

**Seale Subdivision Unit-1 Homeowners Association**  
**1600 N. E. Loop 410, Suite 202**  
**San Antonio, TX 78209**  
**(210) 829-7202 - Office (866) 232-4386 TX Toll Free \* (210) 829-5207 – Fax**  
[www.ams-sa.com](http://www.ams-sa.com)

Dear Homeowner,

Prior to purchasing your home, you were informed of the Homeowners Association for Seale Subdivision Unit-1, Inc. and its many fine features. For your convenience, 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, and utilities and phone numbers.

Homeowners in Seale Subdivision Unit-1 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 or misinformation; therefore, the following information is provided to help clarify the requirements. If you have any questions, please call the Association office at 210-829-7202.

**Association:**

Homeowners Association for Seale Subdivision Unit-1, Inc. (the "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, greenbelt landscaping, sprinkler systems, swimming pool, tennis courts and improvements.

Every homeowner is an automatic member and shares a portion of the responsibility for its support and will pay mandatory assessments. Assessments for improved Lots are billed quarterly. Current assessment rates are available by calling 210-829-7202.

The Association holds an Annual Meeting in January, notice of which is mailed to each member at least 10 days in advance. The Association is governed by a Board of Directors which is elected by its members.

**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, TX 78209, (210-829-7202). Hours of operation are: Monday - Friday, 8:00 a.m. - 6:00 p.m. [MAP](#)

Responsibilities of the management company are to represent the Association in providing for the physical maintenance and operation of the common facilities. 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 as well, such as enforcing regulations and assisting in architectural control.

**Building & Improvements Approval:**

Any exterior improvements to your home must be approved by the Architectural Control Committee (ACC) before work can be started. It is the owner's responsibility to submit two (2) sets of plans for

any improvement to the ACC for review, along with the Improvement Request Form which is available for download at [www.ams-sa.com](http://www.ams-sa.com). ***Plans must be approved prior to the start of any construction.***

"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, athletic equipment, radio/TV antennae, backyard sheds, gazebos, playscapes, exterior colors to home, changing of windows, etc.

Please submit the Improvement Request Form and a site drawing (showing lot, existing house and any additions, intended placement on site, list of materials, colors, screening, etc.) to the Association office.

#### **Landscaping:**

It is the homeowner's responsibility to provide adequate planting and landscaping for their property, as well as to keep their yard in a well-manicured condition at all times.

#### **Vehicles and Parking:**

No boat, trailer or recreational vehicle of any sort shall be permitted to park on any Lot except in an enclosed garage or in an area adequately screened by plantings or fencing so as not to be seen from the street.

#### **House Numbers:**

The Association recommends that house numbers be illuminated and located as near the front entry as possible so that they are easily seen. 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.

#### **Garbage Services:**

Garbage service is provided through American Disposal Call them at 830-276-4900 to set up service. Trash cans and bags should be placed curbside **ONLY ON THE MORNINGS** of garbage pickup, and must be stored out of sight that evening.

#### **Mail Delivery: ([www.USPS.com](http://www.USPS.com))**

Delivery is made Monday through Saturday and deposited in cluster mailboxes located near your home. Boxes are assigned by Post Office. The Heritage Station, located at 702 Richland Hills Drive, services the Seale Subdivision community. You may contact them at 210-543-8237 or 1-800-275-8777. The zip code is 78245.

**Utilities:**

<a href="#">City Public Service</a> provides electric . . . . .	210-353-2222
<a href="#">Bexar Met</a> provides water, sewer and garbage pickup . . .	210-922-1221
<a href="#">AT&amp;T</a> provides telephone service . . . . .	210-820-6666
<a href="#">Bexar County Sheriff</a> - Non-Emergency . . . . .	210-335-6010
Bexar County Public Safety - Fire - Non-Emergency . . . . .	210-335-6000
<a href="#">Time Warner Cable</a> - . . . . .	210-244-0500
<a href="#">Post Office</a> - 702 Richland Hills . . . . .	210-543-8237

**Schools:**

[Northside Independent School District](#) - 210-706-8500

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

**Newspaper Delivery:**

Delivery of the [San Antonio Express News](#) is available by calling 210-250-2000.

[Vacation Hold Link](#)

**Signs:**

The DCCR's prohibits all contractor and supplier signs in yards and vacant lots except those used by the builder to advertise the property. Please inform your contractor or supplier installing any improvement that temporary or permanent signs of any kind are prohibited.

**Speed Limits and Traffic Signs:**

The streets are public. Traffic and pedestrian control signs and speed limits are installed and maintained by Bexar County.

**Pets:**

All household pets shall at all times, except when they are confined within the boundaries of a private single-family residence, 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. Owners are responsible for cleaning up after their pets.

**Vehicles and Parking:**

No vehicles or similar equipment may be parked or stored in an area visible from any street within the Property, except passenger automobiles, motorcycles, passenger vans and pick-up trucks may be parked in any garage or driveway if such vehicle (i) has less than 1 ton carrying capacity; (ii) has less than 3 axles; (iii) is in operating condition; and (iv) is generally in daily use as a motor vehicle on the streets and highways of the State of Texas.

No abandoned, derelict or inoperable vehicles may be stored or located on any Lot or a street within the Property, except within an enclosed garage. No dismantling or assembling of motor vehicles, boats, trailers, recreational vehicles, or other machinery or equipment will be permitted in any driveway or portions of any Lot that are visible from any street within the Property.

*Welcome to the Seale  
Subdivision Community!*