

**CROWNRIDGE OF TEXAS  
OWNERS ASSOCIATION**

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

Dear Homeowner,

Prior to purchasing your home, you were informed of the Crownridge of Texas 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, utilities and phone numbers for your convenience.

Homeowners in Crownridge of Texas 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:**

Crownridge of Texas 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, the grounds, as well as landscaping, sprinkler systems, and improvements. Areas of the association needing attention should be reported to the management company manager at [Action Request Form](#)

**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, (210) 829-7202. Hours of operation are Monday through Friday, 8:00 a.m. to 6:00 p.m. with 24 hour answering service for emergency calls.

The website is <http://www.AMS-SA.com> and it has many resources for homeowners.

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 as well, such as enforcing regulations and assisting in architectural control.

## **BUILDING AND IMPROVEMENTS APPROVAL □**

Any 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 before work can be started. It is the builder/owner's responsibility to submit two (2) sets of plans for new construction and any improvement to the ACC for approval. The Improvement Request Form is available to download at [www.ams-sa.com](http://www.ams-sa.com).

"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.

It is the Homeowner's responsibility to obtain the necessary permits, etc., after the ACC has first approved the 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. Landscaping plans should be submitted to the ACC for approval prior to commencing the work.

### **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. 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 make sure that the proposed improvements comply with the deed restrictions.

### **SOLICITATION:**

Door to door solicitations by persons is prohibited.

### **NEWSPAPER DELIVERY:**

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Delivery of the San Antonio Express News (210-225-5533) is available by calling 210-225-5533 or on-line at [EN Services](#). Vacation Hold [Link](#) .

**GARBAGE SERVICE:**

Garbage is picked up by the [City of San Antonio](#) (call 311). Contact them directly to set up service. 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. 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 Cedar Elm Station located at 5837 De Zavala. To set up services please call the USPO at 1-800-275-8777. The Crownridge of Texas zip code is 78256.

**UTILITIES AND CITY SERVICES:**

City of San Antonio <a href="#">Customer Service</a>	311
<a href="#">CPS</a> provides electric and gas -	210-353-2222
<a href="#">San Antonio Water System</a> provides water -	210-704-7297
San Antonio Water System provides sewer service -	210-704-1205
<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
<a href="#">Animal Control Services Department -</a>	311
<a href="#">Animal Code Compliance</a>	311

**SCHOOLS:**

<a href="#">Northside Independent School District:</a>	210- 706-8500
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**ALL EMERGENCY SERVICES MAY BE  
REACHED BY 911.**

**FIRE PROTECTION:**

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Fire fighting service is provided by the [City of San Antonio](#). Call 911 for emergency service.

**POLICE:**

The [San Antonio Police Department](#) provides public law enforcement service to Parklands. That office can be contacted by calling the Prue Road Station, 694-7600. Call 911 for emergency service. For non-emergency service call 210-207-7273 or 210-207-SAPD.

**EMS:**

Emergency service is provided by the City of San Antonio by dialing 911. For non-emergency service or questions call 210-207-7273 or 210-207-SAPD.

**SIGNS:**

The DCCR's prohibits all contractor and supplier signs in yards and vacant lots except those approved by the ACC. No signs are allowed in the common area (entrances, medians, etc). Inform all contractors or suppliers installing any improvement that temporary or permanent signs of any kind are prohibited.

**CONTRACTORS WORKHOURS 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 at anytime.

**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 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.

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**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. [Animal Compliance](#)

*If we can provide any additional information, please call the Association office at  
(210) 829-7202.*

[www.ams-sa.com](http://www.ams-sa.com)

[www.CrownridgeHOA.com](http://www.CrownridgeHOA.com)