

The Village Green Homeowners Association
1600 N. E. Loop 410, Suite #202
San Antonio, Texas 78209
Office (210) 829-7202 * Fax (210) 829-5207 * 1-866-232-4386 Toll Free
<http://www.ams-sa.com>
[Gate Department Webpage](#)

Dear Homeowner,

Prior to purchasing your home, you were informed of the Village Green Homeowners Association and its many fine features. The Board of Directors and the Architectural Control 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 Village Green 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. 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:

The Village Green 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, walls, fencing, safety lanes, green belt landscaping, sprinkler systems, gates, recreation area, etc.

Every homeowner is an automatic member and shares a portion of the responsibility for their support and will pay mandatory assessments.

Village Green Assessments are billed in advance on a quarterly basis and due in on the first of January, April, July and October of each year. Current annual assessments rates are available by calling AMS. If you do not receive a statement, your account is still due and you should make arrangements for payment.

Administration:

The offices of the Association are located on the access road off of Loop 410 and Harry Wurzbach, east of the airport exit. It is a two-story, tan stucco building with "Association Management Services" on the front of it. The entrance to the office is located at the top of the stairs on the 2nd floor at the front of the building. The actual mailing address is 1600 N. E. Loop 410, Suite #202, San Antonio, Texas 78209, (829-7202). Hours of operation are: Monday through Friday, 8:00 a.m. to 6:00 p.m. ([MAP](#))

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 and. The Association has other responsibilities, at the direction of the Board, such as assisting in architectural control.

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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.

"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 goals or backboards, athletic equipment, radio/TV antennae, satellite dishes more than one meter (39 inches), 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. ([Improvement Request Form](#))

Landscaping:

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

Newspaper Delivery:

Delivery of the San Antonio Express News: [Subscription](#) / [Vacation Hold](#)/ 210-250-2000.

Mail Delivery:

Delivery is made Monday through Saturday and deposited in the personal mailbox located on their property. The Boerne Post Office, located at 607 E. Blanco serves the Village Green. Please call 1-800-275-8777 to set up services. The zip code is 78015. www.usps.com

Garbage Services:

Garbage service is provided by Allied Waste. Garbage is picked up on Monday and Thursday mornings. Trash needs to be on the curb by 7:00 a.m. the morning of pick up. Recycling is currently not available. To set up service call Allied Waste at 648-5222; fee is \$70.89 per quarter. You should use 32 gal. trash cans and can put out no more than five containers at one time.

Utilities: [City Public Service](#) provides electric - 353-2222
 [Grey Forest](#) provides gas - 695-8781
 [Bexar Metropolitan](#) provides water - 922-1221
 [AT&T](#) provides telephone service - 1-800-464-7928

Schools: [Boerne Independent School District](#) - (830) 249-2567

ALL EMERGENCY SERVICES MAY BE REACHED BY DIALING 911.

Sheriff:

[Bexar County Sheriff's Department](#) provides public law enforcement service. Non Emergency Number - 335-6000

Fire Department:

Leon Springs provides service in case of a fire in Village Green. Call (210) 698-1593 for service. They are located at 24810 Ima Ruth Parkway.

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.

Athletic and Recreation Facilities:

Athletic and recreational facilities either of a permanent or temporary nature shall not be permitted in the front yard or on any residence on the Property. Lighting and fencing shall be allowed only with the approval of the ACC.

Campers, Trucks, Boats and Recreational Vehicles:

They may not be kept on any Lot unless they are fully enclosed within the garage located on such Lot and/or screened from view by a screening structure or fencing approved by the ACC, and said vehicles and accessories are in an operable condition.

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 the numbers may be easily seen at night to aide emergency personnel in locating your address.

Solicitation: Door to door solicitations by persons are prohibited.

Pets:

All household pets 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.

Gates:

The access gates will be open during the daylight hours. The gates will automatically close at dusk and you will need your gate transmitter and/or four digit code to enter at night. Certain people will have access to the subdivision through a specific and separate code. This includes the fire department, police department, utility companies, garbage pick-up, home builders, etc. [Gate Department on-line.](#)

DO NOT GIVE ANY CODE TO A NON-RESIDENT!

If you would like to use transmitters, you may purchase them from the Association office at a cost of \$40.00 each. The battery for the transmitters should last approximately two years, and replacement batteries are available from a supermarket or drugstore.

If you feel someone has obtained your code, you may change it at any time by calling the Association office at 829-7202 or on-line at <http://ams04.homestead.com/gates.html>. Also, enclosed are some "Do and Don't" instructions to familiarize yourself with the infinity system and the correct procedures of the gate.

Welcome to the Village Green Community!

If we can provide any additional information, please call the Association office at 210-829-7202.

Gate Operations

1. **DO NOT OPEN THE GATE MANUALLY, HOLD IT OPEN OR PROP IT OPEN** with a rock, stick, etc. This causes the safety breaker to shut the motor off to prevent damage to the motor. The gate will 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 entry by calling you from the keypad using the assigned directory code displayed next to your name. *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 landscaping company, please call the Association office (829-7202) and we will program a special code into the system for their use.*
5. If you are planning on having a party involving a number of guests, advise the Association office. A temporary code may be issued to you for the time of the party and removed from the system immediately after. Your guests may use the code for entry (the same instructions used for your four digit code apply). If you plan to send out invitations, you may want to call the Association office early for a temporary code and include that temporary code number with the invitations.
6. Check the directory at the keypad occasionally for your name and press the directory code to dial your number to be sure it is working correctly. *Report any incorrect information or malfunctions to the Association office (829-7202) immediately.* We have a 24 hour number, and you may leave a detailed message with the answering service. If it is an emergency, ask the answering service to page the manager.

If you have any additional questions or experience any problems with the gate or your transmitter, contact Association Management at 829-7202.

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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 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. 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 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.
IT ALLOWS THEM 24 HOUR ENTRY INTO THE SUBDIVISION.

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.

POOL KEYS

Pool/Bathroom keys can be obtained from the Association office at 1600 N.E. Loop 410, Suite 202, San Antonio, TX 78209. (829-7202) Hours of operation are Monday through Friday, 8:00 a.m. to 6:00 p.m. A Notice of Waiver of Liability must be signed by the resident before a key can be issued. Keys will only be issued to residents 18 years of age or older.

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GATE UPDATE FORM

OWNERS NAME: _____

(LAST) _____

(FIRST) _____

(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.