

**FINESILVER RANCH**  
**HOMEOWNERS ASSOCIATION**

**1600 N. E. Loop 410, Suite #202**  
**San Antonio, Texas 78209**

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

Dear Homeowner,

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

Homeowners in Finesilver Ranch 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. Most violations occur as a result of insufficient information or misinformation, therefore the following information is addressed to clarify the requirements. If you have any questions, call the Association office at 829-7202.

**Association:**

Finesilver Ranch Homeowners Association (FSRHOA) 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, the grounds, private streets, walls, safety lanes, pathways, green belt landscaping, sprinkler systems, gated entry and improvements.

Every homeowner is an automatic member and shares a portion of the responsibility for its support and pays mandatory assessments. Assessments are billed quarterly, in advance, to each owner. The current rate of assessment is Homeowners pay is available by calling 210-829-7202.

**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 terra cotta colored 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 through Friday, 8:00 a.m. to 6:00 p.m. ([MAP](#))

Responsibilities are to represent the Association in providing for the physical maintenance and operation of the common facilities, administer the services of contractors providing service 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 review.

## **Building & Improvements Approval:**

All plans for exterior improvements to your property must be approved by the Architectural Control Committee (ACC) and the City Department of Building Inspections (207-1111) before work can be started. It is the builder/owner's responsibility to submit plans for new construction and any improvement to the ACC for approval. Plans must be approved before construction is to start. (Download the Improvement Request [Form](#))

"Improvement" is defined as any addition or change to the existing property. Additions and major changes to your home, and property improvements such as installation of sidewalks, fences, swimming pools, decks, spas, gazebos, etc., will require a building permit, plan approval, inspection and Certificate of Occupancy from the City. Improvement not covered by the City but still required by the Homeowners Association ACC is landscaping, basketball goals, playground equipment, etc.

It is the Homeowner's responsibility to obtain the necessary permits, etc., after the ACC has first approved the plans to assure the proposed improvements comply with the deed restrictions.

Please submit a site drawing (showing lot, existing house, 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 should be submitted to the ACC for approval prior to commencing the work. (Download the Improvement Request [Form](#))

## **The most frequent problems are:**

- (1) lack of adequate screening of air conditioning equipment or pool filtration equipment that can be seen from the street;
- (2) the lack of foundation planting across the entire front, and around the front corners;
- (3) Insufficient planting in front of front fences or wing walls;
- (4) Insufficient or lack of planting in the side yards of corner lots.

## **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 and the City prior to start of construction. (Download the Improvement Request [Form](#))

- (a) If a new safety fence is required, submit a fence plan concurrent with the pool plan. Pool plans will **NOT BE APPROVED** without concurrent new fence plan or fence modification plan approval.
- (b) If a fence was installed prior to pool construction, show details how the existing

fence will be modified to comply with safety requirements such as self-closing and self-latching gates, and to prevent outside access to the pool.

- (c) It is the Homeowner's responsibility to obtain the necessary permits and inspections from the City after the ACC has first approved the plans to assure the proposed improvements comply with the deed restrictions.

### **Gate Operations:**

The gate is open at 6:30 a.m. -9:00 a.m. and again from 2:30 p.m. - 6:00 p.m., Monday -Friday; closed on weekends. During daylight savings time the gate closes nightly at 7:00 p.m. The gate closes each evening at 6:00 p.m. all other times. Gate transmitters are available from the association office at a cost of \$40.00 each (cash, check or money order only). If you are having issues with your remote or code, please visit the Gate Department on-line for reporting and resolution. [AMS Gate Department](#)

Please do not give transmitters to unauthorized persons.

### **Solicitation:**

Door to door solicitation is prohibited.

### **Newspaper Delivery:**

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

### **Garbage Services:**

Garbage is picked up on Tuesdays (trash) and Fridays (trash and recycling) by the [City of San Antonio](#) (207-6400). Trash cans and bags are to be placed on curb side **ONLY ON THE MORNINGS** of collection. Please do not leave trash, grass or leaf cans/bags on the curb before pickup. Trash cans/receptacles should be stored inside or in a screened area so they are not visible from any street or the adjoining property until the morning of pickup; OR, they may be placed on the side of the property at least 5' feet back from the front of the main structure, so as not to be visible when facing the property straight on. Firewood, building materials, equipment, etc. must also be stored in this same manner.

### **Mail Delivery:**

Delivery is made Monday through Saturday and deposited in mail boxes located near your home. Boxes are assigned by the mailman. The Leon Valley Branch, located at: 6825 Huebner Road;, please call: (210) 520 3041 or call (800)275-8777, they serve Finesilver Ranch. The zip code is 78254.

### **Utilities and City Services:**

City of San Antonio	<a href="#">Link</a>
City of SA Customer Service	<a href="#">Link</a> dial 311
<a href="#">City Public Service</a> provides electric and gas -	353-2222
<a href="#">San Antonio Water System</a> provides water -	704-7297
<a href="#">City of San Antonio</a> provides sewer service	704-1205

[AT&T](#) provides telephone service - 800-464-7928  
[Time Warner Cable System](#) provides Cable service -244-0500  
[Animal Control Department](#) - 737-1442  
Police Department - Administration Office - 207-7484  
Fire Department - Administration Office - 207-7744

**Schools:**

[Northside Independent School District](#) 397-8500

# All emergency services may be reached by dialing 911.

**Fire Protection:**

[Fire fighting](#) service is provided by the City of San Antonio and can be reached by calling:

Non-emergencies 207-7744.

**Police:**

[San Antonio Police Department](#) provides public law enforcement service to Finesilver Ranch and can be reached by calling:

Non-emergencies 694-7600 (Prue Road Station)

**EMS:**

Emergency service is provided by calling 911. For non-emergency service call 207-7744.

**Signs:**

The DCCR=s prohibits all contractor and supplier signs in yards and vacant lots except those approved by the ACC. Tell your contractor or supplier installing any improvement, temporary or permanent signs of any kind are prohibited.

**Contractors Work Hours Weekdays, Weekends & Holidays:**

Work hours are from 7 am to 7 pm, Monday through Saturday. No work is permitted before or after these hours without special permission. No outside work using loud equipment is permitted on Sunday or Holidays. Indoor work or outdoor work with light equipment is permitted after 1:00 p.m. on Sundays.

**Parking in Streets:**

Boats, boat trailers, trailers, recreational vehicles, motor homes, inoperable vehicles, and any vehicle with commercial advertising signs, or insignia, cannot be parked on the street, in front yards or driveways unless they are within an enclosed structure. Refer to the DCCR=s for a listing.

**Loud Noises Nuisances:**

[Noise Nuisances](#), Article III, Section 21-52, of City code applies to radios, parties, as well as machinery and equipment.

**Pets:**

All household pets 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. Report Animal violations to [Animal Control](#).

# ***Welcome to Finesilver Ranch!***

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

## Finesilver Ranch Homeowners Association

### MANAGEMENT RESPONSIBILITIES ADMINISTRATIVE

1. Maintain a current register of all lots and owners. Prepare and mail new homeowner packets containing Bylaws, welcome letter and brief synopsis of Covenants.
2. Prepare and send assessment statements to all lot owners.
3. Receive, record and deposit all revenues received by the Association.
4. Monitor delinquent accounts and as prescribed, send appropriate notices and file liens with attorney, when necessary.
5. Maintain all checking and saving accounts.
6. Verify all statements for services rendered and/or materials received. Prepare accounts payable checks for signatures. Promptly mail payments to vendors, suppliers or contractors.
7. Establish and maintain check request forms.
8. Transact all matters pertaining to insurance claims, premium payments and ensure Association coverage is current.
9. Perform all bookkeeping functions for the Association, using a modified accrual basis and coordinate with the CPA office, as required, for delegated accounting functions and for annual financial/tax purposes. Pay all taxes incurred by the Association.
10. Coordinate with Board to ensure accuracy of the releases as they pertain to Association and Board activities.
11. Attend four Board meetings.
12. Attend one annual meeting.
13. Coordinate with Board Secretary in the preparation of minutes and agenda; distribute to all Directors prior to the regular meeting; review monthly financial statements and send copies to the Directors.
14. Provide financial data to committee chairpersons preparing annual budgets; coordinate with them, if requested.
15. Provide the Treasurer with all financial reports on a monthly basis.
16. Prepare monthly and annual financial statements.
17. Obtain bids and contract for services in support of the current operations and maintenance of the Association properties.
18. Ensure all contractors provide a certificate of insurance prior to commencing work.

# Homeowners Association Management Responsibilities

## OFFICE OPERATION

1. Maintain established office hours 8:00 a.m. to 6:00 p.m., Monday through Friday, with 24 hour answering service for emergency calls.
2. Respond to all telephone calls.
3. Handle all incoming and outgoing mail.
4. Safeguard Association records, materials and supplies.
5. Maintain master file of all Declarations and Plats.
6. Initiate or respond to correspondence pertaining to the administrative affairs of the Association.
7. Provide information to mortgage companies, real estate and title company representatives regarding the Homeowners Association.
8. Contact the President on any matters/problems beyond the scope of administrative affairs of the Association.

## GATED ENTRY

1. Contact person for the gate company - calling in service, repairs, updating or deleting telephone numbers, and address directory, assigning transmitters and notifying police, fire, EMS and newspaper delivery of entry codes.
2. Establish and maintain a register of owner entry codes and transmitter identification for the gate operating system.
3. Coordinate required and emergency service on gates with contractor.

## RESTRICTION ENFORCEMENT

1. Tour the subdivision twice a month.
2. Respond to homeowner complaints of violations by visually confirming the alleged violations, report to Architectural Control Committee.
3. Initiate and prepare correspondence to violators and prescribe a time period for compliance.
4. Follow-up on violator and, if warranted, send a second notice, prescribing a time period to bring into compliance.
5. If violation persists, refer to the Board for further action-COORDINATE WITH ATTORNEY.