

Auburn Oaks Homeowners Association
1600 NE Loop 410, Ste. 202
San Antonio, TX 78209
Office (210) 829-7202 * TX Toll Free (866) 232-4386 * Fax (210) 829-5207
www.ams-sa.com

Dear Homeowner,

Prior to purchasing your home, you were informed of the Auburn Oaks Homeowners Association and its many fine features. The Board of Directors would like to provide you with more information about the Association's rules and regulations, services provided by outside agencies, utilities and phone numbers for your convenience.

Homeowners in the Auburn Oaks Homeowners 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 Easements, Restrictions, Covenants & Conditions (DERCC), which is 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 (210) 829-7202.

Association:

The Auburn Oaks Subdivision 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, landscaping, sprinkler systems and improvements.

Every homeowner is an automatic member and shares a portion of the responsibility for its support and will pay mandatory assessments. Assessments are due quarterly on January 1st, April 1st, July 1st and October 1st. Call AMS for the current assessment rates.

Board of Directors Meetings:

The Board of Directors meets, as required, to address Association matters two to four times a year.

Annual Meeting of Members:

There is one annual meeting scheduled for the membership each year in October. Notice of this meeting will be mailed to each member prior to the meeting.

Administration:

The offices of the Association are located on the access road off of Loop 410 East at Harry Wurzbach, inside Loop 410. The offices are located in a two-story tan building with "Association Management Services" on the front of the building. The actual mailing address is 1600 NE Loop

410, Ste. 202, San Antonio, TX 78209, (210-829-7202). Hours of operation are: Monday through Friday, 8:00 am to 6:00 pm. ([MAP](#))

The 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.

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 approval. ***Plans must be approved before construction or the work is to start.*** ([Improvement Request Form](#))

"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 board, athletic equipment, radio/TV antennae, satellite dishes, backyard sheds, gazebos, exterior colors to home, changing of windows, etc. Please submit a copy of your site plan, which is provided to you at closing, (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 plantings 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 is available –[Subscribe](#) , [Vacation hold](#). (210-250-2000)

Garbage Services:

Garbage is picked up on Tuesday and Friday by the [City of San Antonio](#) (phone: 210-207-6400 or just dial 311). Trash cans and bags are to be placed on curb side **ONLY ON THE MORNINGS of pickup by 7:00 a.m.** Please do not leave trash, grass or leaf cans/bags on the curb for pickup; they must be stored out of sight until the morning of pickup.

Trash cans must be stored inside or in a screened area 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.

Recycling Service:

Recycling is picked up on Tuesday by the city. Please call 210-522-8831 to request a bin.

Mail Delivery:

Delivery is made Monday through Saturday and deposited in mail boxes located near your home. Boxes are assigned by the Cedar Elms Post Office, 5837 DeZavala Road, (210) 641-0248. The zip code is 78249. The hours of operation for the post office are: Monday through Friday from 7:00 am to 5:00 pm and Saturday from 7:30 am to Noon. www.usps.com

Utilities and City Services:

City Public Service provides electric and gas	210-353-2222
San Antonio Water System provides water	210-704-7297
AT&T provides telephone service	1-800-464-7928
Time Warner Cable System provides Cable service	210-244-0500
Animal Control Department	210-737-1442
Police Department - Administration Office	210-207-7484
Fire Department - Administration Office	210-207-8400

Schools:

Northside Independent School District	210-397-8500
Transportation routing	210-657-8805

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

Fire Protection:

Fire fighting service is provided by the [City of San Antonio](#) (210-207-7744). Call 911 for emergency service.

Police:

The [San Antonio Police Department](#) provides public law enforcement service to Auburn Oaks Subdivision. That office can be contacted by calling the Prue Road Station, 210-694-7600. **Call 911 for emergency service.**

EMS:

Emergency service is provided by the [City of San Antonio](#) 210-207-7744.
The non-emergency number is 210-207-7744.

Street Lights:

Call the Association office if your street light is out. 210-829-7202

House Numbers:

It is recommended that house numbers be illuminated and located as near to the front entry as possible so that they are easily seen from across the street at all times.

Signs:

The DERCC prohibits all contractor and supplier signs in yards and vacant lots except those approved by the ACC. Tell your contractor or supplier that is installing any improvement that temporary or permanent signs of any kind are prohibited.

Contractor's Work Hours on Weekdays/Weekends & Holidays:

Work hours are from 7:00 am to 7:00 pm, Monday through Saturday. No work is permitted before or after these hours without special permission. No outside work using loud equipment is permitted on Sunday or Holidays. Indoor work or outdoors with light equipment is permitted after 1:00 pm on Sundays.

Speed Limits and Traffic Signs:

The speed limit in the residential areas is 15 MPH. **Please be careful of children in the streets.** As more families move into Auburn Oaks Subdivision, 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 the STOP signs. Tell any contractor or employee working for you to observe the traffic rules.

Only motorized vehicles, which are licensed and in compliance with the State of Texas, are allowed

to use the streets in Auburn Oaks Subdivision.

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, 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.

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.

Welcome to the Auburn Oaks Community!

Auburn Oaks Homeowners Association
1600 NE Loop 410, Ste. 202
San Antonio, TX 78209
Office (210) 829-7202 * TX Toll Free (866) 232-4386 * Fax (210) 829-5207
www.ams-sa.com
Gate Department On-line

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.

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 change it 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, 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. THIS ALLOWS THEM ENTRY 24 HOURS*****

If you should need additional transmitters, you may obtain them from the Association office, currently at a cost of \$40.00 each. The battery for the transmitters should last approximately two years and replacement batteries are available from any supermarket or drugstore locally.

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.

Auburn Oaks Homeowners Association
1600 NE Loop 410, Ste. 202
San Antonio, TX 78209
Office (210) 829-7202 * TX Toll Free (866) 232-4386 * Fax (210) 829-5207
www.ams-sa.com

Gate Department On-line

GATE UPDATE FORM

OWNERS' NAMES:

(LAST) _____

(FIRST) _____

(SPOUSE) _____

ADDRESS: _____

HOME TELEPHONE: _____

FOUR (4) DIGIT CODE: _____ _____ _____ _____

(This code is provided by you and is used to grant access into the community.)

*****PLEASE COMPLETE THIS FORM
AND FAX OR MAIL IT TO THE ABOVE ADDRESS*****

AUBURN OAKS SUBDIVISION HOMEOWNERS ASSOCIATION
AMENDED SUPPLEMENTAL RULES AND REGULATIONS
REVISED AND EFFECTIVE OCTOBER 26, 2009

The Board of Directors of the Auburn Oaks Subdivision Homeowners Association hereby adopts the following Amended Supplemental Rules and Regulations effective OCTOBER 26, 2009:

1. Speed Limit. The speed limit within the Subdivision shall be 15 MPH. Signs are posted in strategic locations within the Subdivision.
2. Parking. Our Subdivision is a Planned Unit Development (PUD) with private streets in the City of San Antonio which is subject to San Antonio Codes, although, we, the HOA are charged with enforcing them. The applicable Codes affecting streets, parking, and fire lanes, etc. in our Subdivision are as follows:

UDC, Sec. 35-344. Private streets and IFC Chapter 5 Section 503 and local amendments.

* * * *

(d) Private streets and sidewalks shall be owned and maintained by a corporation, community association, or other legal entity established for this purpose.

(e) Parking shall be prohibited on any private street less than twenty eight (28) feet in width and if utilized on streets twenty eight (28) feet wide or wider, it must be clearly distinguishable from the movement lanes.

(s) Gated Subdivision Streets, Fire Lanes. HOA documents shall require the HOAs to identify and enforce a no parking restriction in the fire lanes throughout the community.

Our streets are private streets and are classified as part of the "Common Areas" of the Auburn Oaks Subdivision Homeowners Association. They are twenty eight feet in width (paved area). The required Fire lane width is 20 feet. Therefore, in order to be in compliance, parking will now only be allowed on one side of the street. The Fire Lane will be marked with approved signage and the street will be stripped with a red line and marked in accordance with fire department regulations. Fire lanes, designated parking and no parking areas are indicated on the attached Exhibit A.

In order to provide guest parking, Members' vehicles must be parked in Member's garage or driveway as a matter of normal course; however, vehicles may be parked on the parking side of the street during the day (garbage and recyclable days excluded) on a temporary basis subject to a pre-approved temporary variance by the Board when parking in the garage or driveway would be impossible for the Member. Overnight Member vehicle parking on the streets is not allowed except on a temporary basis subject to a pre-approved temporary variance by the Board in which a Member's vehicle will not physically fit in the garage or driveway. Those Members who use their garages for storage, thereby preventing vehicles from being parked inside of them are not exempt from these rules.

In no case should street parked vehicles park in Fire Lane, block other Members' access to their property, block fire hydrants, handicap ramps or create a problem of access for emergency vehicles, garbage, recyclable and street cleaning vehicles or impede traffic flow. Members should notify the Board and/or the Management Company when abuses occur. Under no circumstances are any vehicles allowed to be parked in a head-in position to curbs, on the sidewalks, in yards or partially in the street and sidewalk. No boats, RV's or mobile homes, or trailers are allowed to be parked on the streets or driveways in the subdivision.

All vehicles owned by Homeowners/Residents will now require a numbered "Auburn Oak's vehicle registration decal affixed to their vehicles on the front windshield, bottom passenger side. It will be the responsibility of the Homeowner to register vehicles with Management Company initially and thereafter when vehicles are bought and sold. Special Hardship variances may be granted to Homeowners by the Board but must be requested

by Homeowner in writing and meet strict “hardship requirements”. Using a garage for storage is not a hardship nor is not using your driveway to park vehicles a hardship. Under no circumstances will more than one vehicle per household be eligible for hardship consideration.

NOTICE: Failure to comply with vehicle parking rules will result in the towing of the vehicle(s). The Association will attempt to notify Homeowner prior to towing as a matter of courtesy, but the towing notice is posted at The Subdivision entrance and Homeowners are hereby given formal notice of such possible action. All expenses incurred by the Association for such towing will be charged to the Homeowner.

Our Speed Limit and Parking Rules are intended to improve the safety and well-being of our residents through more effective control of speed limits, provide necessary access for emergency vehicles, and for the protection of our streets from damage caused by leaking vehicle fluids as well as eliminating blind spots for vehicular moving traffic caused by parked vehicles.

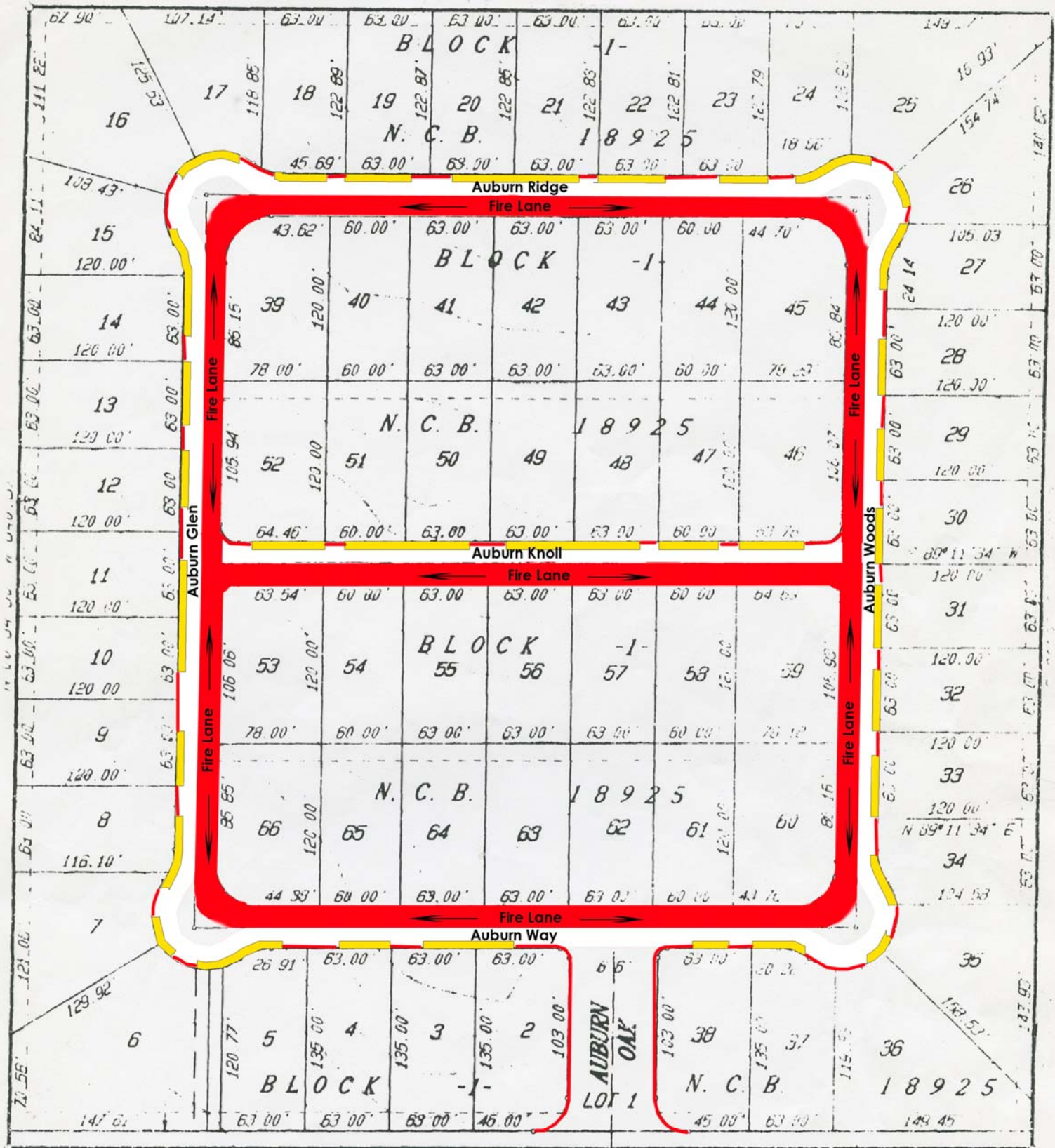
3. Landscaping and Yard Maintenance. The appearance of our houses is critical to maintaining property values and pride in the Subdivision. Members are required to maintain yards with healthy green grass in non flower bed areas and to regularly mow, edge, trim, and weed their yards; water and fertilize their grass and plants to prevent yellowing and/or dying of such plants; and remove vegetation growing in the curb and sidewalk areas or driveway approaches. All grass trimmings and debris must be swept, bagged and removed from the street in front of the Member’s house. Bagged trimmings should only be placed on sidewalks for garbage pickup the day of the pickup or the night before. The only exception is during times of year when Members bag fallen leaves. Effective with the new automated garbage pickup in 2009, trimmings placed in bags will not be picked up unless placed in the new “city provided” garbage cans. Members are encouraged to enhance the appearance of their house with effective landscaping, particularly with drought tolerant and native plants. Arizona Ash, Chinese Tallow and Weeping Willow types of trees should be avoided because of their short lives and possible root structure damage to sewer lines and sidewalks. The Board will have the right to force any Member to remove and/or modify any objectionable landscaping including the replacement of dead grass.
4. It is the responsibility of the Member to keep the exterior of Member’s house in good repair, i.e. painting, fence repair, broken windows, gutters, and sprinkler systems. NOTE: Fences that are shared on the property line of an adjoining Member are the responsibility of both Members to maintain. Expenses for the repair of these fences are to be shared equally by the affected Members. The Homeowners Association expects affected Members to determine the manner in which these fences are to be repaired, either by outside contractor or by the Members themselves. If disputes arise regarding the repairs between Members, the Board will have the right to determine which Member is being unreasonable and will levy fines to the unreasonable Member. When the fines have been paid, the Member who incurred the cost of repair will be reimbursed by the Association.
5. Garbage pickup is (currently) on Tuesday and Friday. This will change to a once a week automatic garbage can pickup vehicle sometime during 2009. Members should only place
6. garbage for pickup on the morning of scheduled pickup or the night before pickup. Garbage must always be put in “city provided” garbage can only. If garbage is spilled by garbage men or animals, it is the responsibility of the Member to immediately clean it up. Garbage cans must be stored in the garage or back yard on non pickup days.
7. Brush and other items for pickup by the city can not be placed on the sidewalks until a scheduled pickup notice has been sent by the city. Under no circumstances should a Member place items out for pickup which can create a dangerous situation for other residents such as wood with nails penetrating through it.
8. All exterior improvements which change the appearance of Members’ homes must be approved by the Architectural Control Committee prior to the commencement of the improvements. Failure to do so will result in a fine of \$50.00 per day until violation has been corrected. If improvements are made without approval, The Board of Directors may require the Member to

remove such improvements and restore homes to original appearance, all at the cost of the Member.

9. Pets are not allowed to wander freely in the subdivision. They must be leashed when walked and may be kept in Member's back yard or inside the home. Excessive barking and disturbing of neighbors will not be tolerated.
10. Amended 11/01/05. Athletic items are not allowed to remain in the front yard or driveway overnight and must be put out-of-sight after use. The only exception is portable basketball goals and as long as their placement in the yard is within the parameters set in the bylaws, and the net and backboard are positioned in such a manner so that missed baskets result in the ball landing in the Homeowner's yard instead of a neighbor.
11. Homeowners with children have the responsibility to watch their children and prevent them from playing unsupervised in the street and becoming a nuisance to the neighborhood. Streets are not to be used as skateboard obstacle courses. Playing in the street, such as ball or catch, skateboarding or bike riding is acceptable as long as caution is exercised and it is not a disruption to other Homeowners or auto traffic.
12. The Board of Directors may also levy fines for other violations by Members of The Bylaws and The Auburn Oaks Subdivision Declaration of Easements, Restrictions, Covenants and Conditions ("Declaration") which are not specifically covered in these Amended Supplemental Rules and Regulations.

IN ACCORDANCE WITH THE ADOPTION OF SECOND AMENDMENT TO THE DECLARATION OF EASEMENTS, RESTRICTIONS, COVENANTS AND CONDITIONS FOR AUBURN OAKS SUBDIVISION, VIOLATIONS OF THESE RULES AS WELL AS VIOLATIONS OF THE AUBURN OAKS SUBDIVISION DECLARATION OF EASEMENTS, RESTRICTIONS, COVENANTS, AND CONDITIONS AND THE BYLAWS MAY RESULT IN THE ISSUING OF A FINE, NOT TO EXCEED \$50.00 PER DAY, PER VIOLATION, FOR EACH DAY THE VIOLATION EXISTS. WARNING NOTICES OF VIOLATIONS WILL BE GIVEN FOR FIRST-TIME VIOLATIONS, WITH A TIME SPECIFIC OPPORTUNITY TO CURE BEFORE IMPOSITION OF FINE. MEMBERS' MAY APPEAL FINES TO THE BOARD OF DIRECTORS WITHIN 30 DAYS OF ISSUANCE OF FINE. DECISIONS OF THE BOARD ON MEMBER APPEAL OF FINES WILL BE FINAL.

PARKING/FIRE LANE/NO PARKING EXHIBIT A



- Parking Areas (8' wide)
- Fire Lanes (20' wide) NO PARKING
- No Parking

PRUE ROAD

Auburn Oaks P.U.D

October 26, 2009

**AUBURN OAKS SUBDIVISION
HOMEOWNERS ASSOCIATION**

1600 NE Loop 410, Ste. 202

San Antonio, TX 78209

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

VEHICLE REGISTRATION FORM

Date Requested: _____

Name: _____

Address: _____

Telephone #: _____

Cell Phone #: _____

Email Address: _____

Make, Model & Year of Vehicle: _____

Color of vehicle: _____

License Plate #: _____

Tag # Issued (Mgt Co assigned): _____

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.

Auburn Oaks Subdivision

AUBURN OAKS SUBDIVISION HOMEOWNERS ASSOCIATION MANAGEMENT RESPONSIBILITIES

OFFICE OPERATION

1. Maintain established office hours 8:00 am to 6:00 pm, 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.

GATED ENTRY

1. Contact person for the gate company - calling in service, repairs, updating or deleting telephone numbers, and address directory, assigning transmitters and notifying police, fire, EMS and newspaper delivery of entry codes.
2. Establish and maintain a register of owner entry codes and transmitter identification for the gate operating system.
3. Coordinate required and emergency service on gates with contractor.

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