

**CYPRESS HOLLOW
HOMEOWNERS ASSOCIATION, INC.
1600 N. E. Suite #202
San Antonio, Texas 78209
Office (210) 829-7202 * Fax (210) 829-5207
www.AMS-SA.com**

Dear Homeowner,

Prior to purchasing your home, you were informed of Cypress Hollow Homeowners Association and its many fine features. The Board of Directors and the Architectural Control Authority 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 Cypress Hollow Homeowners Association 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'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.

Association:

The Cypress Hollow 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, walls, fencing, safety lanes, green belt landscaping, sprinkler systems, and improvements. To report an issue with the common or community property, please use the AMS Action Request Form on-line at www.ams-sa.com.

Every homeowner is an automatic member and shares a portion of the responsibility for its support and will pay mandatory assessments.

Assessments are annually billed in advance on a semi-annual basis. The current rates are available by calling 210-829-7202 or sending an e-mail requesting the rates to the manager using the [Action Request Form](#).

Board of Directors Meetings:

The Board of Directors will meet as required to address Association matters.

Annual Meeting of Members:

There is one annual meeting scheduled for the membership each year. Notices of this meeting will be mailed.

Administration:

The offices of the Association are at 1600 N. E. Loop 410, Suite 202, San Antonio, Texas 78209, (829-7202). Hours of operation are: M - F, 8:00 a.m. to 12:00 p.m. and 1:00 p.m. to 5:00 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 to maintain all administrative records of the Association. The Association has other responsibilities, at the direction of the Board, such as assisting in architectural control.

Building & Improvements Approval:

Any exterior improvements to your home or property must be approved by the Architectural Control Authority (ACA) before work can be started. It is the responsibility of each owner to submit two (2) sets of plans for any improvement to the ACA for review. Plans must be approved before construction is to start. The Improvement Request Form is available to download at 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 board, 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.

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.

***THIS IS A SUMMARY OF THE RESTRICTIONS.
PLEASE READ THE DECLARATION OF COVENANTS IN FULL.***

Athletic and Recreational Equipment:

Outdoor athletic and recreational facilities such as basketball goals, playscapes, swing sets and sport courts of a permanent nature shall not be placed on any Lot in the subdivision between the street right-of-way and the front of a Unit and must be approved by the ACA.

Vehicles, Campers, Boats, etc:

No campers, boats, boat trailers, marine craft, golf carts, travel trailers, motor homes, camper bodies, recreational vehicles and other types of recreational and non-passenger vehicles, equipment, etc. may be kept on any Lot for more than 24 hours to facilitate loading, unloading or cleaning, unless the same are fully enclosed within the garage located on such Lot and/or said vehicles and accessories are screened from view.

Pets:

Please do not let your pets run loose. No one wants their landscaping ruined or to clean up after someone else's pets. No livestock, poultry, dangerous animals are allowed. Animals may not be kept for commercial purposes and are limited to four adult animals.

Antennas:

No television or radio receiving or transmitting antenna (including citizen band radio), satellite dish or similar implement or apparatus which is larger than one (1) meter, television aerial wires or solar collector panels or equipment upon any Lot unless such apparatus is erected and maintained in such a way that it is screened from public view.

Newspaper Delivery:

Delivery of the San Antonio Express News is available by calling 210-225-5533 or visit www.mysa.com for [subscriptions](#) and [vacation hold](#).

Mail Delivery:

Delivery is made Monday through Saturday and deposited in mail boxes located near your home. Boxes are assigned by the mailman. The Cedar Elm Station, located at 5837 De Zavala, please call:1(800)275-8777, they serve Cypress Hollow and the zip code is 78240. www.usps.com.
[Mail hold Link](#)

Garbage Services:

Garbage is picked up on Tuesday and Friday by [City of San Antonio](#) 210-207-6400 or 311. Trash cans and bags are to be placed on curb side **ONLY ON THE DAY** of pickup. Please do not leave trash or grass leaf cans/bags on the curb for pickup; they must be stored out of sight 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 manner.

Utilities:

[City Public Service](#) provides electric and gas - 210-353-2222
[San Antonio Water System](#) provides water - 704-7297
San Antonio Water System provides sewer service -704-1205
[AT&T](#) provides telephone service - 1-800-464-7928
[Time Warner Cable](#) System provides cable service - 244-0500
Animal Control Department - 737-1442
[Police Department](#) - Administration Office - 207-7484
[Fire Department](#) - Administration Office - 207-8400

Schools:

[Northside Independent School District](#): 706-8500

All emergency services may be reached by dialing 911.

Fire Protection:

Fire fighting service is provided by [City of San Antonio](#).

Police:

[San Antonio Police Department](#) provides public law enforcement service to Cypress Hollow. That office can be contacted by calling 207-8126.

EMS:

Emergency service, 911, is provided by the City of San Antonio. **(207-7744)**.

Welcome to the Cypress Hollow Community!

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