

Kriewald Place Association
1600 NE Loop 410, Ste. 202
San Antonio, TX 78209
Office (210) 829-7202 * Fax (210) 829-5207
www.ams-sa.com

Dear Homeowner,

Prior to purchasing your home, you were informed of Kriewald Place 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, outside services, utilities and phone numbers for your convenience.

Homeowners in Kriewald Place 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) 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 (210) 829-7202.

Association:

The Kriewald Place Association, Inc. 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, safety lanes, green belt landscaping, sprinkler systems and improvements.

Every homeowner is an automatic member and shares a portion of the responsibility for its support and will pay mandatory assessments. Assessments are billed annually due January 1st.

Annual Meeting of Members:

There is one annual meeting scheduled for the membership each year. Notices of this meeting will be mailed approximately two (2) weeks in advance.

Administration:

The Association office is located at 1600 NE Loop 410, Ste 202, San Antonio, TX 78209. Hours of operation are: Monday - Friday, 8:00 am to 6:00 pm with 24 hour answering service for emergency calls.

Management 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. Management has other responsibilities, at the direction of the Board, such as assisting in architectural control.

Building & Improvements Approval:

All plans for exterior improvements to your property must be approved by the Architectural Control Committee (ACC) and in most cases by the City Department of Building Inspections, prior to beginning any improvement. It is the builder/owner's responsibility to submit plans for new construction and any improvement to the ACC for approval. Plans must be approved before construction is to start. The Improvement Request Form is available to download at www.ams-sa.com.

“Improvement” is defined as any addition or change to the existing property. Additions and major changes to your home and property improvements such as installation of sidewalks, fences, swimming pools, decks, spas, gazebos, etc. will require a building permit, plan approval, inspection and Certificate of Occupancy, from the City. The only improvement not covered by the City, but still required by the Homeowners Association ACC is landscaping, basketball goals and playground equipment, etc.

Fence Staining:

Wooden fences may be **stained** (not painted) to protect the wood. The **color of the stain** must be in harmony with the neighborhood and **must be approved** by the Architectural Control Committee.

Basketball Goals:

Basketball goals are springing up like weeds all over San Antonio and the surrounding areas. Where they are placed has become an issue. Within Kriewald Place, a basketball goal or backboard of either permanent or temporary nature cannot be placed on the street or sidewalk right of way. They are subject to prior approval by the ACC.

Newspaper Delivery:

Delivery of the San Antonio Express News (210) 225-5533) is available.

Mail Delivery:

Delivery is made Monday through Saturday and deposited in mail boxes located near your home. Boxes are assigned by the post office. The Heritage Station, located at 702 Richland Hills, serves Kriewald Place. Please call (800) 275-8777. The zip code for your community is 78245.

Garbage Services:

Please do not place trash or grass/leaf cans/bags on the curb earlier than the morning of collection days. **Except on collection days, trash cans and bags must be stored so they are not visible from the street or the adjoining property. They may be stored in your garage, a screened area or behind your side yard privacy fence until the morning of pickup.**

Trash collection service is provided in the neighborhood by two private companies: Tiger Sanitation and Waste Management, Inc. You can contact them to make arrangements for service at your home by calling:

Tiger Sanitation (210) 333-4287

Waste Management 1-888-800-5804

Utilities:

San Antonio Water Systems provides water	(210) 704-7297
BexarMet Water District	(210) 922-1221
City Public Service provides electric and gas	(210) 353-2222
AT&T provides telephone service	(210) 820-6666
Time Warner Cable System provides cable service	(210) 244-0500

Helpful Numbers:

Animal Control Department	(210) 207-6650
Administration Office - Police Department	(210) 207-7484
Administration Office - Fire Department	(210) 207-7744
Poison Control	(800) 222-1222
Voters Registration	(210) 335-6625
Sheriff (Bexar County)	(210) 335-6010

Schools:

Northside Independent School District: (210) 706-8500

Fire Protection:

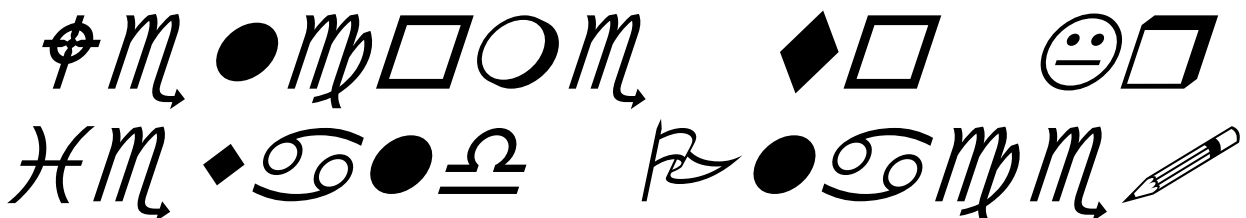
Fire fighting service is provided by City of San Antonio.

Police:

San Antonio Police Department provides public law enforcement service to Kriewald Place Association. Their office can be contacted by calling (210) 207-7484.

EMS:

Emergency service, 911, is provided by the City of San Antonio. **(210) 207-7744**).



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

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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.

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MANAGEMENT RESPONSIBILITIES

OFFICE OPERATION

1. Maintain established office hours 8:00 am to 6:00 pm, 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.

MANAGEMENT RESPONSIBILITIES

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 for compliance.
5. If violation persists, refer to the Board for further action-COORDINATE WITH ATTORNEY.

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Welcome to Kriewald Place!