

**The Enclave at Laurel Canyon**  
**Community Association**  
1600 NE Loop 410, ste. 202  
San Antonio, TX 78209  
210-829-7202, (Fax) 210-829-5207  
[www.AMS-SA.com](http://www.AMS-SA.com)

Dear Homeowner,

Prior to purchasing your home, you were informed of The Enclave at Laurel Canyon Community Association. The Board of Directors and the Architectural Review 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 Laurel Canyon Community 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 Declaration of Covenants, Conditions & Restrictions (DCCR) which was provided when you closed on your home or before. Because most violations of deed restrictions occur as a result of a lack of awareness, some of the key do's and don'ts will be highlighted in this packet. If you have any questions, please call the association office at 210-829-7202.

**Association and Assessments (Dues)**

The Laurel Canyon Community 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, entry monuments, entry grounds, pool, park, basketball court, playground and common area irrigation systems.

Every homeowner is an automatic mandatory member of the association and shares a portion of the responsibility for its support. The operations carried out by the association are funded through homeowner assessments. Assessments are invoiced quarterly with payment due by January 1, April 1, July 1 & October 1.

**Administration**

The association office is located on the NE Loop 410 access road right at the Harry Wurzbach exit. It is a two-story terra cotta colored building with "Association Management Services" on the front of the building. Office hours are Monday - Friday, 8:00 a.m. - 6:00 p.m. with 24 hour answering service for emergency calls. Contact information can be found in the heading on the first page of this packet.

Management company responsibilities are to represent the Association in providing for the physical maintenance and operation of the common facilities. Additional responsibilities include collecting assessments, making disbursements, identifying violations of the deed restrictions and city ordinances, budget preparation with the Board, keeping financial records, maintaining all administrative records of the association and serving as liaison between the association and its attorney.

## **Solicitation**

Door to door solicitation is discouraged. If children are selling items for school, church or other organizations, parents should accompany them to better ensure their safety.

## **Building & Improvements Approval**

All plans for exterior improvements to your property must be approved by the Architectural Review Committee (ARC) and in some cases, when required, by the city Department of Developmental Services. It is the builder/owner's responsibility to submit plans for new construction and any improvement to the ARC 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 antennas, microwave dishes, sidewalks, fences, swimming pools, decks, spas, gazebos, etc. will require a plan approval. In some cases it will also require a city permit, inspection and Certificate of Occupancy from the city. Improvements such as additional landscaping, basketball goals and playground equipment must also be approved prior to installation.

Supporting documents such as a copy of the lot plat indicating the proposed location of the improvement, color samples, list of construction materials, pictures and product literature (playscapes, storage sheds, screen doors, etc.) are often required by the Architectural Review Committee. You can obtain the ARC Improvement Request form on the management company's website at [www.ams-sa.com](http://www.ams-sa.com).

## **Fence Staining**

Wooden fences may be **stained** (not painted) to protect the wood. The **color of the stain** must be in harmony with the neighborhood and **must be approved** by the Architectural Review Committee (ARC).

## **Landscaping**

It is the homeowner's responsibility to provide adequate planting and landscaping for his/her property. Landscaping plans should be submitted to the ARC for approval prior to commencing the work.

## **Schools**

### [Northside Independent School District](#)

Krueger Elementary School

Jefferson Middle School

O'Connor High School

(210) 397-8500

(210) 397-3850

(210) 397-3700

(210) 397-4800

## **Garbage Services**

Garbage is picked up on Tuesday and Friday by the [City of San Antonio](#). San Antonio City Ordinance stipulates that trash cannot be placed curbside for pick-up before 6:00 am the day of

scheduled service and must be removed from curbside by 10:00 pm the same day. Laurel Canyon's deed restrictions require that, other than the actual day of trash pick-up, trash cans must be stored out-of-view from the street (most commonly in the garage or behind the fence).

### **Mail Delivery**

Delivery is made Monday thru Saturday. Keys are distributed by Helotes [US Post Office](#) at 12790 FM 1560 N. Please call 1-(800) 275-8777 to establish mail service. The zip code is 78023.

### **Newspaper Delivery**

To establish delivery service, call the [San Antonio Express News](#) at (210) 225-5533.

### **Utilities**

Electric:	<a href="#">CPS</a>	(210) 353-2221
Telephone:	<a href="#">AT&amp;T</a>	1 – (800) 464-7928
Cable:	<a href="#">Time Warner Cable</a>	(210) 244-0500
Water:	<a href="#">San Antonio Water District (SAWS)</a>	(210) 704-7297

### **Streetlights**

CPS maintains the streetlights. If you notice a light out, please report it to the association office at (210) 829-7202. The streetlights should have a number on them at the base. This number will assist CPS in locating the exact streetlight. [CPS on-line report](#).

### **House Numbers**

House numbers must 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 (and pizza delivery folks) in locating your address.

### **Signs**

The DCCR prohibits contractor and supplier signs in yards and vacant lots. Contractors/vendors frequently want to gain exposure in the neighborhood by asking to put up a sign in your yard. Please inform your contractor that such signs are not permitted by the deed restrictions. Check your copy of the DCCR to find out what types of signs are permitted.

### **Speed Limits and Traffic Signs**

The streets are public and the property of the City of San Antonio. Traffic and pedestrian control signs, devices and speed limits are installed and maintained by the city. The association's Safety Committee is tasked with working these types of issues with the City of San Antonio.

## **Pets**

San Antonio City Code of Ordinances requires:

- All pets be licensed and vaccinated.
- Pet owners to ensure their pets do not become a nuisance to other homeowners, especially by continuously barking or damaging property.
- Pets must be on a leash when not confined to the owner's home or backyard.
- Pet owners not allow their animals to enter the yards or driveways of property not owned, leased or occupied by the animal owner for the purpose of allowing the animal to defecate.
- Pet owners must keep their pets in the public right-of-way and shall carry a container and scooper for the sanitary removal of their animal's fecal matter from the public sidewalk and public right-of-way. Violation of the ordinance is considered a health and safety related misdemeanor crime punishable by a fine of up to \$2,000.00.

Laurel Canyon's deed restrictions stipulate that no more than four (4) common household pets are permitted at a home.

## **Vehicles and Parking**

The deed restrictions state that boats, trailers or other recreational vehicles are not to be parked on any portion of the lot unless they are parked in the garage. Motor vehicles within the subdivision must be in operating condition, have current state registration and inspection stickers and be less than 6'10" in height and 8' in width. Trailers, boats, campers, etc. cannot be kept at any Homesite for a period exceeding 72 hours for loading, unloading and cleaning. They must be stored in the garage beyond that amount of time.

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We know the number of do's and don'ts discussed here might take away somewhat from the "welcoming" purpose of the packet. We **really** are glad you've come to join our community. Please feel free to call the association's office with your suggestions, questions and concerns. If you'd be interested in serving on an association committee (Communications, Safety, Social or Recreation) please contact your association manager at 210-829-7202 and let us know. We look forward to working with you in the future.

**Welcome to the Enclave at Laurel Canyon  
Community Association.**