



Welcome
to
Shavano Ridge!

www.shavanoridgesa.com

Shavano Ridge Homeowners Association

1600 N. E. Loop 410, Suite #202
San Antonio, Texas 78209
(210) 829-7202 - Office * (210) 829-5207 - Fax

Dear Homeowner,

Welcome to the community! Prior to purchasing your home, you should have been informed of the existence of Shavano Ridge Homeowners Association and its many fine features. The Board of Directors and the Covenant Violation 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 Shavano Ridge 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 Restrictive Covenants, and Conditions (DCCR) which are provided at time of closing. This packet contains information that will help clarify the requirements of the DCCR so as to avoid violations that occur as a result of insufficient or misinformation. If you have any questions, please call the Association Office at 829-7202.

Association:

Shavano Ridge 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, walls and fencing, entry landscaping, monuments and irrigation systems.

Every homeowner is an automatic member and shares a portion of the responsibility for its support and will pay mandatory assessments. Assessments are billed in advance on an annual basis, \$180.00 due on January 1st each year.

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 colored building with "FirstService Residential" on the front of it. The actual mailing address is 1600 N. E. Loop 410, Suite 202, San Antonio, Texas 78209. Hours of operation are: Monday through Friday, 8:00 a.m. - 5:30 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 directed by the Board of Directors, such as assisting in enforcing regulations and in architectural control.

Building & Improvements Approval:

Any exterior improvements to your home must be approved by the Architectural Control Committee (ACC) 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. This includes but is not limited to additions to homes, sidewalks, fences, pool, patios, decks, flagpoles, basketball board, athletic equipment, radio/TV antennae, satellite dishes, backyard sheds, gazebos, etc.

Please submit two sets of the site drawing (showing lot, existing house and any additions, intended placement of new improvements, list of materials, easements, etc.) to the Association office.

Landscaping:

It is the homeowner's responsibility to install and or maintain the front and side yards with grass or other ground cover exclusive of any other landscaped areas. Decorative ground cover rock in the front and side yards may not exceed ten (10%) per cent of the total area of the front and side yard.

Solicitation:

Door to door solicitation is discouraged.

Newspaper Delivery:

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

Garbage Services:

Each Homeowner is responsible for contacting the Solid Waste Management Department of the City of San Antonio at 311 or (210) 207-6428 to set up an account. Garbage is picked up on Tuesdays and Thursdays, with Recycling on Tuesdays. Trash cans and bags are to be placed on the curb side **ONLY ON THE DAY** of pickup. Please do not leave trash or grass leaf cans/bags on the curb for pickup; they must be stored out of sight until the day of pickup.

Mail Delivery:

Delivery is made Monday through Saturday, and deposited in mail boxes located near your home. Boxes are assigned by the mailman. The key and box number can only be obtained from the Lockhill Station, located at 12951 Huebner Rd. To set up services please call: (800) 275-8777. Your zip code is 78230.

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Utilities:

[City Public Service](#) provides electric and gas - 353-2222
[San Antonio Water System provides water - 704-7297](#)
San Antonio Water System provides sewer service - 704-1205
[AT&T](#) provides phone service - 800-464-7928
[Time Warner Cable](#) System provides cable service - 244-0500.
Police Department - Administrative Office - 207-7484
Fire Department - Administrative Office - 207-8400

Schools:

[Northside Independent School District](#) - 706-8500

[City Customer Service for San Antonio](#) or Dial 311
ALL EMERGENCY SERVICES MAY BE REACHED BY DIALING 911.

[Traffic information](#)

Fire Protection:

[Firefighting](#) service is provided by the City of San Antonio. That office can be contacted by calling 828-3939. In non-emergency situations, call 492-1111.

Police:

[The City of San Antonio Police Department](#) provides public law enforcement service. That office can be contacted by calling 220-2441.

EMS:

Emergency service is provided by the City of San Antonio, 299-7744 or Bexar County Fire Alarm, 828-3939.

Street Lights:

On lots with street light fixtures, it is City Public Service's duty to have the street light operating, during nighttime hours. Call the Association office at 829-7202 if you notice a street light does not work.

House Numbers:

It is recommended that house numbers be located as close to possible to the front entry and illuminated so that the numbers can be easily read from the street at night and to aid in locating the home during emergencies.

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Signs:

The DCCR 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. For Lease and For Rent signs are prohibited. For sale signs are limited to one, not larger than nine (9) square feet.

Parking in Streets:

Cars, trucks, boats, camping unit, trailers, vans, motor homes, etc. should not be parked on the street for more than 24 consecutive hours. 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.

Boats, boat trailers, trailers, recreational vehicles, motor homes, inoperable vehicles, and any vehicle with commercial advertising signs, or insignia, cannot be parked or stored in the streets, in front yards or driveways. Refer to the deeded DCCR for a listing of prohibited vehicles. Parking of contractor's trucks, machinery and equipment, if stored for long periods during or after a work projects is prohibited.

Speed Limits and Traffic Signs:

The speed limit on all streets is set by the City of San Antonio. **Please be careful of children in the streets.** We must observe the traffic rules. Please help by asking all members of your family to comply with the speed limits and the STOP signs. Tell any contractor or employee working for you to observe the traffic rules and that continued violators will be denied entrance to the development.

Basketball Backboards, Poles or Other Similar Sporting Equipment:

Either of a temporary or permanent nature, the adopted standards are they shall not be placed within ten feet (10') from the front property line of any Lot or the side lot lines of corner lots without written consent of the ACC.

Pets:

All household pets, except when they are confined within the boundaries of a private single-family residence, shall at all times, 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 landscape damaged nor wants to clean up after someone else's pet.

We hope that the above highlights help provide some insight and general information regarding the Shavano Ridge subdivision.

SHAVANO RIDGE HOMEOWNERS ASSOCIATION
1600 N. E. Loop 410, Suite #202
San Antonio, Texas 78209
(210) 829-7202 - Office * (210) 829-5207 - Fax

Dear Homeowner,

In response to several telephone calls from homeowners about the Association (Why are we being billed? Is the membership mandatory? What is the rule about care in streets? Are dogs allowed to run loose?) The Board of Directors provides each owner with this letter.

In the startup of Shavano Ridge, the developer's desire was that the subdivision be maintained as a quality property. The property was platted as single family residential, a set of covenants was drafted and imposed on the land and the Association was created for the operation and maintenance of the Association. The Association is registered as a nonprofit corporation in the State of Texas. Membership is mandatory to all owners of lots in Shavano Ridge.

The purpose of the Association is to maintain and administer the common facilities, to collect and disburse the assessments for the upkeep of the common land, including the entry and wall, and to see that the covenants, conditions and restrictions are enforced.

With concern about land values and development in Shavano Ridge, the covenants must be followed. The covenants govern what is allowed in the subdivision and guideline for submitting a request to the Architectural Control Committee (ACC). Good rule of thumb is "Anything you plan to add or change to your home, yard, driveway or lot, please check and inquire if the addition/change must be submitted".

For your review, listed below are covenants that are often violated without knowledge by the owner. For specifics about a particular covenant, please refer to the copy of the covenants of Shavano Ridge provided to you at closing and also located at www.ams-sa.com. Simply locate the Shavano Ridge HOA and select the document you wish to view or print.

1. All subdivision lots are for single family residential purposes only. Business uses are permitted provided it conforms to zoning regulations, is not detectable by sight, sound or smell and does not increase or obstruct vehicular or pedestrian traffic.
2. All buildings, walls, fences, outbuildings or other structures must have ACC approval.
3. Every home must maintain and have a garage large enough to accommodate under roof a minimum of 2 full sized automobiles.
4. Outbuildings shall be compatible with dwelling, not to exceed one story in height, other than detached garage, nor exceed ten (10%) of the floor area of the main dwelling.

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5. Fences shall not be built or maintained forward of the front wall line. All fences shall be wood, composed of 1" X 4", six feet (6') tall, notched, vertical cedar planks, without gaps. Exceptions made for retaining walls.

Structures of landscape material over three and one-half feet tall are not permitted on corner lots.

6. Driveways and sidewalks must be of broom finish concrete or brick paver. Sidewalks must be 3' wide.
7. No temporary structures (tent, trailer, shack) on any lot. No trailer, camper, recreation vehicles, or similar vehicles to be parked in view from other properties or connected to utilities within the lot.
8. No signs, banners or pennants of any kind shall be displayed except one professional sign, no more than 9 square feet, advertising the property. Signs advertising property during construction are permitted.
9. Grass, weeds and vegetation shall be kept mowed. All trees, vines and shrubs that die must be promptly removed. Lawns must be maintained not to exceed 6 inches.
10. Front and side yards must be sodded. Ground cover rock in front and side yard may not exceed 10 % of total area of the front and side yard.
11. On street parking, except by visitors is prohibited. No trailer, motor home, tent, boat, recreation vehicle, travel trailer or truck larger than 3/4 ton shall be parked in front of the building of the permanent structure unless they are in an enclosed structure or in a screened area, which does not permit view from other lots.
12. No noxious or offensive activity shall be carried on upon any Lot, nor anything which may become an annoyance or nuisance to the neighborhood

No exterior lighting where light source is offensive to neighboring property.

No exterior speakers, horns, whistles, bell or other sound devices shall be placed on Lot.
13. No Dumping on any lot.
14. Pets shall be kept in strict accordance with all local laws. Owners are responsible for preventing animals from running loose or becoming a nuisance.

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Covenant Letter – page 3*

15. No drilling or mining.
16. No individual water supply or sewage system.
17. No radio or TV antenna except those fully enclosed or retractable. Cable dishes must be placed on or toward the back of the home.
18. Clothes hanging devices shall not exceed 6' high.
19. Easement for installation and maintenance of utilities and drainage facilities are reserved and shown on recorded plat.
20. Basketball goals and backboards, or any other similar sporting equipment of either a permanent or temporary nature shall not be placed within ten feet (10') from the front property line of any lot in the Subdivision without the prior written consent of the ACC.

We sincerely hope that you find this brief synopsis of the Association and the covenants helpful. Please do not hesitate to call the association office at 829-7202 if you have further questions about the Association, covenants or ACC submittal.

Sincerely,

Shavano Ridge Board of Directors
shavanoridgesa@gmail.com

Welcome to Shavano Ridge

***If there is any additional information that we can provide for you
please call our offices at 210-829-7202, ext 135***

Shavano Ridge
Homeowners Association, Inc.
1600 N. E. Loop 410, Suite 202
San Antonio, Texas 78209
Office (210) 829-7202, ext. 135 * Fax (210) 829-5207

Dear Owner:

The Board of Directors is pleased to announce that **FirstService Residential San Antonio** (formerly Association Management Services or AMS) performs the management duties for Shavano Ridge Homeowners Association. This management promises many advantages to both the Board and the membership. This includes relief to the Board in handling daily Association operations, assured continuity, and professional guidance and assistance in the management and financial affairs of the Association. All Architectural Control requests should also be run through FirstService Residential San Antonio as well (i.e. new home plans, additions, landscape changes, outbuildings, etc). Items of this nature should be emailed to acc@ams-sa.com or mailed to the aforementioned address to the attention of Dee Dee Freudenrich who will then process these items for the Association. The Board of Directors, however, continues to have full decision-making authority in all matters related to the Association.

I would like to introduce myself at this time, my name is **Kem Morales**, and I am your Association Manager and your contact person for all Association matters. I may be reached directly by telephone at (210) 582-5989, email at kem.morales@fsresidential.com or fax at (210) 829-5207. I am available to assist with all of your Association related needs, from simple questions to large problems. The Association's office hours are Monday through Friday, 8:00 a.m. to 5:30 p.m. The office is closed on Saturday and Sunday. FirstService Residential San Antonio does however provide a **24 hour answering service** for Association business. When the office is closed, you may call (210) 829-7202 and leave a message with the answering service then it will be addressed the next working day. **In the event of an Association emergency, please call the Association office at (210) 829-7202**, and ask the operator to notify the on-call representative of your emergency. Your call will be returned within one hour.

For all Emergency calls for Fire, Police, Ambulance, etc., please call 911.

Sincerely,

Kem Morales, CMCA[®], AMS[®], PCAM[®]
FirstService Residential San Antonio

ON BEHALF OF THE BOARD OF DIRECTORS

**SHAVANO RIDGE HOMEOWNERS ASSOCIATION
PURPOSE OF ASSESSMENTS**

(As quoted from the Declaration of Covenants, Conditions and Restrictions for Shavano Ridge Subdivision)

The assessments levied by the Association shall be used for the purpose of promoting recreation, health, safety and welfare of the Members, and in particular, for the improvement, maintenance and operation of the properties, services and facilities devoted to this purpose and related to the use and enjoyment of the Properties by the members.

**SHAVANO RIDGE 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.

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Management Responsibilities – page 2*

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.

OFFICE OPERATION

1. Maintain established office hours 8:00 a.m. to 5:30 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.

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Management Responsibilities – page 3*

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.