

Mystic Shores Property Owners Association
1600 N.E. Loop 410, Suite #202
San Antonio, Texas 78209
Office (210) 829-7202 * Fax (210) 829-5207

WELCOME TO THE COMMUNITY!

Dear Property Owner,

Prior to purchasing your property, you were informed of the Mystic Shores Property Owners Association and its many fine features. The Board of Directors and the Architectural Control Committee would like to provide you with additional information about the Association's rules and regulations, services provided by outside agencies, and phone numbers for your convenience.

Property Owners in Mystic Shores 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 were provided to you at time of closing. If they were not, please contact the title company which completed your closing for a copy. 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 Mystic Shores Property Owners Association is a non-profit organization. The Association owns and maintains the common properties and facilities. The common properties and facilities may include, but are not limited to, public rights-of-way or easements, walls, fencing, safety lanes, green belt landscaping, sprinkler systems and fountains, parks and recreational areas.

Every property owner is an automatic member of the Property Owners Association and shares a portion of the responsibility for its support. Current annual assessments are available by calling 210-829-7202. If you do not receive a statement, your account is still due and you should make arrangements for payment. If you are unclear as to when assessments are due, contact the Association office.

Note: Property owners in The Peninsula are members of two associations and pay a separate assessment to their HOA, in addition to the master association.

Administration:

The offices of the Association are located on the access road off of Loop 410 and Harry Wurzbach, east of the airport exit, inside Loop 410, in San Antonio, Texas . It is a two-story, terra cotta building with "Association Management Services" on the front of it. The actual mailing address is 1600 NE Loop 410, Suite #202, San Antonio, Texas 78209, (210-829-7202). Hours of operation are: Monday through Friday, 8:00 a.m. 6:00 p.m. ([MAP](#))

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 maintain 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 may begin. It is the responsibility of each owner to submit two (2) sets of plans for any improvement to the ACC for review. Plans must be approved prior to when construction is to begin. The Improvement Request form is available to download at www.ams-sa.com.

"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 or backboards, athletic equipment, radio/TV antennae, satellite dishes over one meter (39 inches), backyard sheds, gazebos, exterior colors to home, changing of windows, etc. 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.

Landscaping:

It is the owner'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. The Improvement Request form is available to download at www.ams-sa.com.

Newspaper Delivery:

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

Mail Delivery:

Delivery is made Monday through Saturday. Boxes are assigned by the Spring Branch Post Office. Please call (830) 885-4508 to establish mail delivery for your residence. The zip code for your area is 78070.

Garbage Services:

Garbage collection services are provided by IESI. You may set up service by calling them directly at (800) 581-5825.

Utilities:

[Pedernales Electric Cooperative](#) - (830) 964-3346
[Canyon Lake Water Supply](#) - (830) 964-3854
[Guadalupe Valley Telephone Coop](#), Inc. - (830) 885-4411 or 885-4050

Other Helpful Numbers:

Comal City Website [Link](#)
Animal Control Department - (830) 885-4883
Humane Society - (830) 438-7387
Bulverde Animal Shelter - (830) 980-2247
[Bulverde/Spring Branch Chamber of Commerce](#) - (830) 438-4285
Bulverde/Spring Branch Library - (830) 438-3666
Bulverde Community News - (830) 980-3336

Schools:

[Comal County Independent School District](#) - (830) 885-7674

Fire Protection:

Fire fighting service is provided by the Spring Branch Volunteer Fire Department. For non-emergency service, please call (830) 885-7151 or 885-7414

Law Enforcement:

[Comal County Sheriff](#) provides public law enforcement service. For non-emergency service, please call (830) 885-4883 or 620-3400

EMS:

Emergency service - 911

FOR ALL EMERGENCY SERVICES, DIAL 911

Athletic and Recreational Facilities:

The recreational facility in the community is for the use of all Mystic Shores property owners. There is a recreation area consisting of 2 tennis courts, a basketball court, playground, 2 sand volleyball courts, picnic areas, concrete walking path, and 2 swimming pools. Restrooms are available at the pool areas, and also in the park. The open air pavilion is available for rent. Please contact the Management Office for details and costs.

Signs:

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

Campers, Trucks, Boats and Recreational Vehicles:

Campers, trucks, boats and recreational vehicles may not be kept on any Lot unless they are fully enclosed within the garage located on such Lot and/or screened from view by a screening structure or fencing approved by the ACC, and said vehicles and accessories are in an operable condition. For your convenience, Mystic Shores has a lot designated for parking of these types of vehicles. There are a limited number of covered parking slots available. The covered slots are leased at \$120.00 per year. Uncovered parking is also available, and is free of charge. Please contact the Management Office for availability, terms and conditions for use of this area.

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. 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 Mystic Shores!

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