

# SUNRISE CANYON HOMEOWNERS ASSOCIATION

1600 N. E. Loop 410, Suite #202  
San Antonio, Texas 78209  
(210) 829-7202 - Office \* (210) 829-5207 - Fax  
[www.ams-sa.com](http://www.ams-sa.com)

Dear Homeowner,

Prior to purchasing your home, you were informed of the Sunrise Canyon 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 provided by agencies, utilities and phone numbers for your convenience.

Homeowners in Sunrise Canyon 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 Restrictive Covenants and Conditions (DRCC'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 829-7202.

## **Association:**

Sunrise Canyon Homeowners Association (SCHOA) is a non-profit organization. Every homeowner is an automatic member and shares a portion of the responsibility for its support and will pay mandatory assessments. Assessments are billed annually, in advance, to each owner.

## **Administration:**

The Association office is located on the access road off of Loop 410 at Harry Wurzbach (east of the airport exit - [MAP](#)). 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, 210-829-7202. 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. 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 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 in most cases by the Universal City Department of Building Inspections 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.

"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 of Universal City.

It is the Homeowner's responsibility to obtain the necessary permits, etc., after the ACC has first approved the [Improvement Request form](#) and plans to make sure that the proposed improvements comply with the deeded restrictions. 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. [Form](#).

### **Swimming Pool and Spa Installations: [Request Form](#)**

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 of Universal City, prior to start of construction.

- (a) It is the Homeowner's responsibility to obtain the necessary permits and inspections, from the city of Universal City, after the ACC has first approved the plans to make sure that the proposed improvements comply with the deeded restrictions.

### **Solicitation:**

Door to door solicitations by persons are prohibited.

### **Newspaper Delivery:**

Delivery of the San Antonio Express News is available [on line](#) and at 210-250-2000. Delivery of The Herald (210-658-7424) is also available.

### **Garbage Services:**

Garbage is picked up on Monday and Thursday by the city of [Universal City](#). Trash cans and bags are to be placed on curb side **ONLY ON THE MORNINGS** of pickup. Please do not leave trash or grass 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. 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 mailperson please call: 800-275-8777. The Universal City Post Office, located at 830 North Blvd., serves Sunrise Canyon and the zip code is 78148.

**Utilities and City Services:**

<a href="#">City Public Service</a> provides electric and gas -	210-353-2222
<a href="#">Universal City</a> .Utilities provides water, sewer and garbage -	210-659-0371
<a href="#">AT&amp;T</a> provides telephone service -	210-820-6666
<a href="#">Time Warner Cable System</a> provides cable service -	210-244-0500
Administration Office - Police Department -	210-658-5353
Administration Office - Fire Department -	210-659-0333

**Schools:**

<a href="#">Judson School District</a> -	210-945-5400
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***ALL EMERGENCY SERVICES MAY BE REACHED BY DIALING 911.***

**Fire Protection:**

Fire fighting service is provided by [Universal City](#) Fire Department.

**Police:**

Universal City Police Department provides public law enforcement service to Sunrise Canyon. That office can be contacted by calling the [Universal City](#) Municipal Building, 659-0333.

**EMS:**

Emergency service is provided by calling 911.

**Signs:**

The DRCC'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 that temporary or permanent signs of any kind are prohibited.

### **Contractors Work Hours Weekdays/Weekends & Holidays:**

Work hours are from 7am 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 outdoors 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 covenants DRCC'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 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. Call animal control to report pet violations. [Link](#).

# *Welcome to Sunrise Canyon!*

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