

The Oaks of French Creek Homeowners Association
1600 N. E. Loop 410, #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 Oaks of French Creek 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, outside services provided by agencies, utilities and phone numbers for your convenience.

Homeowners in The Oaks of French Creek 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 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 is also addressed to help clarify the requirements. If you have any questions, please call the Association Office at 829-7202.

Association:

The Oaks of French 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, buildings and grounds, walls, pathways, sprinkler systems, green belt, landscaping, and improvements.

Every homeowner is an automatic member of the Association and shares a portion of the responsibility for its support and will pay mandatory assessments. The assessments are \$145.00 per year billed annually and due January 1st.

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 "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: 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 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:

As stated in the Declaration of Covenants, Conditions and Restrictions, "No building, fence or other structure or improvement shall be erected, placed or altered on any Lot in the subdivision until the plans and specifications, including exterior elevations and exterior colors and materials and showing the location of the improvement must be approved in writing by the Architectural Control Committee (ACC) prior to construction or installation."

Within thirty (30) days after the request is submitted, the Committee shall notify the owner, in writing, if the submitted plans are approved or denied. If the committee has not responded within thirty (30) days, the plans shall be deemed approved, but such deemed approval shall not permit a violation of any of the terms of these covenants.

"Improvement" is defined as any addition or alteration to the existing property such as the installation of sidewalks, fences, swimming pools, decks, spas, gazebos, lighting, etc. These improvements may also require a permit from the city. It is the homeowners responsibility to obtain the necessary permits, etc., after the ACC has first approved the plans.

All improvement requests should be submitted on the enclosed Improvement Request Form, with all applicable information to:

*Oaks of French Creek HOA
PO Box 380011
San Antonio, Texas 78268*

Please do not send your requests to the AMS office, as that will delay your request.

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.

Newspaper Delivery:

Delivery of the San Antonio Express News (250-2000) is available.

Garbage Services:

Garbage is picked up on Fridays and recycling is picked up on Tuesdays, by the City of San Antonio (207-6400). The City recommends that you place your trash in bags before placing in the trash receptacles. Please do not bag your recyclables goods in a plastic bag for the recycle trash can. Trash receptacles are to be placed on the curb side, by 7 a.m., ONLY ON THE MORNINGS of designated trash pickup days. Trash must be stored out of sight until the morning of pickup.

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

Recycling Service:

Recycling is picked up on Tuesdays by the city. Please call 522-8831 to request a bin.

Schools:

Northside Independent School District- 397-8500

Mail Delivery:

Delivery is made Monday through Saturday and deposited in mail boxes located near your home. Boxes are assigned by the United States Postal Service. Cedar Elm Station, located at 5837 DeZavala, (800)275-8777 serves The Oaks of French Creek. The zip code for your community is 78249.

Utilities and City Services:

City Public Service provides electric and gas-	353-2222
San Antonio Water System provides water -	704-7297
Southwestern Bell provides telephone service -	800-464-7928
Time Warner Cable System provides Cable service -	244-0500
Animal Control Department -	737-1442
Police Department - Administration Office -	207-7484
Fire Department - Administration Office -	207-7744
Non Emergency - Police Department -	207-7273

***ALL EMERGENCY SERVICES MAY BE
REACHED BY DIALING 911.***

Fire Protection:

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

Police:

The San Antonio Police Department provides public law enforcement service to The Oaks of French Creek. That office can be contacted by calling the Prue Road Station, 694-7600.

**Note: For a Police Officer to be sent out, for any reason you need to call: Communications at: (210)207-7273./or Call 911 for emergency service.

EMS:

Emergency service is provided by the City of San Antonio, call 911 for emergency service. Non emergency service call- 207-7744

Speed Limits and Traffic Signs:

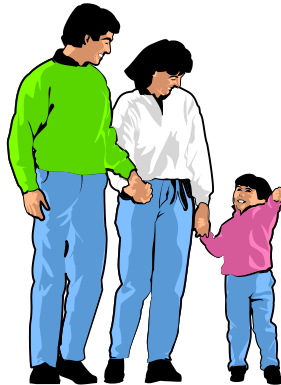
The speed limit in residential areas is 30 MPH. Please be careful of children in the streets. As more families move into The Oaks of French Creek we must be more careful to observe the traffic rules. Please help by asking all members of your family to comply with the speed limits and STOP signs. Tell any contractor or employee working for you to observe the traffic rules.

Loud Noises Nuisances:

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

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 one wants their landscaping damaged nor wants to clean up after someone else's pet.



Welcome to The Oaks of French Creek!

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

**OAKS OF FRENCH CREEK 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.**

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.**
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 to bring into compliance.**
5. **If violation persists, refer to the Board for further action-COORDINATE WITH ATTORNEY.**

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*****Welcome to The Oaks of French Creek*****

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Improvement Request Form

Oaks of French Creek HOA
PO Box 380011
San Antonio, Texas 78268

In accordance with the recorded covenants, conditions and restrictions of the Association, and in order to protect each individual lot owner's rights and values, it is required that any lot owner who is considering improvement of his deeded property to include, but not be limited to patio covers, decks, outside buildings, fencing, building add-ons, etc., submit the following to the Architectural Control Committee **prior to initiating work on the planned improvements:**

- 1. Completed Improvement Request Form (Front and back)**
- 2. Complete and detailed building plans and specifications, material list, and color swatches, as applicable.**
- 3. A site/plot plan showing the location of the proposed improvement**

FAILURE TO SUBMIT THE REQUESTED ATTACHMENTS (ITEMS 1,2,&3) PRIOR TO CONSTRUCTION MAY RESULT IN DENIAL OF YOUR REQUEST FOR IMPROVEMENT.
If any change is made without approval, the Committee has the right to tell the homeowner to remove the improvement from his property. **Any homeowner considering any exterior improvement to his property is urged to review the recorded deed restrictions prior to initial request.**

Owner Name: _____

Property Address: _____ City _____ Zip _____

Mailing Address: _____ City _____ Zip _____

Home Phone: _____ Work Phone: _____ Email address: _____

Briefly describe the improvement which you propose: _____

Who will do the actual work on this improvement? _____

Location of improvement (check actual areas that apply):

Front of dwelling _____ Back of dwelling _____ Side of dwelling _____
Roof of dwelling _____ Garage _____ Patio _____
Other (describe) _____

Material to be used for the improvement (check applicable items):

Brick - Color _____ Cement _____ Stucco _____
Wood - Color _____
Stain - Color _____ Electric _____ Glass _____
Paint - Color _____
Siding - Wood _____ Aluminum _____

Other (explain) _____

Type of improvement(s)

Basketball goal _____ Pool - above ground _____

Deck	_____	Pool -in ground	_____
Fencing	_____	Spa/Hot tub	_____
Patio	_____	Room addition	_____
Patio Cover	_____	Storage Building	_____
Play Structure	_____	Landscaping	_____
Recommendations:			

FOR ACC USE ONLY

Disapproved for the following reasons:

_____ **Approved** **Disapproved**
 ACC Member Date

_____ **Approved** **Disapproved**
 ACC Member Date

_____ **Approved** **Disapproved**
 ACC Member Date

I understand that the Architectural Control Committee will act on this request within thirty (30) days of receipt and contact me in writing regarding their decision. I agree not to begin property improvement without written approval from the Architectural Control Committee. I understand that all construction will meet with County codes and that the Architectural Control Committee approvals do not override the County codes but rather, are intended to work with them.

Homeowner Signature / Date

Construction Start Date / Completion Date

RETURN COMPLETED FORM TO:
The Oaks Of French Creek Homeowners Association Architectural Control Committee
PO Box 380011
San Antonio, Texas 78268

