

Belterra
Property Owners Association

1600 N. E. Loop 410, Suite 202

San Antonio, Texas 78209

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

Dear Homeowner,

Prior to purchasing your home, you were informed of the Belterra Property Owners 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, outside services provided by agencies, and utilities and phone numbers for your convenience.

Homeowners in Belterra 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 Declarations of Covenants, Conditions and Restrictions (DCCR'S) which are provided at time of closing. Because most violations occur as a result of insufficient or misinformation, the following information is also addressed to help clarify the requirements. If you have any questions, please call the Association Office at 210-829-7202.

Association:

Belterra Property Owners 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 grounds, walls, pathways, sprinkler systems, green belt, landscaping, and improvements.

Every homeowner is an automatic member of the Association and shares a portion of the responsibility for its support and will pay mandatory assessments. Assessments are billed, in advance, on an annual basis. Assessments are \$480.00 annually.

Administration:

The Association office is located on the access road off of Loop 410 at Harry Wurzbach (east of the airport exit). It is a two-story terra cotta 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, (829-7202). Hours of operation are: Monday - Friday, 8:00 a.m. - 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 as well, such as enforcing regulations and assisting in

architectural control.

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Building & Improvements Architectural Approval:

As stated in the Declaration of Covenants, Conditions and Restrictions: Prior to commencement of any construction, alteration or removal of any Improvement on any Lot, the Plans and Specifications therefor shall be submitted to the Architectural Committee, and construction, alteration or removal thereof may not commence unless and until the Architectural Committee has approved such Plans and Specifications in writing.

"Improvement" is defined as any addition or change to the existing property such as the installation of sidewalks, fences, swimming pools, decks, spas, gazebos, lighting. It is the homeowners responsibility to obtain the necessary permits, etc., after the Architectural Committee has first approved the plans.

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. It is requested that landscaping be installed within 90 days of occupancy.

Swimming Pool and Spa Installations:

If a pool or a spa is to be installed, a fence must be provided for safety reasons as well as for screening the pool equipment. Plans detailing the pool and equipment location, pool decking, safety fencing, filter back-wash sewer connection and surface water drainage, must be approved by the ACC, prior to start of construction. The improvement request form is available on www.ams-sa.com.

Newspaper Delivery:

Delivery of the San Antonio Express News is available. (210-250-2000)

Subscriptions: [link](#)

Vacation Hold: [link](#)

Garbage Services:

Garbage is picked up by [Tiger Sanitation](#) on Tuesdays only! 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 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. For additional information, or to set up service please call Tiger Sanitation at 210-333-4287.

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Mail Delivery:

Delivery is made Monday through Saturday and deposited in mailboxes located near your home. Boxes are assigned by the mailman. For any general questions regarding your mail service or the post office, please call 1-800-275-8777. The Encino Park Station located at 20403 Encino Ledge in San Antonio is your local post office. The zip code for Belterra is 78261.

Handy Numbers:

City Public Service provides electric and gas	210-353-2222	website
San Antonio Water System provides water	210-704-7297	website
GVTC provides telephone service	830-885-4411	website
Time Warner Cable System provides cable service	210-244-0500	website
Sheriffs Department - non-emergency	210-335-6000	
Fire Department - non-emergency	830-980-4733	
Chamber of Commerce	210-299-2100	

Schools:

North East Independent School District	210-804-7000	website
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Fire Protection:

Fire fighting service is provided by the [Bexar/Bulverde Volunteer Fire Department](#) at 830-980-4733 for non-emergency service.

Police:

The [Bexar County Sheriff's Department](#) provides public law enforcement service to Belterra. The office can be contacted by calling non-emergency 210-335-6010.

EMS:

Emergency service is provided by the [American Medical Response \(AMR\)](#). The office can be contacted by calling the non-emergency 210-497-5555.

Call 911 for Emergency Services!

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Speed Limits and Traffic Signs:

Please be careful of children in the streets. As more families move into Belterra we must be more careful to observe the traffic rules. Please help by asking all members of your family to comply with all speed limit and stop signs. Tell any contractor or employee working for you to observe the traffic rules.

Pets:

All household pets shall at all times, except when they are confined within the boundaries of a private single-family residence, shall 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.

Street Lights:

The street lights are maintained by [CPS](#). The decorative street lights are maintained by the Association. Please contact the Association offices or make a report [here](#), if you observe any inoperable street lights.

Signs:

The DCCR's state that, "except for one 3' by 5' sign per Lot for sales purposes, no sign of any kind shall be displayed to the public view without the prior written approval of the Architectural Committee."

Contractors Work Hours Weekdays/Weekends & Holidays:

Work hours are from 7a.m. to 7p.m., Monday through Saturday. No work is permitted before or after these hours without special permission. No outside work using loud equipment is permitted on Sundays or holidays.

Parking in Streets:

It is desirable to not have any vehicles parked in the streets overnight as they impede emergency vehicles, security patrol cars, garbage trucks and similar services.

Welcome to Belterra !

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Property Owners Association
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San Antonio, TX 78209
(210) 829-7202 Office * (210) 829-5207 Fax

GATE INFORMATION
[AMS Gate Department Home Page](#)

Each homeowner is entitled to purchase transmitters for the access gate. Each of the transmitters has already been programmed to activate the gate.

The access gates will be open during the daylight hours until the last home is built. The gates will automatically close at dusk and you will need your transmitter or your code to enter at night.

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 gate code on the keypad at the entrance. The gate code can be changed if you desire--just call us and let us know what you wish your new gate code 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, simply press the "9" button on your telephone to open the gate for your visitor. Please check this directory periodically to be sure it is working properly.

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, IT ALLOWS THEM ENTRY 24 HOURS.

If you should need an 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.

If you are planning on having a party involving a number of guests, advise the Association office. A temporary code may be issued to you for the time of the party and removed from the system immediately after. Your guests may use the code for entry (the same instructions used for your four digit code apply). If you plan to send out invitations, you may want to call the Association office early for a temporary code and include that temporary code number with the invitations.

Please do not attempt to open the gate manually, hold it open or prop it open as this may damage the

gate motor. Please do not allow your children to play near, on, or with the gate. This is for their safety as well as maintaining the functionality of the gate.