



1600 N.E. Loop 410, Suite 202
San Antonio, Texas 78209

TheVillasHOA@satx.rr.com
www.TheVillasofSpringCreek.com

**THE VILLAS AT SPRING CREEK
HOMEOWNERS ASSOCIATION**

Dear New Homeowner,

Greetings and welcome to The Villas of Spring Creek Neighborhood! We are always excited to have new residents join our neighborhood and we hope that you are settling into your new home comfortably.

The Villas of Spring Creek Association is a gated community located in the far northeast area of San Antonio and is home to 143 families. It features private streets and a cul-de-sac lifestyle that is conducive to neighbor-to-neighbor interaction and is within walking distance to James Madison High School and Stahl Elementary.

Governing The Villas of Spring Creek Association is the Board of Directors and its Officers. The Board is made up of volunteer residents who care about making sure the neighborhood, its residents and guests are happy and safe. If you have any questions for the Board or wish to become involved in the Association as a volunteer, please do not hesitate to contact us. I also urge you to sign up and join our online community where you will find up-to-date news, discussion and information about our neighborhood and the surrounding area. We are online at www.TheVillasOfSpringCreek.com.

This welcome packet is designed to provide you a great deal of information that you will need regarding your neighborhood and the Association. Inside, you will find contact information for the Association Management Company, as well as for other homeowner issues that may arise. We also provide you the ways in which the Association can assist you and your responsibilities now that you are a member.

I understand that moving into a new home can be quite chaotic, but please set aside some time in the near future to study this information and familiarize yourself with offers from local merchants that may help ease the financial stress of moving. This packet will hopefully help you get to know your new community and set a positive atmosphere in which you can meet your new neighbors.

Warm regards,

M. K. Scheidel
President, Board of Directors
The Villas of Spring Creek



1600 N.E. Loop 410, Suite 202
San Antonio, TX 78209

TheVillasHOA@satx.rr.com
www.TheVillasofSpringCreek.com

**THE VILLAS OF SPRING CREEK
HOMEOWNERS ASSOCIATION, INC.**

DEAR HOMEOWNER,

Prior to purchasing your home, you should have been informed of the existence of The Villas of Spring Creek 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 The Villas of Spring Creek community 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 Conditions, Covenants and Restrictions (DCCR's) which should have been provided at time of closing. If not, they are available at www.TheVillasOfSpringCreek.com or through the Administration office web site. Because most violations occur as a result of insufficient or faulty information, the following summary is provided to help you clarify the requirements.

ASSOCIATION:

The Villas of Spring Creek 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, public rights-of-way or easements, exterior walls and fencing, landscaping, monuments, irrigation systems and landscaping, streets, entry gates, etc.

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 monthly basis and are due on the 1st of each month of the quarter (January, April, July and October) in amounts computed on a per unit basis. For current assessment rates, please call our AMS administrator.

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 colored building with 1600 on the front of it. The actual mailing address is 1600 N. E. Loop 410, Suite #202, San Antonio, Texas 78209, Phone 210-829-7202, web site www.AMS-SA.com. Hours of operation are: Monday - Friday, 8:00 AM - Noon and 1:00 - 6:00 PM

Association Management Services has been retained by the Board for the day-to-day operation of the Association. Responsibilities of the management company 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. The Association has other responsibilities, at the direction of the Board, such as assisting in architectural control.

GATES:

When you move into your home, immediately contact the AMS Gate Department on-line at www.AMS-SA.com/gates.html and complete an on-line Gate Access Code request form. AMS will issue a PIN number to open the gate through the keypad. Homeowners may either use the manual keypads or purchase remote transmitters.

When the gates are closed, guests without an access code or remote control will use the resident directory in the keypad located outside the entry gate to contact your home by using the keypad to scroll to your **last** name in the directory. Next to your name, there is a **three-digit** code, which they enter into the keypad. The system will dial your phone. Your guest must be calling from the keypad system, **not a cell phone**, for you to enter the "open gate" signal.

When you answer and have identified the caller, press and briefly hold down the **"9"** button on your telephone. This will signal the gate to open. Once you hear the signal tone, hang up.

SPEED LIMIT, TRAFFIC SIGNS AND STREETS:

The speed limit within The Villas of Spring Creek is 20 M.P.H. All vehicles operated at night must be equipped with working lights. Only motorized vehicles, which are licensed, insured, and meet State of Texas motor vehicle registration requirements are allowed on The Villas of Spring Creek streets.

Children who play unattended in the community are the responsibility of their parents.

The streets are privately owned by The Villas of Spring Creek Homeowners Association. The Villas Association reserves the right to prohibit access to contractors, guests or homeowners whose vehicles violate subdivision traffic rules and regulations.

BUILDING, LANDSCAPING & IMPROVEMENTS APPROVAL:

Any exterior improvements to your home must be approved by the Architectural Control Committee (ACC) and in many 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. The request form is located online at www.AMS04.homestead.com/associations2.html. Plans must be approved before construction is to start. "Improvement" is defined as any additions and/or changes to your home and property improvements such as installation of sidewalks, fences, swimming pools, decks, spas, gazebos, landscaping, playground equipment, 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 prior to starting any work.

CONTRACTOR WORK HOURS WEEKDAYS/WEEKENDS & HOLIDAYS:

Work hours are from 7:00 AM to 7:00 PM Monday through Friday and 9:00 AM to 7:00 PM on Saturday. Work is not permitted before or after these hours without special permission. Outside work, using loud

equipment is not permitted on Sundays or holidays. Indoor or outdoor work with light equipment is permitted from 1:00 to 6:00 PM on Sundays.

SOLICITATION:

Door to door solicitation is prohibited.

MAIL DELIVERY:

Mail is delivered by the Thousand Oaks Branch Post Office located at 15610 Henderson Pass, San Antonio TX 78232. To begin mail service call toll free 800.ASK.USPS or online at www.usps.com. The zip code for The Villas of Spring Creek is 78247.

NEWSPAPER DELIVERY:

Delivery of the local, daily newspaper *The San Antonio Express News* is available by either visiting the paper's website (http://www.mysanantonio.com/about_us/circulation/) or by calling 250-2000 to subscribe, stop delivery of the paper when away from home or for billing questions.

SCHOOLS

The Villas of Spring Creek is served by the Northeast Independent School District (NEISD) at www.neisd.net.

Stahl Elementary, 5222 Stahl Road, San Antonio TX 78217, Phone: 210.564.1675

Wood Middle School, 14800 Judson Road, San Antonio TX 78233, Phone: 210.650.1300

Madison High School, 5005 Stahl Road, San Antonio TX 78247, Phone: 210.637.4400

San Antonio Police Department - North Substation

13030 Jones Maltsberger, San Antonio TX 78247

In Case of Emergency Call 9-1-1

Non Emergency - 210.207.8126

www.sanantonio.gov/sapd/NORTH.asp

A large, stylized number '311' in blue with a yellow outline, representing the city's emergency services number.

311 is an easy-to-remember telephone number that connects citizens with specially-trained customer service representatives ready to help you with your City service requests -- stray animals, trash collection or other City requests.

Just dial 3-1-1 or call 207-6000. For TTY users, please contact Texas Relay by dialing 711 or dial the Texas Relay number: 1-800-RELAY TX (735-2989) to contact the city's 311 call center.

311 provides access to customer service assistance 7:00 AM to 11:00 PM Monday through Sunday, including all holidays. 311 is the City's "customer first" answer to handling your non-emergency calls and requests for services quickly, effectively and professionally.

TRASH & RECYCLING SERVICES:

Recycling is picked up on Mondays and Trash/Garbage is picked up on Thursdays by the City of San Antonio in the 96-gallon containers supplied by the City. A smaller 48-gallon container for residents who are either elderly or disabled is available by calling 311. Containers are the property of the city and are assigned by address, not individual homeowners.

Containers are to be placed on curbside the evening before pickup. Containers for garbage and recycling must be stored 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.

WATERING REGULATIONS:

The City of San Antonio has a strict watering policy. Normal landscape watering hours are before 10:00 AM and after 8:00 PM daily. For drought restriction and tips for lowering your water bills, please visit the San Antonio Water Systems (SAWS) web site at <http://www.saws.org/conservation/>.

PETS:

All household pets, except when they are confined within the boundaries of a private single-family residence, shall at all times be restrained or controlled by a leash, rope or similar restraint or a basket, cage or other container. Do not let your pets run loose.

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 responding to complaints by homeowners.

NOISE NUISANCES:

Article III, Section 21-52, of City code defines a "noise nuisance" as any loud, irritating, vexing or disturbing noise which causes distress, annoyance, discomfort, or injury to, or which interferes with the comfort and repose of, any person or persons of normal nervous sensibilities in the vicinity or hearing thereof. Applies to radios, parties, as well as machinery and equipment.

Welcome to The Villas of Spring Creek Homeowners Association!

1600 N.E. Loop 410, #202

San Antonio, Texas 78209

Office: (210) 829-7202 * Fax (210) 829-5207 * Toll Free 1-866-232-4386

www.TheVillasOfSpringCreek.com