

FALL CREEK UNIT 1 SUBDIVISION
HOMEOWNERS ASSOCIATION, INC.

1600 N. E. Suite #202

San Antonio, Texas 78209

Office (210) 829-7202 * TX Toll Free (866) 232-4386 * Fax (210) 829-5207

www.AMS-SA.com

Dear Homeowner,

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

Homeowners in the Fall Creek Unit 1 Subdivision Homeowners Association 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, Covenants, Conditions and Restrictions (DECCR's) 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 829-7202.

Association:

Fall Creek Unit 1 Subdivision Homeowners Association (FCHOA) 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 annually billed in advance on a semi-annual basis Please call 210-829-7202 for your current assessment rates. There is also an administrative start up fee of \$100.00.

Board of Directors 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 prior to the meeting.

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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: M - F, 8:00 am - 6:00 pm.

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, at the direction of the Board, such as assisting in architectural control.

Building & Improvements Approval:

Any exterior improvements to your home or property must be approved by the Architectural Control Committee (ACC) before work can be started. It is the responsibility of each owner to submit two (2) sets of plans for any improvement to the ACC for review. Plans must be approved before construction is to start. The Improvement request form can be downloaded from www.ams-sa.com.

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

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.

Below are several of the areas detailed in the DECCRs. **Please read the Declaration of Covenants that were provided to you on closing, in full.**

Landscaping:

It is the homeowner's responsibility to provide plantings and landscaping for their property.

Newspaper Delivery:

Delivery of the San Antonio Express News is available by calling 250-2000 or by visiting www.mysa.com for [subscriptions](#) or [vacation hold](#).

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Mail Delivery:

Delivery is made Monday through Saturday and deposited in mail box units located on the common facilities. Boxes are assigned by the Thousand Oaks Station, located at 15160 Henderson Pass, please call: 1-(800)275-8777 to get your key. www.usps.com. Your new zip code is 78247. [Vacation Hold Link](#).

Garbage Services:

Garbage service is provided by the City of San Antonio Solid Waste Division for more information call: 207-6400 or 311. Service will begin when electricity is turned on and billed monthly on your [CPS](#) bill. Garbage is picked up on Monday and Friday mornings. Trash needs to be on the curb by 7:00 am the morning of pick up.

Utilities:

City Public Service provides electric and gas -	353-2222
San Antonio Water System provides water -	225-5222
AT&T provides telephone service -	1-800-464-7928
Police Department - Administration Office -	207-7484
SA Fire Department - Administration Office -	207-8400

Schools:

Northeast Independent School District -	804-7000
Transportation - Routing -	657-8805

All emergency services may be reached by dialing 911.

Fire Protection:

Fire fighting service is provided by the [San Antonio Fire Department](#).

Police:

[San Antonio Police Department](#) provides public law enforcement service; this office can be contacted by dialing 207-7484.

EMS:

Emergency service, 911, non-emergency, 207-7744.

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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. **Please do not let your pets run loose.** No one wants their landscaping damaged nor wants to clean up after someone else's pet.

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. "For Sale" signs can be no longer nine square feet and are limited to one sign. "For Rent or Lease" signs are prohibited. (Art XI)



Welcome to Fall Creek!

If we can provide any additional information, please call the Association office at 829-7202.

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.**

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, voice and e-mail with in 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.**

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.**