

Champions Ridge Homeowners Association

1600 N. E. Loop 410, Suite #202 • San Antonio, Texas 78209
(210) 829-7202 - Office * (210) 829-5207 - Fax * (866) 232- 4386 - Toll Free

Dear Homeowner,

The Champions Ridge Homeowners Association welcomes you to our neighborhood! The Board of Directors and the Architectural Control Committee would like to provide you more information about the HOA's rules and regulations, services provided by outside agencies, and utilities and phone numbers for your convenience.

The Champions Ridge Homeowners Association wants to make Champions Ridge a better and safer place to live. To further enhance our property values, it is imperative that everyone be in compliance with the Declaration of Covenants, Conditions and Restrictions (DCCRs) which are provided to each owner at 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 HOA Office at 210-829-7202.

Association:

The Champions Ridge Homeowners Association is a non-profit organization. The HOA owns and maintains the common properties and facilities. The common properties and facilities include, but are not limited to, the tennis court, sport court, entry gate, street lights, and landscaped islands throughout the community.

Every homeowner is an automatic member of the HOA, shares a portion of the responsibility for its support, and will pay mandatory assessments. Current assessments are billed in advance on a quarterly basis. All homeowners in the Villas also pay an additional quarterly assessment for the maintenance of their side and front lawns. Current assessment rates are available by calling 210-829-7202.

Board of Directors Meetings:

The Board of Directors will meet as required to address HOA matters. There are also several sub-committees in place to assist the HOA Board. For a list of directors and committees contact 210-829-7202.

Annual Meeting of Members:

There is one annual meeting scheduled for the membership each year.

Administration:

The current company managing the assets of the Champions Ridge Homeowners Association is Association Management Services (AMS). AMS offices are located at 1600 N. E. Loop 410, Suite 202, San Antonio, Texas 78209, (210-829-7202).([MAP](#)) Hours of operation are: Monday - Friday, 8:00 a.m. to 6:00 p.m. Please direct all HOA correspondence to the above address and telephone number. Responsibilities of AMS are to represent the HOA 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 HOA.

Additional responsibilities include collecting assessments, making disbursements, establishing a budget, keeping financial records and maintaining all administrative records of the HOA. AMS also has other responsibilities, at the direction of the Board, such as assisting in architectural control.

Champions Ridge Directory:

The Board of Directors requests that all residents place general information into the Champions Ridge Directory as managed by the Directory Committee. The directory is a restricted use document applicable to only our resident households. The purpose of the directory is to keep all our residents informed by providing a

comprehensive document of public information but restricted for use only by our residents. The directory is updated and distributed to all residents monthly.

Champions Ridge Email Distribution List:

The Board of Directors requests that all residents place their email address into the Champions Ridge Email Distribution List managed by the Email Distribution List Committee. The list is a restricted use email list applicable to only our resident households. The purpose of the email list is to provide rapid important and routine information to all subscribers, normally every household. The purpose is to keep all our residents informed, neighbor to neighbor, about activities affecting our neighborhood. Please contact AMS for the current chairperson.

Recreation Center

The tennis court and sport court are provided for the enjoyment of our residents. The hours for play are posted at the center. Please contact Betsy Morris, 210-497-2318, for information and questions.

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 before work may be initiated. It is the owner/builder's responsibility to submit plans for new construction and/or any improvement to the ACC for approval. Plans must be approved **prior to** commencement of construction. 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/or property improvements such as the installation of a sidewalk, fence, swimming pool, deck, spa, gazebo, etc. will require a building permit, plan approval, inspection and Certificate of Occupancy from the City.

Newspaper Delivery:

Delivery of any newspaper (ie. USA Today, The New York Times, etc.) is available to all residents. The local newspaper for this area is the San Antonio Express News available [on-line](#) or by calling 210-250-2000.

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 Encino Park Station, located at 20403 Encino Ledge services this area. Please call: 210-497-6391. The zip code for the Association is 78258.

Garbage Services:

Garbage and Recycling Services are provided by the Allied Waste Services. Please contact the [Stone Oak Property Owners Association](#) at 210-490-9481 to begin service. Trash pick-up days are Wednesdays and Saturdays, and recycling will be picked up on Saturdays.

Gate Remotes and Codes:

Gate remotes may be purchased for \$40.00 each at AMS at 1600 N. E. Loop 410, Suite 202, San Antonio, Texas 78209. [MAP](#) If the seller leaves you their remotes, please contact AMS at 210-829-7202 as soon as possible. The remotes must be re-assigned to your name so they remain active at the gate. If you need a personal and/or contractor gate code, please contact AMS.

No Sidewalks:

Please note that there are no sidewalks within Champions Ridge. Accordingly, the streets will always have neighbors casually walking in the street and enjoying their neighborhood. The Board of Directors requests your careful attention while driving within our HOA area of responsibility.

Speed Limits:

The speed limit on all streets within Champions Ridge is 20 miles per hour. Please ensure compliance by all drivers in your family. Tickets are authorized to be issued.

Schools:

Northeast Independent School District: 210-804-7000 [Link](#)

Utilities:

City of San Antonio	Link
City of San Antonio Customer Service	311, Link
Bexar Metropolitan Water Dist. provides water	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
Animal Control Department	210-737-1442
Administration Office - Police Department	210-207-7273
Administration Office - Fire Department	210-207-7744

ALL EMERGENCY SERVICES MAY BE REACHED BY DIALING 911.

Fire Protection:

Fire fighting service is provided by City of San Antonio.

Police:

San Antonio Police Department provides public law enforcement service to Champions Ridge. The non emergency number is 210-207-7273.

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 offices at 210-829-7202.