Paschal -590 Savannah- The Estates  
Schertz Elementary-701 Curtiss Av.-The Trails  
Laura Ingalls Wilder-806 Savannah  
Ray Corbett-301 Main St.  
Samuel Clemens-1001 Ebel Rd.

The website for Schertz, Cibolo, Universal City School District is [www.scuc.txed.net](http://www.scuc.txed.net). You may reach them at 210-945-6232.

\* Due to enrollment caps, the schools listed above are subject to change. Please consult your school district's main office for future plans.

## **ALL EMERGENCY SERVICES MAY BE REACHED BY DIALING 911**

### Fire Protection & Rescue:

The City of Selma Volunteer Fire Department provides fire fighting & rescue services. In non-emergency situations call 210-651-9150. The City of Schertz Fire Department non-emergency number is 210-619-1300.

### Police:

The Selma Police Department provides public law enforcement service. In non-emergency situations call 210-651-5368. The Schertz Police non emergency phone number is 210-619-1200.

# Welcome to Kensington Ranch!

If we may provide any additional information, please call the  
Association office at 210-829-7202

# Kensington Ranch HOA – Improvement Request Form

210-829-7202 Office \* 210-829-5207 Fax \* 866-232-4386 Toll Free

[www.ams-sa.com](http://www.ams-sa.com)

In accordance with the recorded covenants, conditions and restrictions of the Association, and in order to protect each individual lot owner's rights and values, it is required that any lot owner considering improvement of their deeded property including, but not limited to, patio covers, decks, outside buildings, fencing, building add-ons, etc., submit the following information to the Committee **prior to initiating work on the planned improvements:**

1. **Completed Improvement Request Form (2 pages).**
2. **Complete & detailed building plans & specifications, material list, and color swatches, as applicable.**
3. **A site/plot plan showing the location of the proposed improvement.**
4. **Photos, as applicable.**

**FAILURE TO SUBMIT THE REQUESTED ATTACHMENTS (ITEMS 1, 2, 3 & 4) PRIOR TO CONSTRUCTION MAY RESULT IN DENIAL OF YOUR REQUEST FOR IMPROVEMENT. *The Committee has the right to request that an owner remove any improvement installed without prior written approval.* Any homeowner considering any exterior improvement to their property is urged to review the recorded deed restrictions prior to their initial request.**

Owner Name: \_\_\_\_\_

Property Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email address: \_\_\_\_\_ . Who will do the actual work on this improvement?  
\_\_\_\_\_

Briefly describe the improvement you propose:  
\_\_\_\_\_

**Location of improvement** (check actual areas that apply):

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Front of dwelling      | <input type="checkbox"/> Back of dwelling | <input type="checkbox"/> Side of dwelling |
| <input type="checkbox"/> Roof of dwelling       | <input type="checkbox"/> Garage           | <input type="checkbox"/> Front/Back Patio |
| <input type="checkbox"/> Other (describe) _____ |   |   |

**Material to be used for the improvement** (check applicable items):

- |   |   |
|---|---|
| <input type="checkbox"/> Brick – Color _____          | <input type="checkbox"/> Cement – Top Finish _____    |
| <input type="checkbox"/> Wood – Type _____            | <input type="checkbox"/> Stucco – Color _____         |
| <input type="checkbox"/> Iron - Fence Color _____     | <input type="checkbox"/> Flagstone – Color _____      |
| <input type="checkbox"/> Paint – Color (sample) _____ | <input type="checkbox"/> Stain – Color (sample) _____ |
| <input type="checkbox"/> Hard-Plank – Color _____     | <input type="checkbox"/> Siding – Wood - Color _____  |
| <input type="checkbox"/> Siding - Aluminum _____      | <input type="checkbox"/> Rock/Stone – Color _____     |
| <input type="checkbox"/> Roofing Material _____       | <input type="checkbox"/> Masonry _____                |
| <input type="checkbox"/> Other (explain) _____        |   |

Please include color swatches, photos and/or samples.

**Type of Improvement:**

- |  |   |
|--|---|
| <input type="checkbox"/> Basketball goal       | <input type="checkbox"/> Pool – Above-Ground    |
| <input type="checkbox"/> Stain Fence           | <input type="checkbox"/> Pool – In-Ground       |
| <input type="checkbox"/> Fencing/ Extend Fence | <input type="checkbox"/> Spa/Hot tub            |
| <input type="checkbox"/> Paint Exterior        | <input type="checkbox"/> Room addition          |
| <input type="checkbox"/> Porch Railing         | <input type="checkbox"/> Storage Building       |
| <input type="checkbox"/> Play Structure        | <input type="checkbox"/> Landscaping            |
| <input type="checkbox"/> Gazebo                | <input type="checkbox"/> Front/Back Screen Door |
| <input type="checkbox"/> Front/Back Door       | <input type="checkbox"/> Sprinkler System       |
| <input type="checkbox"/> Gutters               | <input type="checkbox"/> Paint/Stain Driveway   |
| <input type="checkbox"/> Exterior Lights       | <input type="checkbox"/> Extend Driveway        |

Treatments  Walkway  Solar Screens/Window  
 Deck  Arbor/Trellis  
 Replace Roof  Patio/ Enlarge Patio/ Patio

Cover  
 Other Improvement: \_\_\_\_\_

**Improvement Request Form – Page 2**

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
 Homeowners Signature \_\_\_\_\_ Date \_\_\_\_\_ Construction Start Date \_\_\_\_\_ Estimated  
 Completion Date \_\_\_\_\_

**RETURN COMPLETED FORM TO:**  
**163 - Kensington Ranch Homeowners Association**  
**Architectural Department**  
**1600 N.E. Loop 410, Suite #202**  
**San Antonio, Texas 78209**

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<b>OFFICE USE ONLY</b>
Date: _____
Received By: _____
Forwarded To Committee: _____
Approved By Committee: _____
Denied By Committee: _____

**COMMITTEE USE ONLY:**

Committee notes/recommendations:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Committee Member	<b>Denied</b> Date	<input type="checkbox"/> <b>Approved</b> <input type="checkbox"/>
Committee Member	<b>Denied</b> Date	<input type="checkbox"/> <b>Approved</b> <input type="checkbox"/>
Committee Member	<b>Denied</b> Date	<input type="checkbox"/> <b>Approved</b> <input type="checkbox"/>