

***ROLLING MEADOWS
HOMEOWNERS ASSOCIATION, INC.***
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 Rolling 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, outside services, utilities and phone numbers for your convenience.

Homeowners in Rolling 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 829-7202.

Association:

The Rolling 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, 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 its support and will pay mandatory assessments.

Assessments are \$150.00 annually billed.

Annual Meeting of Members:

There is one annual meeting scheduled for the membership each year. Notices of this meeting will be mailed approximately two (2) weeks in advance.

Administration:

The Association office is located at 1600 N. E. Loop 410, Suite 202, San Antonio, Texas 78209. Hours of operation are: Monday - Friday, 8:00 a.m. to 6:00 p.m. Phone 829-7202.

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:

All plans for exterior improvements to your property must be approved by the Architectural Control Committee (ACC), and in most cases by the City Department of Building Inspections, prior to beginning any improvement. 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.

"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. The only improvement not covered by the City, but still required by the Homeowners Association ACC is landscaping, basketball goals and playground equipment, etc. The Improvement Form is available on www.ams-sa.com

Newspaper Delivery:

Delivery of the San Antonio Express News (225-5533) is available. www.mysa.com

Mail Delivery:

Delivery is made Monday through Saturday, and deposited in mail boxes located near your home. Boxes are assigned by the post office. NE Annex Station, located at, 11119 Landmark 35-N Dr., (800) 275-8777, serves Rolling Meadows. The zip code for your community is 78266. [Www.usps.com](http://www.usps.com)

Garbage Services:

Garbage/Recycling Services is provided by the City of San Antonio. Service will begin when electricity is turned on. It is charged monthly on your CPS bill. Trash pick-up days will be on Mondays and Thursdays. Please call 311, for any further questions regarding your trash service. [Web link](#)

Utilities:

| | | |
|---|----------|----------------------|
| San Antonio Water Systems provides water - | 704-7297 | Link |
| City Public Service provides electric and gas - | 353-2222 | Link |
| AT&T provides telephone service - | 820-6666 | Link |
| Time Warner Cable System provides cable service - | 244-0500 | Link |
| Animal Control Department - | 737-1442 | |
| Administration Office - Police Department - | 207-7484 | Link |
| Administration Office - Fire Department - | 207-7744 | Link |

Schools:

| | | |
|-------------------------------------|----------|----------------------|
| Judson Independent School District: | 945-5100 | link |
|-------------------------------------|----------|----------------------|

All emergency services may be reached by dialing 911.

Fire Protection:

Fire fighting service is provided by City of San Antonio.

Police:

San Antonio Police Department provides public law enforcement service to Rolling Meadows. That office can be contacted by calling 207-7484.

EMS:

Emergency service, 911, is provided by the City of San Antonio. **(207-7744)**.

Welcome to Rolling Meadows!

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

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.

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Rolling Meadows Homeowners Association, Inc.
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.

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 for compliance.
5. If violation persists, refer to the Board for further action-COORDINATE WITH ATTORNEY.

ROLLING MEADOWS HOMEOWNERS ASSOCIATION, INC. IMPROVEMENT REQUEST FORM

In accordance with the recorded covenants, conditions and restrictions of the Association, and in order to protect each individual lot owner's rights and values, it is required that any lot owner who is considering improvement of his deeded property to include, but not be limited to patio covers, decks, outside buildings, fencing, building add-ons, etc., submit the following to the Architectural Control Committee prior to initiating work on the planned improvements:

1. Completed Improvement Request Form
2. Complete and detailed building plans and specifications

3. A site plan showing the location of the proposed improvement (blue prints of lot)

If any change is made without approval, the Committee has the right to tell the homeowner to remove the improvement from his property. Any homeowner considering any exterior improvement to his property is urged to review the recorded deed restrictions prior to initial request.

Owner Name: _____

Address: _____

Home Phone: _____ Work Phone: _____

Briefly describe the improvement which you propose: _____

Who will do the actual work on this improvement? _____

Location of improvement (check actual areas that apply):

_____ Front of dwelling _____ Back of dwelling _____ Side of dwelling
_____ Roof of dwelling _____ Garage _____ Patio
_____ Other (describe) _____

Material to be used for the improvement (check applicable items):

_____ Brick - Color _____ Cement _____ Stucco
_____ Wood - Color _____
_____ Stain - Color _____ Electric _____ Glass
_____ Paint - Color _____
_____ Siding - Wood _____ Aluminum _____
Other (explain) _____

I understand that the Architectural Control Committee will act on this request within thirty (30) days of receipt and contact me in writing regarding their decision. I agree not to begin property improvement without written approval from the Architectural Control Committee. I understand that all construction will meet with City codes and that the Architectural Control Committee approvals do not override the City codes but rather, are intended to work with them.

Homeowner Signature / Date

Construction Start Date / Completion Date

RETURN COMPLETED FORM TO:

Rolling Meadows Homeowners Association, Inc.

Architectural Control Committee

1600 N. E. Loop 410, Suite #202

San Antonio, Texas 78209

The following documents/information must be included for your improvement to be considered:

1. Completed Improvement Request Form
2. Complete and detailed building plans and specifications
3. Copy of survey site (should have been provided with closing papers) _____
4. Location of Improvement on copy of site plan _____

Attachments

OFFICE USE ONLY

Date: _____

Received

By: _____

Forwarded To

ACC: _____

Approved By

ACC: _____

Denied By

ACC: _____

Type of improvement(s)

| | | | |
|---------------------------|-------|---------------------|-------|
| Antennae | _____ | Play structure | _____ |
| Basketball goal/permanent | _____ | Pool - above ground | _____ |
| Basketball goal/portable | _____ | Pool - in ground | _____ |
| Deck | _____ | Room addition | _____ |
| Fencing | _____ | Spa/Hot Tub | _____ |
| Patio | _____ | Storage Building | _____ |
| Patio Cover | _____ | Landscaping | _____ |

Recommendations:_____

Approved:_____

Disapproved for the following reasons:

ACC Member Date

ACC Member Date

ACC Member Date