

# **THE CROSSING AT TWO CREEKS HOMEOWNERS ASSOCIATION**

**1600 N. E. Loop 410, Suite #202**

**San Antonio, Texas 78209**

**Office (210) 829-7202\* Toll Free (866) 232- 4386 \* Fax (210) 829-5207**

Dear Homeowner,

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

Homeowners in The Crossing at Two Creeks 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, Easements and Restrictions (DCCER's) which are provided at time of closing. Most violations occur as a result of insufficient information or misinformation. The following information is provided to help clarify the requirements. If you have any questions, please call the Association Office at 829-7202.

## **ASSOCIATIONS:**

The Crossing at Two Creeks Homeowners Association (HOA) 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, streets, public rights-of-way or easements, walls, fencing, safety lanes, greenbelt landscaping, sprinkler systems, and improvements.

***Every homeowner is an automatic member of three associations, shares a portion of the responsibility for their support, and pays mandatory assessments.***

1. The Crossing at Two Creeks Assessments are billed in advance on a quarterly basis on the first of January, April, July and October of each year. Current annual assessments are available by calling 210-829-7202
2. The Two Creeks Property Owners Association (POA) Assessments are billed annually and due on January 1.
3. The Two Creeks Recreation Club Assessments are billed annually and due on January 1<sup>st</sup> of each year. A restroom and pool gate key card is only available for pickup at the Association Office (one per household, \$10.00 for an additional card). A Release of Liability must be completed by the homeowner (18 years or older) before a pool gate key can be released. If the pool key is lost, there is a \$50.00 charge for a replacement.
4. Entry Gates: Codes for the gates should be set up at time of closing. If not, please contact our office. Gate openers may be purchased at our office.

## **ADMINISTRATION:**

The offices of the Association are located on the access road off of Loop 410 East at Harry Wurzbach. 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 through Friday, 8:00 a.m. to 6:00 p.m.

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 maintaining all administrative records of the Association. The Association has other responsibilities, at the direction of the Board, such as assisting in architectural control.

## **BUILDING AND IMPROVEMENT APPROVAL:**

Any exterior improvements to your home or property must be approved by the Architectural Control Committee (ACC) before work can be started. It is the responsibility of each owner to submit two (2) sets of plans for any improvement to the ACC for review. *Plans must be approved before construction is to start. The Improvement Request form is available at [www.ams-sa.com](http://www.ams-sa.com).*

"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 goals, athletic equipment, radio/TV antennae, satellite dishes, backyard sheds, gazebos, exterior colors to home, changing of windows, etc. 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 plantings and landscaping for their property.

## **NEWSPAPER DELIVERY:**

Delivery of the San Antonio Express News is available by calling 250-2000 or visiting [www.mysa.com](http://www.mysa.com)

## **MAIL DELIVERY:**

Delivery is made Monday through Saturday and deposited in mail box units located on the common facilities. Boxes are assigned by the Cedar Elm Station located at 5837 De Zavala Road. Please call the Post Office at 1-800-275-8777 to establish mail delivery. The zip code is 78255. [www.usps.com](http://www.usps.com)

## **GARBAGE SERVICES:**

Garbage service is provided by [Tiger Sanitation](#) – P O Box 200143 San Antonio, TX 78220. Call Tiger to set up service. The number is provided below. Service pick up is on Tuesday mornings. Trash needs to be on the curb by 7:00 AM the morning of pick up. As a reminder trash cans are not to be left in view of the street or neighboring lots until such days designated for collection.

## **UTILITIES:**

City Public Service provides electric and gas -	353-2222	<a href="#">website</a>
San Antonio Water System provides water -	704-7297	<a href="#">website</a>
AT&T provides telephone service -	1-800-464-7928 or 820-6666	<a href="#">website</a>
Time Warner Cable System provides Cable service -	244-0500	<a href="#">website</a>
Tiger Sanitation - Trash/Garbage Pickup -	333-4287	<a href="#">Tiger Sanitation</a>

## **SCHOOLS:**

North Side Independent School District -	397-8500	<a href="#">website</a>
Transportation - Routing -	397-0900	

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

### **FIRE PROTECTION:**

Fire fighting service is provided by the [Leon Springs Volunteer Fire Department](#). For non-emergency service or questions call 698-1593. Call 911 for emergency service.

### **POLICE:**

The [Bexar County Sherriff's Department](#) provides public law enforcement service to The Crossing. For non-emergency service or questions call 335-6010. Call 911 for emergency service

### **EMS:**

Emergency service is provided by the City of San Antonio by dialing 911.

### **CITY OF SAN ANTONIO:**

<http://www.sanantonio.gov>

Customer Service – dial 311 or visit their website <http://www.sanantonio.gov/customer/>

## **SIGNS:**

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

## **ATHLETIC AND RECREATION FACILITIES:**

Athletic and recreational facilities either of a permanent or temporary nature shall not be placed within twenty five (25) feet of the front property line. Lighting and fencing shall be allowed only with the approval of the ACC.

## **CAMPERS, TRUCKS, BOATS AND RECREATIONAL VEHICLES:**

They may not be kept on any Lot unless they are fully enclosed within the garage located on such Lot and/or screened from view by a screening structure or fencing approved by the ARC, and said vehicles and accessories are in an operable condition.

## **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. **Please do not let your pets run loose.** No one wants their landscaping damaged nor wants to clean up after someone else's pet.

## **PEDESTRIAN GATES:**

The pedestrian gates that allow you to enter or exit the neighborhood are located at the vehicular entrance and exit gates. To get the code, Please contact AMS at 829-7202. Or E-mail [Eugene@ams-sa.com](mailto:Eugene@ams-sa.com). Please remember to ensure that the gates fully close behind you to prevent access to the neighborhood by individuals who do not live in The Crossing at Two Creeks. Please immediately call in any gate problems to Association Management Services at 210.829.7202.

# ***Welcome to the Crossing at Two Creeks Community!***

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

