

Limestone Ranch

HOMEOWNERS ASSOCIATION, INC.

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

www.ams-sa.com

Dear Homeowner,

Prior to purchasing your home, you were informed of the Limestone Ranch 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, services provided by outside agencies, utilities and phone numbers for your convenience.

Homeowners in Limestone 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 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.

Association:

The Limestone 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, gates, streets, fencing, safety lanes, green belt landscaping, sprinkler systems, and improvements.

Every homeowner is an automatic member and shares a portion of the responsibility for their support and will pay mandatory assessments.

The Limestone Ranch Assessments are billed in advance on a quarterly basis due on the first of January, April, July and October of each year. For your current assessment rate, please contact AMS. If you do not receive a statement, your account still due and you should make arrangements for payment.

Remote Control Gate Transmitters are \$40.00 each.

Administration:

The Association office is located on the access road off of Loop 410 at Harry Wurzbach (east of the airport exit). [MAP](#). It is a two-story terra cotta colored building with "Association Management Services" on the front of it. The actual mailing address is 1600 N. E. Loop 410, Suite #202, San Antonio, Texas 78209, (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, at the direction of the Board, such as assisting in architectural control.

Building & Improvements Approval:

Any exterior improvements to your home or property must be approved by the Architectural Control Committee (ACC) before work can be started. It is the responsibility of each owner to submit two (2) sets of plans for any improvement to the ACC for review. Plans must be approved before construction is to start. Download the Improvement Request Form on line at <http://www.ams-sa.com>.

"Improvement" is defined as any addition or change to the existing property. Everything is covered from additions to homes, sidewalks, fences, landscaping, pool, patios, decks, flagpoles, basketball goals or backboards, athletic equipment, radio/TV antennae, satellite dishes over one meter (39 inches), backyard sheds, gazebos, exterior colors to home, changing of windows, 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 plantings and landscaping for their property.

Newspaper Delivery:

Delivery of the San Antonio Express News is available by calling 250-2000 or on-line at [Subscriptions link](#)
[Vacation Hold Link](#)

Trash Service:

Trash service is provided by [Tiger Sanitation](#). Please contact Tiger Sanitation at (210)333-4287 to set up your service. Trash pick up is on Tuesdays, and homeowner's will be billed individually by the trash provider.

Mail Delivery:

Delivery is made Monday through Saturday and deposited in the personal mailbox located on your property. The Boerne Post Office, located at 607 E. Blanco, serves Limestone Ranch. Please call: (800)275-8777. The zip code is 78006. www.USPS.com

Schools:

[Boerne Independent School District](#) -

(830)249-2567

Utilities:

City Public Service provides electric -	353-2222
Grey Forest provides gas -	695-8781
Bexar Metropolitan provides water -	922-1221
AT&T provides telephone service -	(800)464-7928
Time Warner Cable System provides Cable service -	244-0500

ALL EMERGENCY SERVICES MAY BE REACHED BY DIALING 911.

Sheriff:

[Bexar County Sheriff's Department](#) provides public law enforcement service
Non Emergency Number - 335-6000

Fire Department:

Leon Springs provides service in case of a fire in The Fair Oaks area. Call (210)698-1593 for service and they are located @ 24810 Ima Ruth Parkway.

Signs:

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

Athletic and Recreation Facilities:

Athletic and recreational facilities either of a permanent or temporary nature shall not be permitted in the front yard or on any residence on the Property. Lighting and fencing shall be allowed only with the approval of the ACC.

Campers, Trucks, Boats and Recreational Vehicles:

They may not be kept on any Lot unless they are fully enclosed within the garage located on such Lot and/or screened from view by a screening structure or fencing approved by the ACC, and said vehicles and accessories are in an operable condition.

Pets:

All household pets shall 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. Please do not let your pets run loose. No one wants their landscaping damaged nor wants to clean up after someone else's pet.

Gates:

Once the access gates are installed, they will be open during the daylight hours. The gates will automatically close at dusk and you will need your gate transmitter and/or four digit code to enter at night.

Certain people will have access to the subdivision through a specific and separate code. This includes the fire department, police department, utility companies, garbage pick-up, home builders, etc.

DO NOT GIVE ANY CODE TO A NON-RESIDENT!

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

If you feel someone has obtained your code, you may change it at any time by calling the Association office at 829-7202. Also, enclosed are some "Do and Don't" instructions to familiarize yourself with the infinity system and the correct procedures of the gate.

Welcome to Limestone Ranch!

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

1. DO NOT OPEN THE GATE MANUALLY, HOLD IT OPEN OR PROP IT OPEN with a rock, stick, etc. This causes the safety breaker to shut the motor off to prevent damage to the motor. The gate will stay open until the safety breaker has been manually set.
2. INSTRUCT YOUR CHILDREN how to open the gate with the 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 entry by calling you from the keypad using the assigned directory code displayed next to your name. 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 landscaping company, please call the Association office (829-7202) and we will program a special code into the system for their use.
5. If you are planning on having a party involving a number of guests, advise the Association office. A temporary code may be issued to you for the time of the party and removed from the system immediately after. Your guests may use the code for entry (the same instructions used for your four digit code apply). If you plan to request a temporary code, please call our office 7 days in advance.
6. Check the directory at the keypad occasionally for your name and press the directory code to dial your number to be sure it is working correctly. Report any incorrect information or malfunctions to the Association office (829-7202) immediately. We have a 24 hour number, and you may leave a detailed message with the answering service. If it is an emergency, ask the answering service to page the manager.

If you have any additional questions or experience any problems with the gate or your transmitter, contact Association Management at 829-7202 or visit the [AMS Gate Department](#) on-line.

LIMESTONE RANCH

HOMEOWNERS ASSOCIATION, INC.

1600 N. E. Loop 410, #202
San Antonio, Texas 78209
(210) 829-7202 Office * (210) 829-5207 Fax

[AMS Gate Department](#)

GATE INFORMATION

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

Once the access gates are installed they will be open during the daylight hours until the last home is built. The gates will automatically close at dusk and you will need your transmitter or your code to enter at night.

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 your 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 YOUR CODE TO ANYONE

If you should need an additional transmitters, you may obtain them from the Association office, currently at a cost of \$40.00 each. The battery for the transmitters should last approximately 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.

Limestone Ranch
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.

Page 7

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.
 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.

GATED ENTRY

1. Contact person for the gate company - calling in service, repairs, updating or deleting telephone numbers, and address directory, assigning transmitters and notifying police, fire, EMS and newspaper delivery of entry codes.
2. Establish and maintain a register of owner entry codes and transmitter identification for the gate operating system.
3. Coordinate required and emergency service on gates with contractor.

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.