

**Converse Rolling Creek  
Homeowners Association, Inc.**  
1600 N. E. Loop 410, Suite #202  
San Antonio, Texas 78209  
Office: (210) 829-7202 \*\* Fax: (210) 829-5207  
www.ams-sa.com

Dear Homeowner,

Prior to purchasing your home, you were informed of the Converse Rolling Creek Homeowners Association, Inc. and its many fine features. On behalf of the Association's Board of Directors, welcome to Converse Rolling Creek HOA. This welcome pamphlet was developed in an effort to provide you with information you may find useful in getting settled into our community. It will also discuss the Association's rules and regulations, outside services, utilities, and telephone numbers for your convenience.

## **Your Association**

The Converse Rolling Creek HOA is a non-profit organization. It was created in an effort to foster a harmonious living environment while maintaining and promoting property values. The Board of Directors provides the Association with leadership and a sense of direction. The Board develops the Association's budget, and approves and monitors expenditures on an on-going basis. Effectively managing a Homeowners' Association is a complex endeavor. As a result, the Board has selected Association Management Services to manage the day-to-day operation of the Association.

**Every homeowner is an automatic member in the Association, and shares a portion of the responsibility for its support and will pay mandatory assessments. Assessments are billed in advance on an annual basis and due on Jan. 1<sup>st</sup>. The current assessment fee is available by calling 210-829-7202**

## **Association Administration**

The Association office is located at 1600 N.E. Loop 410, Suite 202. ([MAP](#)). It is in a two-story terra cotta building with "Association Management Services" in large letters on the front. The letterhead on this page provides the complete mailing address, telephone and fax numbers, and the AMS website. Hours of operation are 8:00 a.m. to 6:00 p.m., Monday through Friday.

## **Building & Improvements Approval**

Any exterior improvements to your home must be approved by the Architectural Control Committee (ACC) before work can be started. It is the owner's responsibility to submit plans for construction of improvement to the ACC for approval. ***Plans must be approved before construction is to start.***

"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

boards, athletic equipment, radio/TV antennae, satellite dishes, backyard sheds, gazebos, exterior colors to home, changing of windows, etc.

## **Fences**

Fences shall be six (6) feet in height and shall be constructed with select grade cedar or spruce pickets and with treated pine or cedar railings and posts. All fences abutting any private or public street shall have a 2" x 6" cap rail.

## **Landscaping**

It is the homeowner's responsibility to provide adequate planting and landscaping for his/her property. Landscaping improvement request [form](#) should be submitted to the ACC for approval prior to commencing the work. Landscaping your yard is not an inexpensive endeavor. Please do not purchase plants based primarily on their cost. Check to see if the plant you're interested in can handle several hours of direct sunlight each day. Is it drought resistant or will it require frequent watering to stay alive? Effective landscaping requires thought and planning.

## **Basketball Goals**

Basketball goals are springing up like weeds all over Converse. Where they are placed has become an issue. Within Converse Rolling Creek, a basketball goal or backboard, of either permanent or temporary nature, cannot be placed on the street or sidewalk right of way.

## **Solicitation**

Door to door solicitation is discouraged. If children are selling items for school, church, or other organizations, parents should accompany them to better ensure their safety.

## **Schools**

Converse Rolling Creek is located within the Universal City Independent School District.

[Schertz-Cibolo Independent School District](#).....945-6235

## **Newspaper Delivery**

Delivery of the San Antonio Express News is available [on-line](#) or by calling 250-2000.

## **Garbage Services**

Garbage service can be arranged by you through Waste Management. The number to call to set up service is 368-5000. Trash must be kept in sanitary refuse containers with tightly fitting lids. Trash cans should not exceed 30 gallons in volume. Containers and bags must be placed curbside for pickup. Trash containers and bags should be put out no earlier than the evening prior to scheduled pickup. They must be removed and placed out-of-sight (garage or back yard) the evening of pickup. For more information, go to the company's website at [www.wastemanagement.com](http://www.wastemanagement.com).

## Mail Delivery

Your zip code is 78109. Delivery is made Monday through Saturday and deposited in a bank of mail boxes located near your home. Boxes are assigned by the post office. If the bank of mail boxes for your area has not yet been installed, you can pick-up your mail at the Post Office located at 9155 Schaefer Road in Converse. If you have any questions about your mail delivery, the telephone number for the annex is (210) 658-5129.

## Helpful Numbers

City of San Antonio	<a href="#">Link</a>
City of Converse	<a href="#">Link</a>
Trash/Garbage ( <a href="#">Waste Management</a> )	368-5005
Gas/Electric ( <a href="#">City Public Service</a> )	353-2222
Water ( <a href="#">San Antonio Water System</a> )	704-7297
Sheriff ( <a href="#">Bexar County</a> )	335-6000
<a href="#">Fire Department</a> (Bexar County)	828-3939
<a href="#">Code Compliance</a>	658 2322
<a href="#">Time Warner Cable</a>	244-0500
<a href="#">Poison Control</a>	1-800-222-1222
Voters Registration	335-6625
Animal Control Services	<a href="#">Link</a>

## Signs in Yards

Signs in yards can easily get out-of-control. The DCCR's provides guidance in this area. Contractor and supplier signs in yards and vacant lots are prohibited, except those used by the builder to advertise the property. So, if you're having blinds installed for your windows and the contractor wants to put a sign in your yard, please tell him/her that the Association's rules do not allow it.

## Pets

Pet ownership is accompanied by many responsibilities. Even after graduating from obedience training, dogs flatly refuse to clean up after themselves. So ... his or her owner gets to do it. If you walk your dog, please take along the items necessary to clean up any "souvenirs" he or she may leave behind. General Converse Rolling Creek pet guidelines:

- Limited to four (4) domestic household pets
- Must be on a leash when not in the home or within the fenced back yard.
- Enclosed or fenced pet areas must be clean, sanitary, and reasonably free of refuse, insects and waste at all times.
- Violations can be reported to Animal Care Services – [link](#).

## Vehicles and Parking

No vehicles may be parked overnight on any roadway within the Property. Doing so could impede the movement of emergency vehicles, garbage trucks, etc. Boats, trailers, campers, recreational vehicles, equipment, or machinery must be stored in the garage or enclosure approved by the ACC. For more detailed information regarding vehicle parking and storage, check your copy of the Association's Declaration of Covenants, Conditions, and Restrictions (DCCR's).

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