

**CHESTNUT SPRINGS
OWNERS ASSOCIATION, INC.**

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

Dear Homeowner,

Prior to purchasing your home, you were informed of the existence of the Chestnut Springs 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 Chestnut Springs desire to make the Association an even 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) which are provided at time of closing. Most violations occur as a result of insufficient or misinformation. The following information is provided to help clarify the requirements. If you have any questions, please call the Association Office at 210-829-7202.

Association:

Chestnut Springs Owners Association is a non-profit corporation. The association owns and maintains the common areas including, but not limited to, the entry landscaping and irrigation systems.

Every homeowner is an automatic member of the Association and shares a portion of the responsibility for its support and will pay mandatory assessments. Assessments are due in advance yearly on January 1.

Administration:

The offices of the Association are located on the access road off of Loop 410 and the Harry Wurzbach/Fort Sam Houston exit, east of the airport. It is a two-story, tan building with "Association Management Services" in large black lettering on the front. The mailing address is 1600 NE Loop 410, Ste. 202, San Antonio, TX 78209, (210-829-7202). Hours of operation are: Monday through Friday, 8:00 am to 6:00 pm.

Management 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 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 commencement of work. 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 approved to begin.

"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 copies of the site plan, given to you at closing, (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 maintain the front and side yards with grass or other ground cover exclusive of any other landscaped areas, in a reasonably neat manner. Contemplated changes or enhancements to the landscaping must receive approval from the ACC Committee prior to commencement of the project.

Newspaper Delivery:

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

Garbage Services:

Garbage is picked up by the City of San Antonio on Wednesday and Saturday (phone: 210-207-6400). Recycling is picked up on Saturdays. Trash cans are to be placed on curbside **ONLY ON THE DAY of pickup**. Please do not leave trash, grass or 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 your mailboxes located near your home. The zip code for Chestnut Springs is 78245.

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Utilities:

City Public Service provides electric and gas	210-353-2222
San Antonio Water System provides water	210-704-7297
San Antonio Water System provides sewer service	210-704-1205
Southwestern Bell provides telephone service	1-800-464-7928
Time Warner Cable System provides cable service	210-244-0500.
Police Department - Administrative Office	210-207-7484
Fire Department - Administrative Office	210-207-8400

Schools:

Northside Independent School District	210-706-8500
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*****ALL EMERGENCY SERVICES MAY BE
REACHED BY DIALING 911*****

Fire Protection:

Fire fighting service is provided by the City of San Antonio. That office can be contacted by calling 210-828-3939. In non-emergency situations, call 210-492-1111.

Police:

The City of San Antonio Police Department provides public law enforcement service. That office can be contacted by calling 210-220-2441.

EMS:

Emergency service is provided by the City of San Antonio - Phone: 210-207-7744 or Bexar County Fire Alarm - Phone: 210-828-3939.

Street Lights:

On lots with street light fixtures, it is City Public Service's (CPS) duty to have the streetlight operating, during nighttime hours. You may either call CPS or the Association office if you notice that a streetlight does not work.

House Numbers:

Each house needs numbers that are readily visible, so that they are easily seen from across the street at all times. House numbers must 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. For Lease and For Rent signs are prohibited.

Tell your contractor or supplier that is installing any improvement that temporary or permanent signs of any kind are prohibited.

Parking in Streets:

The Streets within Chestnut Springs are public. It is desirable to limit vehicles parked in the streets overnight as they impede emergency vehicles, patrol cars, garbage trucks and similar services.

Vehicles, automobiles, 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 front yards or driveways.

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 Chestnut Springs Homeowners Association community.

Welcome to Chestnut Springs!

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

**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.**
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, prepare annual budgets; coordinate with the committee, 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 am to 6:00 pm, 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.**
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 violators and, if warranted, send a second notice, prescribing a time period for compliance**
5. **If violations persist, refer to the Board for further action-COORDINATE WITH ATTORNEY**

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