

TOWN CREEK VILLAGE COMMUNITY ASSOCIATION, INC.

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www.AMS-SA.com

Dear Homeowner,

During the home buying process, you were told about the Town Creek Village Community Association. On behalf of the association's Board of Directors, welcome to Town Creek Village. This welcome pamphlet was developed in an effort to provide you with information you might find useful in getting settled in our community. It will also discuss some of the key provisions of the association's by-laws and Declaration of Covenants, Conditions and Restrictions (DCCR). Prior to the closing for your home, you should have received a copy of the DCCR. It's a good idea to keep it handy as a ready reference.

Association

The Town Creek Village Community Association is a non-profit organization. It was created in an effort to foster a harmonious living environment while maintaining and promoting property values. The Board of Directors provides the association with leadership and a sense of direction. The Board develops the association's budget, approves and monitors expenditures on an on-going basis. Effectively managing a homeowners association is a complex endeavor. As a result, the Board has selected Association Management Services to manage the day-to-day operation of the association.

Owning a home in Town Creek Village requires membership in the association. An annual assessment is paid by each homeowner. All homeowners share the responsibility for adhering to association guidelines, policies and procedures. If you haven't already done so, please take the time to read through the DCCR. It's your primary source for locating information about guidelines, policies and procedures.

Association Administration

The association office is located on the Loop 410 south access road, just west of Harry Wurzbach. [Map](#). It's in a two-story terra cotta building with "Association Management Services" in large letters on the front. The letterhead on this page provides mailing address, telephone and fax numbers and the AMS website. Hours of operation are 8:00 a.m. to 6:00 p.m., Monday through Friday with 24 hour answering service for emergency calls.

Building & Improvements Approval

Most of us have driven down a street and seen a yard or landscaping that just took our breath away. That can be good or bad. Beauty can take your breath away, but so can shock and awe. To guard against the "shock and awe factor," the association's Architectural Review Committee (ARC) was established. All plans for exterior improvements to property must be reviewed and approved by the ARC. Frequently, permits are also required before work can be started. "Improvement" is defined as any addition or change to the existing property. Additions and major changes to your home and property that require prior ARC approval include, but are not limited to, the installation of antennas, microwave dishes, sidewalks, fences, swimming pools, decks, spas and gazebos. Improvements such as additional landscaping, basketball goals, playground equipment and exterior painting must also be approved **before** the project is started. In most cases, the improvement request form must be supported by a copy of the construction plans; a site drawing showing proposed location of the structure in relation to the house and lot easements; and a listing of materials by color, composition and manufacturer.

It is the homeowner's responsibility to submit an ARC Improvement Request form with supporting documents and obtain ARC approval **prior to the start** of any applicable project. A copy of the request form can be downloaded from the AMS website at 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. Landscaping your yard isn't an inexpensive endeavor. Don't get caught up in the tendency to purchase plants based primarily on their cost. Check to see if the plant you're interested in can handle several hours of direct sun each day. Is it drought resistant or will it require frequent watering to stay alive? Effective landscaping does require thought and planning.

Basketball Goals

Basketball goals are springing up like weeds all over. Where they are placed has become an issue. Within Town Creek Village, a basketball goal or backboard, of either permanent or temporary nature, cannot be placed on the street or sidewalk right of way. They are subject to prior approval by the ARC.

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.

Garbage Services

Garbage service can be arranged by you through Bexar Waste. The number to call to set up service is (210) 566-5454. Trash must be kept in sanitary refuse containers with tightly fitting lids. Trash cans should not exceed 30 gallons in volume. Containers and bags must be placed curbside for pickup. Trash containers and bags should be put out no earlier than the evening prior to scheduled pick up. They must be removed and placed out-of-sight (garage or back yard) the evening of pick up.

Mail Delivery

Your zip code is 78108. Delivery is made Monday through Saturday and deposited in a bank of mail boxes located near your home. Boxes are assigned by the [US post office](#). If the bank of mail boxes for your area has not yet been installed, you can pick-up your mail at the Cibolo Post Office located at 725 FM1103. If you have any questions about your mail delivery, the telephone number is (210) 658-2631. The post office is open Monday through Friday from 8:00 a.m. to 4:00 p.m. and on Saturday from 8:00 a.m. to 11:00 a.m.

Schools

Town Creek Village is located within the [Schertz-Cibolo-Universal City Independent School District](#).

SCUC ISD Central Office	(210) 945-6200
Transportation Office (Buses)	(210) 945-6224
Wiederstein Elementary School (K-4)	(210) 945-6300
Jordan Intermediate School (5-6)	(210) 945-6400
Dobie Junior High School (7-8)	(210) 945-6000

Helpful Numbers

Trash/Garbage (Bexar Waste)	(210) 566-5454
Gas/Electric (Guadalupe Valley Electric Co.)	1-(800) 223-4832
Telephone (AT&T)	1-(800) 464-7928
Water (CRWA)	(210) 658-9900
Cibolo Police Department	(210) 659-1999
Sheriff (Guadalupe County)	(830) 379-1224
Cable TV (Time Warner)	(210) 244-0500
Newspaper (San Antonio Express News)	(210) 250-2000

Signs in Yards

Signs in yards can easily get out-of-control. The DCCR provides guidance in this area. Contractor and supplier signs in yards and vacant lots are prohibited, except those used by the builder to advertise the property. So, if you're having blinds installed for your windows and the contractor wants to put a sign in your yard, please tell him/her that the association's rules won't allow it.

Pets

Pet ownership is accompanied by responsibility. Even after graduating from obedience training, dogs flatly refuse to clean up after themselves. So, his or her owner gets to do it. If you walk your dog, take along the items necessary to clean up any "souvenirs" he or she may leave behind. General pet guidelines:

- Limited to four (4) domestic household pets
- Must be on a leash when not in the home or within the fenced back yard.
- Enclosed or fenced pet areas must be clean, sanitary and reasonably free of refuse, insects and waste at all times.

Vehicles and Parking

It is desirable that vehicles not be parked in the street overnight. Doing so could impede the movement of emergency vehicles, garbage trucks, etc. Boats, trailers, camper rig, recreational vehicles, equipment or machinery must be stored in the garage or enclosure approved by the ARC. For more detailed information regarding vehicle parking and storage, check your copy of the association's Declaration of Covenants, Conditions and Restrictions (DCCR).