

VILLAGE AT INWOOD HOMEOWNERS ASSOCIATION

1600 N. E. Loop 410, Suite 202
San Antonio, Texas 78209
(210) 829-7202 - Office * (210) 829-5207 - Fax
www.ams-sa.com

Dear Homeowner,

Prior to purchasing your home, you were informed of The Village at Inwood Homeowners Association and its many fine features. The Board of Directors and the Architectural Control Committee would like to provide you with more information about the Association's rules and regulations, outside services, utilities and phone numbers for your convenience.

Homeowners in the Village at Inwood 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. Because most violations occur as a result of insufficient or misinformation, the following information has been addressed to help clarify the requirements. If you have any questions, please call the Association Office at 210-829-7202 or visit <http://www.AMS-SA.com>.

Association:

Village at Inwood 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, the recreational facilities, buildings and grounds, as well as walls, safety lanes, pathways, 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, in advance, on a quarterly basis, on a calendar basis (Jan-Mar, Apr-Jun, Jul-Sep and Oct-Dec). Please call the association office for the current assessment dues.

Administration:

The Association office is located on the access road off of N.E. Loop 410 at Harry Wurzbach (east of the airport exit). It is a two-story terra cotta colored building with "Association Management Services" on the front of it. The 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. Additional responsibilities may 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 as well, such as enforcing regulations and assisting in architectural control.

Building & Improvements Approval:

We are in the City of San Antonio and 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 can be started. 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.

"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.

It is the Homeowner's responsibility to obtain the necessary permits, etc., from the City; after the ACC has first approved the plans to make sure that the proposed improvements comply with the deeded restrictions. Please call the Building Inspection, Department of Development Services, 207-1111, to obtain instructions for submitting applications, requirements, 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. The Improvement Request Form is available to download at www.ams-sa.com.

Landscaping:

It is the homeowner's responsibility to provide adequate planting and landscaping for their property. Landscaping plans must be submitted to the ACC for approval prior to commencing the work. Plan approval is not required by the City. The deed restrictions require that landscaping be installed within 90 days after occupancy.

The most frequent problems are:

- (1) lots not being planted with grass or other ground cover exclusive of any landscaped areas.
- (2) decorative ground cover rock in the front and side yards exceeding 10% of the total area of the front and side yard.

Swimming Pool and Spa Installations:

If a pool or spa is to be installed, a fence must be provided for legal safety reasons as well as for screening the pool equipment. Plans detailing the pool and equipment location, pool decking, safety fencing, filter back-wash sewer connection and surface water drainage, must be approved by the Village at Inwood ACC **and** the City, prior to start of construction. It is the homeowner's responsibility to obtain the necessary permits and inspections, from the City, after; the ACC has first approved the plans to make sure that the proposed improvements comply with the deeded restrictions.

Newspaper Delivery:

Delivery of the San Antonio Express News is available by going to www.mysa.com or by calling (210-225-5533). Subscriptions, vacation hold and resume service are all available at [EN Subscriber Services](#).

Garbage Services:

Garbage is picked up on Tuesday and Friday by the [City of San Antonio](#), 210-207-6400. Trash cans and bags are to be placed on the curb side **ONLY ON THE MORNINGS** of pickup. Trash receptacles must be stored out of sight until the morning of pickup.

Trash cans must be stored inside or in a screened area so that they are not visible from any street or adjoining property. Firewood, building materials, equipment, etc. must also be stored in this same manner.

Mail Delivery:

Delivery is made Monday through Saturday and deposited in mail boxes located near your home. Boxes are assigned by the [USPS](#) Post Office. The Lockhill Station, located at 12951 Huebner, serves the Village at Inwood, 210-493-9257, The zip code for your community is 78248.

Utilities and City Services:

City Public Service provides electric and gas -	210-353-2222
San Antonio Water System (SAWS) provides water -	210-225-5222
AT&T provides telephone service -	210-820-6666
Time Warner Cable System provides cable service-	210-244-0500
Animal Control Department -	311
Police Department - Administrative Office -	210-299-7273
Fire Department - Administrative Office -	210-299-8400

Schools:

Northeast Independent School District -	210-804-7000
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ALL EMERGENCY SERVICES MAY BE REACHED BY DIALING 911.

Fire Protection:

Fire fighting service is provided by the City of San Antonio. Call 911 for emergency service. Call 210-207-7744 for non-emergency service.

Police:

The San Antonio Police Department provides public law enforcement service to the Village at Inwood. That office can be contacted by calling 210-207-7484.

EMS:

Non-emergency service is provided by the City of San Antonio, 210-207-7484. For emergency service call 911.

Street Lights:

The City of San Antonio provides street lights. To report that a light is out use the on-line CPS [form](#), or the Association office at 210-829-7202.

House Numbers:

Although the deed restrictions do not require illuminated house numbers, it is **recommended** that illuminated house numbers be located as near the front entry as possible, to aid emergency personnel in locating your address.

Solicitation:

Door to door selling is prohibited.

Signs:

The DCCR's prohibits all signs in yards and vacant lots except those advertising the property for sale, not to exceed nine (9) square feet in size. "FOR RENT" or "FOR LEASE" signs are prohibited. Political signs are allowed, not to be erected more than 90 days in advance of the election and removed within 15 days after the election.

Contractors Work Hours Weekdays/Weekends & Holidays:

Work hours are from 7 am to 7 pm, Monday through Saturday. No work is permitted before or after these hours without special permission. No outside work using loud equipment is permitted on Sunday or Holidays. Indoor/outdoor work with light equipment is permitted after 1:00 p.m. on Sundays.

Parking in Streets:

It is desirable to not have any vehicles parked in the streets overnight as they impede emergency vehicles, security patrol cars, garbage trucks and similar services.

Speed Limits and Traffic Signs:

The speed limit on all streets is 30 MPH (City of San Antonio). **Please be careful of children in the streets.** As more families move into the Village at Inwood, we must be more careful to observe the traffic rules. Please help by asking all members of your family to comply with the

speed limit.

Microwave dishes - Satellite Dishes- Antenna:

Nothing shall be placed on the lot without being fully enclosed, retractable or fully screened from public view.

Loud Noise Nuisances:

Noise Nuisances, Article III, Section 21-52, of City code applies to radios, parties, as well as machinery and equipment.

Sport Court/Recreation Area and Tennis Courts:

The Sport Court/Recreation Area and Tennis Courts are for use by residents of The Village of Inwood and their guests. All guests must be accompanied by a resident of the Village at all times. Currently, during winter months both areas close at 10:00 p.m. During summer months, the courts are open until 11:00 p.m. The Board however sets the hours of operation and may change them at any time.

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 or a basket, cage or other container. **Please do not let your pets run loose.** No resident wants their landscaping damaged nor wants to clean up after someone else's pet.

City Code, Animal Nuisances, Article VI, Section 5-201, provides that it is a misdemeanor to keep "an animal that barks or whines in such a manner, with such intensity, or with such continued duration so as to annoy, distress or disturb the quiet, comfort or repose of persons of normal nervous sensibilities." Codes will be enforced, by the City, in response to complaints by homeowners.

Welcome to the Village at Inwood!

Village At Inwood 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.

(Cont.)

Homeowners Association Management Responsibilities

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, voicemail messages, and e-mails within 48 hours.
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.

Important Gate and Access Information

- 1) DO NOT OPEN THE GATE MANUALLY OR HOLD IT OPEN OR PROP IT OPEN with a rock, etc. This causes the safety breaker to shut the motor off to prevent damage to the motor. The gate will then stay open until the safety breaker has been manually reset.
- 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 entrance by calling your home phone from the keypad at the entrance using the code assigned to you in the directory. If you need a special code to allow access for repeated weekly services when you will not be home, such as a cleaning company, landscaping company, or home deliveries, please call us and we will program a special code into the system for their use.
- 5) NOTE: WE CANNOT ALLOW ANYONE IN THE GATE IF THEY ARE CALLING ON THE EMERGENCY NUMBER UNLESS THEY ARE A RESIDENT.
- 6) If you are planning to have a party involving a number of guests, advise the management company. A temporary code may be entered to allow the party guests access on the date of the party by entering the code on the keypad.
- 7) Check the directory at the keypad occasionally for your name and press the code to dial your number to be sure it is working correctly. Report any incorrect information or malfunctions to us immediately.
- 8) "SYSTEM IN USE" when a wrong code is entered 3 times, it will lock up the system for up to 5 minutes. System will read "System in Use". If you keep trying to put in a code or use the remote, the 5 minute cycle will start over again. Please be patient! Allow the system to unlock itself.

If you have additional questions or experience any problems with your transmitter, or with the access gate, contact the management company at 210-829-7202.

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San Antonio, Texas 78209
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GATE INFORMATION

Each homeowner is entitled to purchase transmitters for the access gate. The transmitters have been programmed to open the gate. New home owners that are using previous owners remote will need to have the unit re-programmed before it will function. Reprogramming can be requested on-line at <http://ams04.homestead.com/gates.htm> or by calling 210-829-7202 ext. Gate Department.

The access gates 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. 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. ([Request or change your PIN / access code](#))

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, THIS ALLOWS THEM ENTRY 24 HOURS.

If you should need an additional transmitter, you may obtain them from the Association office, currently at a cost of \$40.00 each. The battery for the transmitters should last approximately one or two years and replacement batteries are available from any supermarket or drugstore. Please replace the battery if function becomes intermittent or the remote stops functioning. If replacing the battery does not correct the issue. Please go on-line and issue a trouble ticket <http://ams04.homestead.com/gates.html>

Codes entered into the system improperly or more than 3 time will cause the system to go into a 5 minute "time-out".

GATE UPDATE FORM

VILLAGE AT INWOOD HOMEOWNERS ASSOCIATION, INC.

1600 N. E. Loop 410, #202

SAN ANTONIO, TEXAS 78209

(210) 829-7202 OFFICE * (210) 829-5207 FAX

The Gate Code Update Form is available on-line at
<http://ams04.homestead.com/gates.htmlwww.AMS-SA.com>

If you prefer to use the fax, use the form below and fax it to 210-829-5207

GATE UPDATE FORM

Owner's Last name: _____

First name: _____

Spouse: _____

ADDRESS: _____

HOME TELEPHONE: _____

FOUR (4) DIGIT CODE: _____

(This code is provided by you and used to grant access into the community.)

PLEASE COMPLETE FORM AND FAX OR MAIL IT TO THE ABOVE ADDRESS.