



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

Dear Homeowner,

Prior to purchasing your home, you were informed of the Monticello 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 Monticello 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 are provided during your closing transaction on your home purchase. 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 210-829-7202 or visit our website at www.ams-sa.com.

Association:

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

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

The Monticello Ranch HOA assessments are billed semi-annually and are due on the 1st of January and the 1st of July of each year. (If you do not receive a statement, your account is still due and you should make arrangements for payment.) Call AMS at 210-829-7202 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). Hours of operation are: Monday through Friday, 8:00 a.m. to 6:00 p.m. ([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. The Association has other responsibilities, at the direction of the Board, such as assisting in Architectural review.

Building & Improvements Approval:

The Architectural Control Authority (ACA) must approve any exterior improvements to your home or property before work may be started. It is the responsibility of each owner to submit plans for any improvement to the ACA for review at the time of submission of the plans. **Plans must be approved in writing prior to commencing construction.** The ACA has 30 days to review and make a decision on the request.

"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 staining 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. Additional copies of the form may be obtained from the Association office or downloaded from our website at www.ams-sa.com.

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:

CPS Energy provides electric and gas -	210-353-2222	www.citypublicservice.com
BexarMet provides water -	210-354-6500	www.bexarmet.org
AT&T provides telephone service -	888-294-8433	www.att.com
Time Warner Cable provides Cable TV service -	210-244-0500	www.timewarnercable.com
Tiger Sanitation provides garbage collection -	210-333-4287	www.tigersanitation.com

Streetlights:

City Public Service (CPS) maintains the streetlights. If you notice a light out, please report it to CPS at 210-353-2222 or call the association office at 210-829-7202 or submit a request on the city's SA Citizens Request website at www.sanantonio.gov/sacr/.

Streets, Speed Limits & Traffic Signs:

The streets are public. Traffic and pedestrian control signs and speed limit are governed, installed and maintained by Bexar County Public Works. Bexar County Public Works & Environmental Services (210-335-6700) handles common complaints such as overgrown brush, traffic control issues, and roadway repairs and maintenance. For additional information visit the Bexar County website at www.bexar.org/.

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/.

Mail Delivery:

Delivery is made Monday through Saturday and deposited in the cluster mailboxes provided by the builder. The USPS Heritage Station, located at 702 Richland Hills, serves the Residents of Monticello 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. Your new zip code is 78253.

Garbage Services:

Tiger Sanitation provides garbage service. To set up service, call Tiger Sanitation at 210-333-4287. Garbage is picked up on Mondays – Garbage containers 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; the trash cans must be stored out of sight. For more information, visit their website at www.tigersanitation.com.

Public Schools*:

Northside Independent School District (NISD) -	210-397-8500	www.nisd.net
John Paul Stevens High School, 600 N Ellison -	210-397-6450	www.nisd.net/stevens
Gregory Luna Middle School, 200 N Grosenbacher -	210-397-5300	www.nisd.net/luna
Paul W Ott Elementary School, 100 N Grosenbacher-	210-397-6000	www.nisd.net/ott

* 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:

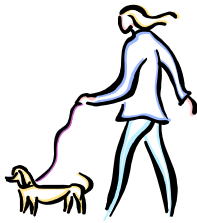
The Geronimo Village Volunteer Fire Department provides fire fighting & rescue services. In non-emergency situations call 210-679-7051 or visit their website at www.geronimovillagefd.org. Additional information may be obtained from the Bexar County Fire Marshal's Office at 210-335-0300 (www.co.bexar.tx.us/bcfmo/).

Police:

The Bexar County Sheriff's Department provides public law enforcement service. In non-emergency situations call 210-335-6000 or visit their website at www.bexar.org/bcsheriff/.

Welcome to MONTICELLO RANCH!

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



Animal Control Facility

The San Antonio Animal Control Facility provides the following services to the residents of San Antonio and Bexar County:

- Pick up unwanted/stray dogs and cats
- Investigate animal bite reports (for rabies)
- Investigate animal abuse reports
- Provide dog/cat license/tags (required by law)
- Provide healthy dogs/cats for adoption
- Coordinate low cost spay neuter program (city only)
- Public education (grade schools, neighborhood associations, etc.)

The Animal Control Facility enforces the following animal codes (laws) in San Antonio and Bexar County:

- All dogs/cats must be vaccinated for rabies annually
- All dogs/cats must be restrained at all times (cats in house; dogs fenced or tied)
- Dog and cat licenses must be purchased annually (\$5.00 if spayed/neutered; \$50.00 if not spayed/neutered)
- Maximum number of pets allowed: 3 cats, 5 dogs (in San Antonio only)
- Dogs must be on a leash when taken for a walk
- Dogs must have shelter (dog house) if left outside all the time
- Animals may never be abused (no food, water, shelter, veterinary care, etc.)

Anyone caught violating these animal codes may be issued a citation by an Animal Control Officer (minimum fine of \$100.00).

Have-A-Heart animal traps are available to the public at the Animal Control Facility for a 12-day checkout period. There is no rental charge for these traps. However, a refundable cash deposit is required (\$30 - cat trap; \$75 - dog trap). These traps are the most humane way to remove stray cats/dogs from your property.

The Animal Control Facility is located in Brackenridge Park at: 210 Tuleta Drive, San Antonio, Texas 78212-3177. It is across the street from the San Antonio Zoo. Hours of operation are: 8:00 a.m. - 6:45 p.m. (Mon. - Fri.) And 11:00 p.m. - 5:00 p.m. (Sat.). Emergencies (injured animals, dog bites, etc.) may be reported after hours (any time) at: 207-8880.





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

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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"/> Hardiplank – 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"/> Permanent/Temporary Basketball goal | <input type="checkbox"/> Pool – Above-Ground |
| <input type="checkbox"/> Stain/Paint 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/Front Yard Glider Swing | <input type="checkbox"/> Landscaping/Landscape Lighting |
| <input type="checkbox"/> Front Yard Statuary/Bird Bath/Water Fountain | <input type="checkbox"/> Wall Art/Outside Decor |
| <input type="checkbox"/> Permanent/Temporary Gazebo | <input type="checkbox"/> Front/Back Screen/Storm Door |
| <input type="checkbox"/> Front/Back Door | <input type="checkbox"/> Sprinkler System |
| <input type="checkbox"/> Gutters | <input type="checkbox"/> Stain/Paint Driveway |
| <input type="checkbox"/> Exterior Lights | <input type="checkbox"/> Extend Driveway |
| <input type="checkbox"/> Walkway/Pavers | <input type="checkbox"/> Solar Screens/Window Treatments |
| <input type="checkbox"/> Deck | <input type="checkbox"/> Arbor/Trellis |
| <input type="checkbox"/> Replace Roof | <input type="checkbox"/> Patio/Enlarge Patio/Patio Cover |

Other Improvement: _____

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(Insert Bylaws before this page)



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