

OLYMPIA OAKS HOMEOWNERS 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 Olympia Oaks 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 Olympia Oaks 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:

Olympia Oaks 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, 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 billed annually, in January, to each owner. The current rate of assessment is available by calling 829-7202.

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 "Association Management Services" on the front of it. The actual mailing address is 1600 N. E. Loop 410, Suite #202, San Antonio, Texas 78209, (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 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. 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. The Improvement Request Form is available to download at www.AMS-SA.com.

Landscaping:

It is the homeowner's responsibility to provide adequate planting and landscaping for their property.

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. 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, prior to start of construction.

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 deeded restrictions. The Improvement Request Form is available to download at www.AMS-SA.com.

Newspaper Delivery:

Delivery of the [San Antonio Express News](http://www.SanAntonioExpressNews.com) 210-250-2000 or 800-456-7411 is available. Delivery of The Herald (658-7424) is also available. [Vacation Hold](#)

Garbage Services:

Garbage is picked up on Monday and Thursday by 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 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 post office, please call: (800)-275-8777. The Universal City Post Office, located at 830 North Blvd., serves Olympia Oaks and the zip code is 78148. [USPS](#)

Utilities and City Services:

Universal City, TX	website
City Public Service provides electric and gas -	353-2222
U.C. Utilities provides water, sewer and garbage -	659-0371
AT&T provides telephone service -	800-464-7928
Time Warner Cable System provides Cable service -	244-0500
Administration Office - Police Department -	658-5353
Administration Office - Fire Department -	659-0333
More Helpful Links	website

Schools:

[Judson Independent School District](#) - 945-5100

ALL EMERGENCY SERVICES MAY BE REACHED BY DIALING 911.

Fire Protection:

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

Police:

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

EMS:

Emergency service is provided by calling 911.

Loud Noises Nuisances:

Noise nuisances applies to radios, parties, as well as machinery and equipment.

House Numbers:

The deed restrictions require 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 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 is permitted 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 Declarations of Covenants, Conditions, and Restrictions for more information

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 Control Department](#)

Declarations of Restrictive Covenants and Conditions (DRCC'S):

[BEXAR COUNTY CLERK](#) provides access to document images and index information over the Internet. The document images can be printed and downloaded free of charge.

Public users will be required to [register](#) to access the site. (There is no fee to register.) Registration information includes a username and password (selected by the user) and a valid email address to activate the account.

Once Registered, choose the land Records option from the Application Menu. Next select Book/Page for the Searches Available menu. Enter the Book and Page Numbers below to open the image of the Document. You may print or save the documents to your computer at no charge.

Articles Charter #	800015948	Page
Covenants	Book 9087	0476
	Book 9087	0493-0500

OLYMPIA OAKS HOMEOWNERS ASSOCIATION, INC.**DESCRIPTION OF STANDING COMMITTEES****BLOCK CAPTAINS**

Block captains are needed on each street for the purpose of welcoming new residents, distributing the newsletter and other communications to the residents on their block, and to provide that personal contact necessary to build the community.

BUDGET COMMITTEE

The responsibility of the Budget Committee is to advise and assist the Board in reviewing the Association's financial activities and to develop operating and reserve budgets for the long range financial success of the Association.

COMMUNICATIONS COMMITTEE

(Newsletter/Directory/Recording Secretary)

The responsibility of the Communications Committee is to form a network of communications among the entire Association, The Board and the committees. This may include publication of a community news letter, a directory of homeowners, service as Recording Secretary to the Board of Directors, etc.

SAFETY COMMITTEE

The responsibility of the Safety Committee is to advise and assist the Board in developing and carrying out programs to promote safety and security for the members of the Association.

SOCIAL COMMITTEE

The responsibility of the Social Committee is to assist the Board in planning social activities for the benefit of all age groups of the residents in the community.

Please contact your association manager 829-7202 if you are interested in serving on a committee. Your involvement in the community is appreciated.