

Auburn Ridge Homeowners Association, Inc.

1600 N.E. Loop 410, Suite 202

San Antonio, Texas 78209

(210) 829-7202 - Office * (210) 829-5207 - Fax

Dear Homeowner,

Prior to purchasing your home, you were informed of Auburn Ridge Homeowners Association and its many fine features. The Board of Directors would like to provide you more information about the Association's rules and regulations, outside services provided by agencies, utilities and phone numbers for your convenience.

Homeowners in Auburn Ridge 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 Declarations of Easements, Restrictions, Covenants, and Conditions (DECCR'S) which are provided at time of closing. Because most violations occur as a result of insufficient or misinformation, the following information is also addressed to help clarify the requirements. If you have any questions, please call the Association Office at 210-829-7202.

Association:

Auburn Ridge Homeowners Association (ARHOA) is a non-profit organization organized under the laws of the State of Texas. The Association owns and maintains the common properties and facilities. Assessments provide for the maintenance of your gated entry system, irrigation system, entryway landscaping, recreation/sport court and all other common areas of Auburn Ridge. Also provided is Association insurance, management fees and administrative expenses.

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 in advance on a quarterly basis. Call the association office at 210-829-7202 for the current assessment rates.

Board Meetings:

The Board of Directors will meet as required to address Association matters.

Annual Meeting of Members:

There is one annual meeting scheduled for the membership each year. Notices of this meeting will be mailed.

Administration:

The Association office is located on the access road off of Loop 410 at Harry Wurzbach (east of the airport exit). It is a two-story terra cotta 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. ([MAP](#))

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Management's 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 as well, such as enforcing regulations and assisting in architectural control.

Building & Improvements Architectural Approval:

Prior to any improvements on your lot, each property owner needs to submit to ASSOCIATION MANAGEMENT SERVICES an Improvement Request Form. The form is available to download from www.ams-sa.com. The Architectural Control Committee has up to **10 days** to approve or disapprove the plans.

Any exterior improvements to your home must be approved by the Architectural Control Committee (ACC) before the work may 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, landscaping, basketball goals, playground equipment, windows, etc. These improvements may also require a building permit from the city.

It is the Homeowner's responsibility to obtain the necessary permits, etc., after the ACC has first approved the plans to make sure that the proposed improvements comply with the deeded restrictions.

Gate Operations:

The gate is closed twenty-four hours a day, seven days a week. You can gain access to the community by setting up a personal access code through the Association office or by using a remote. Gate transmitters are available through the association office, currently at a cost of \$40.00 each. Please do not give transmitters or personal codes to unauthorized persons, as they would have access to the community at any time. Issues with the Gates, Codes or remotes can be addressed on-line at www.ams-sa.com, gate department.

THIS IS A SUMMARY OF THE RESTRICTIONS.
PLEASE READ THE DECLARATION OF COVENANTS IN FULL.

Solicitation:

Door to door solicitation is prohibited.

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Fences:

Must be six feet high and composed of masonry or wood. No chain link, wire or open fencing is allowed. (Art. X)

Athletic Equipment:

No basketball goals or backboards, either of a permanent or temporary nature, shall be placed on the street right-of-way within fifteen feet from the front property line without written approval from the ACC. (Art. XXVI)

House Numbers:

The deed restrictions require that house numbers be illuminated and located as near the front entry as possible, so that they are easily seen from across the street at all times. The color and size of the numbers must provide high contrast with the masonry. House numbers must be illuminated so that they can be easily seen at night to aid emergency personnel in locating your address.

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.

Vehicles, Campers, Boats, etc:

No mobile home, RV, trailer, tent, boat, or inoperable vehicle may be parked in the street or driveway. (Art. XVII)

Animals:

Please do not let your pets run loose. No one wants their landscaping ruined or to clean up after someone else's pet. No livestock, poultry, dangerous animals are allowed. Animals may not be kept for commercial purposes and are limited to two adult dogs and two adult cats. (Art. XXI)

Antennas:

No radio or television antenna may be installed forward of the front building line or be higher than five feet above the roof. No dish or disc or similar apparatus may be visible from the street. Installation of such equipment requires ACC approval. (Art. XXIV)

Newspaper Delivery:

Delivery of the San Antonio Express News is available at www.mysa.com or by calling 250-2000.

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Post Office:

The Elm Creek Station provides postal service and keys to mail boxes. They are located at 5837 De Zavala Road - please call: 1(800) 275-8777 to set up service. The zip code is 78249.

Utility Services:

CPS Energy provides electric and gas -	353-2222
San Antonio Water Systems provides water -	704-7297
AT&T provides telephone service -	1-800-464-7928
City of San Antonio - garbage service -	207-6400

City of San Antonio	Website
San Antonio City Customer Service	dial 311 or visit on-line .

Garbage Service:

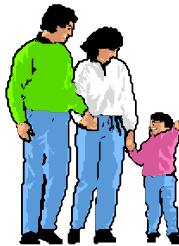
Trash cans and bags are to be placed curb side **ONLY ON THE MORNING of pickup**. Please do not leave trash or grass leaf cans/bags on the curb; they must be stored out of sight until the morning of pickup.

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

Schools:

Northside ISD:	397-8500
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ALL EMERGENCY SERVICES MAY BE REACHED BY DIALING 911.



Enjoy Auburn Ridge!!

If we can provide any additional information or assistance, please feel free to call the Association's management office - 829-7202.

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[AMS Gate Department - click](#)

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.

The access gates will be closed twenty-four hours. 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, 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, IT COMPROMISES THE ENTIRE ACCESS SYSTEM.

If you need a temporary service or party code, please request one [here](#).

If you should need 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.

Important Gate Cautions:

DO NOT OPEN THE GATE MANUALLY NOR HOLD IT OPEN NOR 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.

INSTRUCT YOUR CHILDREN how to open the gate with entry codes when leaving or entering the subdivision on foot or bike.

INSTRUCT YOUR CHILDREN not to play near, on, or with the gate.

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 or a landscaping company, please call us and we will program a special code into the system for their use.

NOTE: WE CANNOT ALLOW ANYONE IN THE GATE IF THEY ARE CALLING ON THE EMERGENCY NUMBER UNLESS THEY ARE A RESIDENT.

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 access to the gate for your party. Request one online [here](#).

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 malfunction to us immediately. Notify the association office if you change your phone number - the system will not work with an incorrect number.

“SYSTEM IN USE” When a wrong code is entered three (3) times, it will lock up the gate system for a period of up to five (5) minutes. The display will show “System in use.” If you keep trying to put in a code, or use your transmitter, the five (5) minute cycle will start over again. Please be patient. Allow the system to unlock itself.

If you have additional questions or should experience any problems with your transmitter or with the access gate, contact the management company at 210 829-7202. The members of your Board of Directors may also be able to answer your questions.

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This form is available to complete [on-line](#).

GATE UPDATE FORM

OWNERS NAME: _____

(SPOUSE): _____

ADDRESS: _____

HOME TELEPHONE: _____

EMERGENCY NUMBERS: _____

FOUR (4) DIGIT CODE: _____

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

VENDOR CODE: _____

(This code is for the use of any contractor that you hire to do work on your home)

If your vehicle has the "Home-Link System", it can be programmed to open the entrance gate. The instructions are in your vehicle's User Manual. You can use your own transmitter or contact the Welcome Committee who will be more than happy to assist you in this process. They use the Association's transmitter to program your vehicle to the "Home-Link System". If your vehicle has a system other than "Home-Link", it may not be compatible with our system and unable to be programmed.

TRANSMITTERS MAY BE PURCHASED AT THE AMS OFFICE

TRANSMITTERS HAVE A 30 DAY WARRANTY

This remote may NOT be under manufacturer's warranty. The Association has no control over the shelf life of remotes when they are received from the gate company. Should the remote malfunction within 30 days of purchase, return the malfunctioning remote, and we will replace it at no cost. If this remote's manufacturer's warranty has expired and it malfunctions more than 30 days from the date of purchase, you will have to purchase a replacement at a cost of \$40.

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

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www.ams-sa.com

Vehicle Parking Stickers

Welcome to Auburn Ridge! In response to concerns expressed during the October 2007 annual homeowners meeting, the board established a committee of volunteers to address traffic and parking issues in our community. The major focus and intent of this resolution is to address the problem of unauthorized parking on the streets in our community. We specifically are concerned that our gate codes have been compromised and that UTSA students with no connection to our residents are parking in the community. The only way we can restrict parking and enforce these restrictions is to implement a towing resolution, contract with a towing company and post the appropriate signage at the entrance. We want to encourage all residents to use their garages and driveways for their personal vehicles in consideration of the overall traffic flow and safety in our community. If you do need to park one or more of your personal vehicles on the street, just be sure that it has a resident parking sticker on the back of the rear view mirror. **Once the form is completed and returned, we will mail you two (2) resident parking stickers.** You may also obtain additional stickers if you need them by calling the Association Management office, 829-7202.

Please take a few moments to complete this form. It is important that we have the information on file. Note: This information is kept strictly confidential.

NAME(S): _____

ADDRESS: _____

HOME TELEPHONE NUMBER: () _____

CELL PHONE NUMBER: () _____

VEHICLE COLOR: _____ MAKE: _____

MODEL: _____

VEHICLE COLOR: _____ MAKE: _____

MODEL: _____

Return this form to the management office:

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Please remember to contact the HOA if you have a change in vehicles or if you have a guest who will be parking on the street.

