



**AT UNIVERSITY HILLS
Homeowners Association, Inc.**

1600 N.E. Loop 410, Suite #202
San Antonio, Texas 78209
(210) 829-7202 Office | Fax (210) 829-5207
www.ams-sa.com

Dear Homeowner,

Prior to purchasing your home, you were informed of The Park at University Hills Homeowners Association and its many fine features. The Board of Directors and the Architectural Control Authorities 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 Park at University Hills 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 210-829-7202 or visit our website at www.ams-sa.com.

Association:

The Park at University Hills 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, greenbelt landscaping, sprinkler systems and improvements.

Every homeowner is an automatic member of The Park at University Hills Homeowners Association, shares a portion of the responsibility for it's support and pays mandatory assessments.

The Park at University Hills assessments are billed semi-annually and are due on the 1st of January and the 1st of July of each year. (If you do not receive a statement, your account is still due and you should make arrangements for payment.) Please contact your manager at AMS for the amount of the current dues.

Administration:

The offices of the Association are located on the access road off of Loop 410 East at Harry Wurzbach. It is a two-story tan 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, (210-829-7202). Hours of operation are: Monday through Friday, 8:00 a.m. to 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 maintaining all administrative records of the Association. The Association has other responsibilities, at the direction of the Board, such as assisting in Architectural review.

Building & Improvements Approval:

The Architectural Control Authority (ACA) must approve any exterior improvements to your home or property before work may be started. It is the responsibility of each owner to submit plans for any improvement to the ACA for review at the time of submission of the plans. **Plans must be approved in writing prior to commencing construction.**

"Improvement" is defined as any addition or change to the existing property. Everything is covered from home additions, to sidewalks, replacement or treatment of fences, landscaping, lawn sculptures, pool, patios, decks, flagpoles, basketball goals, athletic equipment, radio/TV antennae, satellite dishes, backyard sheds, gazebos, playscapes, swing sets, exterior colors to home, changing of windows, etc.

For improvements, 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 along with the Improvement Request Form included in this packet. Additional copies of the form may be obtained from the Association office or downloaded from our website at www.ams-sa.com.

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 and require a license from the City of San Antonio. **Do not let your pets (Cats or Dogs) run or roam free.** Please also clean up after your pet when taking them for a walk, no one wants their landscaping damaged nor wants to clean up after someone else's pet. To report violations, contact the City's Customer Service at **311**.

Utilities & Services:

CPS (City Public Service) provides electric and gas -	210-353-2222	www.citypublicservice.com
SAWS (San Antonio Water System) provides water -	210-704-7297	www.saws.org
ATT Communications provides telecom service -	800-464-7928	www.att.com
Time Warner Cable provides cable service -	210-244-0500	www.timewarnercable.com
City of San Antonio Customer Service -	311	www.sanantonio.gov

Streetlights:

City Public Service (CPS) maintains the streetlights. If you notice a light out, please report it to CPS at 210-353-2222 or call the association office at 210-829-7202 or submit a request on the city's SA Citizens Request website at www.sanantonio.gov/sacr/.

Speed Limits & Traffic Signs:

The streets are public. Traffic and pedestrian control signs and speed limits are installed and maintained by the City of San Antonio.

Newspaper Delivery:

Delivery of the San Antonio Express News is available by calling 210-250-2000. For additional information visit their website at www.mysanantonio.com/.

Mail Delivery:

Delivery is made Monday through Saturday and deposited in the cluster mailboxes provided by the builder. The USPS Cedar Allen Station, located at 5837 De Zavala Road, serves the Residents of The Park at University Hills; please call 1-(800)-275-8777 if you have delivery problems. Keys and locks associated with individual mailboxes are the responsibility of the resident upon issuance of the initial keys. Any damage or loss of keys is the sole responsibility of the homeowner. For more information visit the USPS website at www.usps.com. **Your new zip code is 78249.**

Garbage Services:

The City of San Antonio Solid Waste Services provides garbage service. Garbage is picked up on **Tuesday** and **Friday** – Trash cans are to be placed curbside **ONLY ON THE MORNINGS** of pickup by 7 a.m. Please do not leave trash or grass leaf cans/bags on the curb for pickup; they must be stored out of sight until the actual morning of pickup. For more information, visit the City's website at www.sanantonio.gov/enviro/solidwaste/ or call the City's Customer Service number 311.

Public Schools*:

Northside Independent School District (NISD) -	210-397-8500	www.nisd.net
Monroe May Elementary, 15707 Chase Hill -	210-397-2000	www.nisd.net/may/
Rawlinson Middle School, 14100 Vance Jackson -	210-397-4900	www.nisd.net/rawlinson/
Clark High School, 5150 De Zavala Road -	210-397-5150	www.nisd.net/clark/

* Due to enrollment caps, the schools listed above are subject to change. Please consult your school district's main office for future plans.

ALL EMERGENCY SERVICES MAY BE REACHED BY DIALING 911

Fire Protection & Rescue:

The San Antonio Fire Department provides fire fighting & rescue services. In non-emergency situations call 210-207-8492 or visit their website at www.sanantonio.gov/safd/.

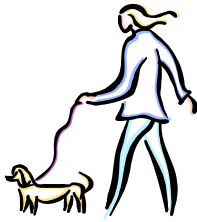
Police:

The San Antonio Police Department provides public law enforcement service. In non-emergency situations call 210-207-7273 or visit their website at www.sanantonio.gov/sapd/.



Welcome to The Park at University Hills!

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



Animal Control Facility

The San Antonio Animal Control Facility provides the following services to the residents of San Antonio and Bexar County:

- Pick up unwanted/stray dogs and cats
- Investigate animal bite reports (for rabies)
- Investigate animal abuse reports
- Provide dog/cat license/tags (required by law)
- Provide healthy dogs/cats for adoption
- Coordinate low cost spay neuter program (city only)
- Public education (grade schools, neighborhood associations, etc.)

The Animal Control Facility enforces the following animal codes (laws) in San Antonio and Bexar County:

- All dogs/cats must be vaccinated for rabies annually
- All dogs/cats must be restrained at all times (cats in house; dogs fenced or tied)
- Dog and cat licenses must be purchased annually (\$5.00 if spayed/neutered; \$20.00 if not spayed/neutered)
- Maximum number of pets allowed: 3 cats, 5 dogs (in San Antonio only)
- Dogs must be on a leash when taken for a walk
- Dogs must have shelter (dog house) if left outside all the time
- Animals may never be abused (no food, water, shelter, veterinary care, etc.)

Anyone caught violating these animal codes may be issued a citation by an Animal Control Officer (minimum fine of \$100.00).

Have-A-Heart animal traps are available to the public at the Animal Control Facility for a 12-day checkout period. There is no rental charge for these traps. However, a refundable cash deposit is required (\$30 - cat trap; \$75 - dog trap). These traps are the most humane way to remove stray cats/dogs from your property.

The Animal Control Facility is located in Brackenridge Park at: 210 Tuleta Drive, San Antonio, Texas 78212-3177. It is across the street from the San Antonio Zoo. Hours of operation are: 8:00 a.m. - 6:45 p.m. (Mon. - Fri.) and 11:00 p.m. - 5:00 p.m. (Sat.). Emergencies (injured animals, dog bites, etc.) may be reported after hours (any time) at: 207-8880.



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