

STONE OAK MEADOWS HOMEOWNERS ASSOCIATION

1600 N.E. Loop 410, suite #202

San Antonio, Texas 78209

Office (210) 829-7202 * fax (210) 829-5207

www.ams-sa.com

Dear Homeowner,

Prior to purchasing your home, you were informed of the Stone Oak Meadows Homeowners Association and its many fine features. The Board of Directors and the Architectural Control Committee 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 Stone Oak Meadows 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.

Association:

The Stone Oak Meadows 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, streets, walls, fencing, safety lanes, green belt landscaping, sprinkler systems, and improvements.

Every homeowner is an automatic member and shares a portion of the responsibility for the financial support of the Association and pays mandatory assessments.

Administration:

The offices of the Association are located on the access road off of Loop 410 at Harry Wurzbach. 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. with 24 hour answering service for emergency calls. 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 to 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 can be started. 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 before construction is to start. 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 homeowner'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.

Newspaper Delivery:

Delivery of the San Antonio Express News is available by calling 210-250-2000.

Mail Delivery:

Delivery is made Monday through Saturday and deposited in the cluster mail boxes. Boxes are assigned by the post office. The Encino Park Station, located at 20403 Encino Ledge, services Stone Oak Meadows. For more information call 210-368-8319. Your zip code is 78258.

Garbage Services:

Garbage services are provided by Texas Disposal Systems. You may set up service by calling TDS at 1-800-375-8375 (please specify if you would like a recycling bin) Garbage is picked up every Tuesday and Friday of each week and garbage must be on the curb by 7:00 a.m. Recycling is picked up on Friday and must also be on the curb by 7:00 a.m.

Utilities:

[City Public Service](#) provides electric and gas -

210-353-2222

Bexar Met provides water -	210-922-1221
AT&T provides telephone service -	1-800-464-7928 or 820-6666
Time Warner Cable System provides Cable service -	210-244-0500
Animal Control Department -	311
Police Department - Administration Office -	210-207-7484
Fire Department - Administration Office -	210-207-8400

Schools:

Northeast Independent School District -	210-804-7000
Transportation - Routing -	210-657-8805

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

Fire Protection:

Fire fighting service is provided by the [San Antonio Fire Department](#).
Non Emergency Number - 210-207-7744

Police:

[San Antonio Police Department](#) provides public law enforcement service call 911 for Emergency.
For non-emergency services and questions please call the North Side Station at 210- 207-7273 or
210-207-SAPD

EMS:

Fire Protection:

Fire fighting service is provided by the [San Antonio Fire Department](#).
Non Emergency Number - 210-207-7744

Signs:

The DCCR's prohibit all contractor and 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.

Athletic and Recreation Facilities:

Athletic and recreational facilities either of a permanent or temporary nature shall not be permitted in the front yard or on any residence on the Property. Lighting and fencing shall be allowed only with the approval of the ACC.

Campers, Trucks, Boats and Recreational Vehicles:

They 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.

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. To report loose or barking pets call 311.

Gates:

The access gates are closed and are open during the peak periods during the days. You will need to contact our office to establish your personal four digit code for access to the community. Visit the [AMS Gate Department](#) on-line.

Certain people will have access to the subdivision through a specific and separate code. This includes the fire department, police department, utility companies, garbage pick-up, home builders, etc. **DO NOT GIVE ANY CODE TO A NON-RESIDENT!**

If you would like gate transmitters, you may purchase them from the Association office at a cost of \$40.00 each.

If you feel someone has obtained your code, you may change it at any time by calling the Association office at 829-7202. Also, enclosed are some "Do and Don't" instructions to familiarize yourself with the infinity system and the correct procedures of the gate.

Important Gate Information:

- 1) **DO NOT OPEN THE GATE MANUALLY NOR HOLD IT OPEN OR PROP IT OPEN** with a rock, etc. This causes the safety breaker to shut the motor off to prevent damage to the motor. The gate will then stay open until the safety breaker has been manually reset.
- 2) **INSTRUCT YOUR CHILDREN** how to open the gate with entry codes when leaving or entering the subdivision on foot or bike.

- 3) **INSTRUCT YOUR CHILDREN** not to play near, on, or with the gate.
- 4) **DO NOT GIVE YOUR CODE OUT** to friends, service companies or delivery people. They should gain entrance by calling your home phone from the Keypad at the entrance using the code assigned to you in the directory. If you need a special code to allow access for repeated weekly services when you will not be home, such as a cleaning company or a landscaping company, please call us and we will program a special code into the system for their use.

NOTE: WE CANNOT ALLOW ANYONE IN THE GATE IF THEY ARE CALLING ON THE EMERGENCY NUMBER UNLESS THEY ARE A RESIDENT.

- 5) If you are planning to have a party involving a number of guests, advise the management company. A temporary code may be entered to allow access to the gate for your party.
- 6) Check the directory at the keypad occasionally for your name and press the code to dial your number to be sure it is working correctly. Report any incorrect information or malfunction to us immediately. Notify the association office if you change your phone number - the system will not work with an incorrect number.
- 7) **“SYSTEM IN USE”** When a wrong code is entered three (3) times, it will lock up the gate system for a period of up to five (5) minutes. The display will show “System in use”. If you keep trying to put in a code, or use your transmitter, the five (5) minute cycle will start over again. Please be patient. Allow the system to unlock itself.

If you have additional questions or should experience any problems with your transmitter or with the access gate, contact the management company at 210-829-7202. The members of your Board of Directors may also be able to answer your questions.