

**Welcome to Villas of Silverado Hills Townhome Condominium Owners' Association!**

**VILLAS OF SILVERADO HILLS TOWNHOME OWNERS' ASSOCIATION  
1600 N.E. LOOP 410, SUITE 202  
SAN ANTONIO, TX 78209  
(210) 829-7202**

**OWNER/RESIDENT FORM**

Dear Member of Villas of Silverado Hills:

Welcome to your new home. We want you to feel like a part of your new community. Because your home is important to us it is imperative that we have emergency contacts for your home. **Emergencies such as a waterline break, toilet or sink backups, dishwasher or washing machine leaks can affect and damage your home as well as your neighbors.** If such damage would occur it is your/or your owner's responsibility to pay for any damages, therefore we need to be able to contact you as quickly as possible if a problem is reported. The Association does not perform maintenance in the individual homes.

We are always in the process of updating our owner/residents information records for the Association and Postal Service. Please take a few moments to complete this form. It is important that we have current information on file, especially in the event of an emergency. Note: This information is kept strictly confidential.

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

HOME TELEPHONE NUMBER: \_\_\_\_\_

CELL PHONE NUMBER: \_\_\_\_\_

WORK TELEPHONE NUMBER: \_\_\_\_\_

EMERGENCY NUMBER: \_\_\_\_\_

EMERGENCY CONTACT NAME: \_\_\_\_\_

VEHICLE COLOR: \_\_\_\_\_ MAKE: \_\_\_\_\_

MODEL: \_\_\_\_\_

Return this form to the management office:

Association Management Services  
1600 N. E. Loop 410, Suite 202  
San Antonio, TX 78209  
(210) 829-7202 FAX (210) 829-5207

[karenm@ams-sa.com](mailto:karenm@ams-sa.com)

Please remember to call AMS to notify them of address or telephone number changes.

# VILLAS OF SILVERADO HILLS TOWNHOME OWNERS' ASSOCIATION

**Association Name:** Villas of Silverado Hills Townhome Owners' Association

**City:** San Antonio, TX      **Zip Code:** 78260      **County:** Bexar

**Association Fees:**

Billing Cycle: monthly.

Please call the association for the current monthly assessments.

**Monthly bills are sent by the Homeowners Association. It is the owner's responsibility to send payment monthly.**

**Utilities:**

<a href="#">City Public Service</a> provides electric and gas -	353-2222
<a href="#">AT&amp;T</a> telephone service -	(800) 464-7928
<a href="#">Time Warner Cable</a> System provides cable service -	244-0500
<a href="#">Animal Control Department</a> -	311
Administration Office - Sheriff Department – non emergency	335-6000
Administration Office - Fire Department -	1-830-980-4733

**Garbage Collection:**

Provider Name: Texas Disposal Service- Homeowners need to call AMS at 829-7202 or use the on-line [Action Request Form](#) to order, set up service and to receive receptacles. Trash days are Tuesday and Friday. Recycling is on Friday.

Each homeowner receives one trash container and one recycling bin. Extra bins may be purchased by the homeowner.

**Emergency Services:**

Police/Sheriff: 911

Fire: 911

**VILLAS OF SILVERADO HILLS TOWNHOME OWNERS' ASSOCIATION  
RULES AND REGULATIONS**

**WELCOME TO VILLAS OF SILVERADO HILLS**  
**This is a privately owned community.**

**PLEASE READ THE ATTACHED RULES AND RETURN ALL REQUIRED FORMS  
IMMEDIATELY.**

**GENERAL RULES**

1. Guests must be accompanied by a Resident while using any common areas, subject to the specific restrictions.
2. Homeowners will be held responsible for actions of their guests/renters.
3. Use of common areas may be restricted if Residents fail to care for the property or if activities are rowdy, loud, damaging, immoral or in other way's offensive to other Residents. Activities should be conducted about the premises in a manner not to interfere with the rights, comforts, or convenience of other Residents. Your thoughtfulness and consideration of your neighbors will be appreciated.

Social gatherings of Residents and their guests are welcomed, provided however, that such **gatherings are not allowed to become noisy or objectionable to other Residents. This includes the playing of televisions, stereos, radios, musical instruments or other noise making devices. Please refrain from playing your car stereo at a level that can be heard outside of the car.**

4. The common areas are being administered by the Management Company. Questions concerning their use may be directed to the Management Company.
5. Radio, Cable television and CB aerials or wires may not be erected on any part of the common area. (Common area means: Outside walls, roofs, lawn, sidewalk, patio fences.) Satellite Dishes must be installed on a free standing pole in the backyard and may not be higher then the Dwellings roof line.
6. Exterior alterations of a unit will not be permitted unless previously approved, by the Architectural Control Authority, in writing. No statues or decorative art are allowed in the front yard all such items shall be kept in the back yard of the Dwelling.
7. No additional planting in the front yard of any kind. Additional plantings shall be confined to the backyard.
8. Storage of kerosene, gasoline, or any flammable or explosive agent is strictly prohibited.
9. Window signs used for selling or renting of a unit must be no larger than 2' x 2' and white background with hunter green lettering. These signs may only be placed in a window of the Unit that is for sale/rent. No more than 1 sign per unit may be used.
10. No daycares businesses and no music lessons, regardless of the type of instrument are

allowed.

## **PARKING**

1. All Residents shall park their vehicle in the driveway or their garage. There is no off street parking by residents or visitors.
2. Visitor parking spaces are so indicated and are for the use of guest and other invitees of Residents. Cars may not be parked in these spaces for more than 48 hours.
3. No vehicle, regardless of ownership, shall be parked in such a manner as to impede or prevent ready access to any building, Unit, or in such a manner that disrupts the normal flow of traffic through the project.
4. No boats, trailers, mobile homes, campers, or commercial trucks in excess of three-quarter (3/4) ton shall be allowed in the subdivision unless otherwise approved in writing by the Board of Directors.
5. All **automobiles, motorcycles, or other vehicles parked** in violation of these rules and regulations, **obviously inoperable, or in such condition as to constitute an “eyesore” (junk vehicles), will be subject to being towed away at the owner’s expense.**

## **PET POLICY**

1. All pets must be on a leash at all times when outside your Unit. The pet owner of a dog that bites someone is subject to a civil suit for personal injuries and removal of the pet from the premises.
2. No more than two (2) pets may reside in any Unit at any given time. Animal breeding in a Unit is strictly prohibited. No Pit Bulls (K-2 of Community Manual 13222/2163) are allowed in the subdivision or Dwellings
3. Necessary nuisances committed by pets in any common area are the responsibility of the pet owner and **must clean up after their pet.**
4. Any pet allowed to roam unattended on the Association property will be considered a stray and will be reported to [Animal Control at 311](#).

## **PATIOS**

1. The Board of Directors shall have the right to direct the removal of any items that the Board determines detracts from the general appearance of the community. These areas may not be used for general storage and may not be allowed to become unsightly. **No other single problem area in a townhome association can cause such damage to the overall appearance, appeal, and value of our project as the improper use of patios.**
2. **No clothes lines may be strung or clothing, towels, or similar items hung over the patio fences or balcony railings.**

3. **No second floor decks/terraces are allowed.**
4. **No individual pedestrian/drive gates are allowed on an Owners fence.**

## **TRASH**

1. Call 210-829-7202 to set service for trash pick up. Trash bins are emptied on Tuesday's and Friday's. Recycling is on Friday.

## **INSURANCE**

**Insurance is for Common Areas** (streets/vehicular gates/Canyon Golf Rd perimeter fence) **and Common Building Elements** (those elements and property that i.e.) are part of the building or structure in which the home is located, and ii) either owned in common by all of the owners in the building or owned, insured or maintained by an owners association, i.e., walls/foundation/roof).

**Association will maintain insurance on the Dwellings as originally construction.** The Owners must insure all improvements or betterments installed by the Owner (reference section 8. Insurance, of the Townhome Information Statement).

The **Owner is required to purchase insurance** for their interior Dwelling and any personal items and submit such insurance to the Association. If verification of insurance is NOT submitted to the Association, the Association will purchase insurance for the Owner and it will be considered an Individual Assessment (9.14-(a)).

## **WARRANTY**

**During the warranty period the builder handles all repair/maintenance items.**

- Fit and Finish – 2 years – against faulty workmanship or defective materials that result in the failure of a component to comply with a performance standard.
- Plumbing and Electrical – 2 years – against faulty workmanship or defective materials that result in the failure of a component of the plumbing, electrical, heating or air conditioning systems to comply with a performance standard.
- Structural Protection – 10 years – against faulty workmanship or defective materials that result in the failure of a major structural component to comply with an applicable performance standard.
- Habitability and Safety – 10 years – against an “uninhabitable condition” in your home, or a condition caused by a component with a faulty workmanship or defective materials that presents a serious and imminent threat to the safety of the occupants of your home.

**Warranty period timing** starts when the first Owner moves in to Dwelling of the Structure and ends two (2) or ten (10) years after that date based on the above.

## **ASSESSMENTS**

Assessments are billed monthly and are due on the first day of each month. This amount covers the

following: (list is not inclusive):

- Common Area insurance
- Common Building Elements Insurance
- Irrigation and front yard maintenance
- Private streets
- Vehicular gates
- Water quality basin(s)
- Exterior Building Maintenance (gutters/masonry/paint/light bulbs/roofing)
- Electricity and water at common areas

## **CONFLICTS**

In the event there is a conflict between the Rules and Regulations and the Condominium Declaration for Villas of Silverado Hills Townhome Owners' Association, Inc. and the By-Laws, the Declarations, Articles and By-Laws control in the order.

Board of Directors

Villas of Silverado Hills Townhome Owners' Association, Inc.

# **VILLAS OF SILVERADO HILLS TOWNHOME OWNERS' 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 late notices to 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. Then 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 quarterly Board meetings.
12. Attend one annual meeting.
13. Coordinate with Board Secretary in the preparation of minutes; 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.

### **OFFICE OPERATION**

1. Maintain established office hours 8:00 a.m. to 6:00 p.m., Monday through Friday. Additionally, the office has personnel answering the telephone until 10:00 p.m., Monday through Friday, with 24 hour answering service for emergency calls.
2. Respond to all telephone calls.
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 association twice a month.
2. Respond to homeowner complaints of violations by visually confirming the alleged violations.
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 for compliance.
5. If violation persists, refer to the Board for further action-COORDINATE WITH ATTORNEY.