

**WOODGLEN
HOMEOWNERS ASSOCIATION, INC**

1600 NE Loop 410, Ste. 202
San Antonio, TX 78209
Office (210) 829-7202 * Fax (210) 829-5207

Dear Homeowner,

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

Homeowners in Woodglen 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) which is provided at time of closing. Because most violations occur as a result of insufficient or misinformation, the following information is also provided to help clarify the requirements. If you have any questions, please call the Association Office at 210-829-7202.

Association:

Woodglen 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, green belt landscaping, sprinkler systems, swimming pool, tennis courts 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 due in advance on a quarterly basis on January 1, April 1, July 1 and October 1. Assessments are due within the billing month.

The Association holds an annual meeting in August, notice of which is given to each member. The Association is governed by a Board of Directors, which is elected by its members.

Administration:

The Association office is located on the access road of Loop 410 at Harry Wurzbach (east of the airport). It is a two-story, tan building with "Association Management Services" in large black letters on the front of it. The actual mailing address is 1600 NE Loop 410, Ste. 202, San Antonio, TX 78209, (210-829-7202). Hours of operation are: Monday - Friday, 8:00 am - 6:00 pm.

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 maintaining all administrative records of the Association. The Association has other responsibilities as well, such as enforcing regulations and assisting 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 owner's responsibility to submit plans for construction of 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. Everything is covered from additions to homes, sidewalks, fences, landscaping, pool, patios, decks, flagpoles, basketball board, athletic equipment, radio/TV antennae, satellite dishes, backyard sheds, gazebos, exterior colors to home, changing of windows, etc.

Please submit a copy of your site plan (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.

Vehicles and Parking:

No boat, trailer, recreational vehicle of any sort shall be permitted to park on any Lot except in a closed garage or in an area adequately screened by plantings or fencing so as not to be seen from the street.

House Numbers:

The Association requires that house numbers be illuminated and located as near the front entry as possible, so that they are easily seen from across the street at all times. The color and size of the numbers must provide high contrast with the masonry. House numbers must be illuminated so that they can be easily seen at night to aid emergency personnel in locating your address.

Signs:

The DCCR prohibits all contractor and supplier signs in yards and vacant lots except those approved by the ACC. Please inform your contractor or supplier who is installing any improvement that temporary or permanent signs of any kind are prohibited.

Newspaper Delivery:

Delivery of the San Antonio Express News (210-225-5533) is available.

Garbage Services:

Garbage service is provided by City of San Antonio (210-207-6400). Pickup is on Wednesdays. Recycling is on Saturdays. Trash cans and recycle bins should be placed on curb side **ONLY ON THE MORNINGS** of pickup, bags will not be picked up. Trash cans and recycle bins are to be placed out of public view except when at the curb on pickup days.

Mail Delivery:

Delivery is made Monday through Saturday and deposited in cluster mail boxes located near your home. Boxes are assigned by the post office. The Heritage Station (1-800-275-8777), located at 702 Richland Hills, serves Woodglen. The zip code is 78251.

Utilities:

City Public Service provides electric and gas	210-353-2222
City Water Board provides water	210-225-5222
City of San Antonio provides sewer service	210-704-1205
Southwestern Bell provides telephone service	210-820-6666
Time Warner Cable provides cable service	210-244-0500
Animal Control Department	210-737-1442
Police Department - Administration Office	210-299-7273
Fire Department - Administration Office	210-299-8400

Schools:

Northside Independent School District	210-706-8500
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Fire Protection:

Fire fighting service is provided by the City of San Antonio.

Police:

San Antonio Police Department provides public law enforcement service to residents in Woodglen.

EMS:

Emergency service, 911, is provided by the City of San Antonio. For information call 210-207-7744.

*****ALL EMERGENCY SERVICES MAY BE REACHED BY DIALING 911*****

Street lights:

Street lights are owned and maintained by the City of San Antonio. To report any non-working street lights, please call 210-353-2222 or you can contact the Association office at 210-829-7202.

Streets:

The streets are public and belong to the City of San Antonio. Parking of disabled cars is prohibited and will be towed when reported.

Parking:

Parking of boats, trailers, recreational vans, etc. in driveways is prohibited unless screened from view. Continual parking of these items in the street is reported to San Antonio Police Department for further action.

Speed Limits and Traffic Signs:

Speed Limit signs are posted in Woodglen and you are asked to observe the speed limits. **Please be careful of children in the streets.** Be careful and observe the traffic rules in Woodglen. Please help by asking all family members to comply with the speed limits and the STOP signs.

Pets:

All household pets shall at all times, except when they are confined within the boundaries of a private single-family residence, 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.**

Please familiarize yourself with the association documents. Enclosed for your reading is a copy of the bylaws. The Declaration of Covenants, Conditions and Restrictions (DCCR) is provided to you by the title company at the time of closing. Be sure to review these documents as they are extremely important.

Welcome to Woodglen!

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WELCOME TO WOODGLEN!