

**CHEYENNE VALLEY
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 existence of Cheyenne Valley 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 Cheyenne Valley 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 Declaration of Covenants, Conditions and Restrictions (DCCR) which is provided at the 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:

Cheyenne Valley Homeowners 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 on a semi-annual basis on January 1 and July 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 commenced.

"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 such as trampolines, 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 or visiting their website.

Garbage Services:

Garbage is picked up by the City of San Antonio (phone: 210-207-6400). Trash cans are to be placed on curbside **ONLY ON THE DAY** of pickup. Please do not leave trash, grass leaf cans/bags on the curb for pickup; they must be stored out of sight until the day of pickup. Do not store trash cans on porches or driveways in view of the street.

Mail Delivery:

Delivery is made Monday through Saturday and deposited in mailboxes located near your home. You live in the City of San Antonio. Boxes are assigned by the USPS mailperson, please call: 1(800) ASK- USPS. The key and box number can only be obtained from the Midcrown Station, located at 8601 Midcrown Drive, San Antonio TX 78239. Your zip code is 78239.

Utilities:

City Public Service provides electric and gas	210-353-2222
San Antonio Water System (SAWS) provides water	210-704-7297
San Antonio Water System provides sewer service	210-704-1205
AT&T 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:

Call the Northeast Independent School District (210-564-1615) for closest Elementary School.

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 (210-207-7744) or Bexar County Fire Alarm (210-828-3939).

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

Street Lights:

On lots with street light fixtures, it is City Public Service's (CPS) duty to have the streetlights operating during nighttime hours. You may either call CPS or the Association office if you notice a streetlight does not work. Online light outage reporting is also provided at the CPS website (www.cpsenergy.com).

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 Cheyenne Valley 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 that 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 Cheyenne Valley community.

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

Welcome to Cheyenne Valley!

**CHEYENNE VALLEY
HOMEOWNERS ASSOCIATION, INC.**

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

Dear Homeowner:

In response to several telephone calls from homeowners about the Association (i.e. Why am I being billed? Is the membership mandatory? What is the rule about cars in streets? Are dogs allowed to run loose? etc.) The Board of Directors has asked to provide each owner with this letter.

In the development of Cheyenne Valley, the developer's desire was that the subdivision be built and maintained as a quality property. The property was platted as single family residential, a set of covenants was drafted and imposed on the land and the Association was created for the operation and maintenance of the Association. The Association is registered as a nonprofit corporation in the State of Texas. Membership is mandatory to all owners of lots in Cheyenne Valley Homeowners Association.

The purposes of the Association are:

- To maintain and administer the common facilities.
- To collect and disburse the assessments for the upkeep of the common land, including the entry and wall.
- To see that the covenants, conditions and restrictions are enforced.

With concern about land values and development in Cheyenne Valley, the covenants must be followed. The covenants govern what is allowed in the subdivision and guidelines for submitting a request to the (ACC) Architectural Control Committee. A good rule of thumb is that if you plan to make any "improvement" to your home, yard, driveway or lot, please check and inquire if the addition/change must be submitted for approval.

For your review, listed below are covenants that are often violated without knowledge by the owner. For specifics about covenants, please refer to a copy of the covenants of Cheyenne Valley, which should have been provided to you at closing. They are also available to view on line at: www.countyclerk.bexar.landata.com

Search for documents, view, save and print features are available through the County Clerk's Website.

Land Data Search Document # Book/page
Declarations and Covenants Unit 1 20050100257-1 11381 / 0668
Declarations and Covenants Unit 2 20050100257 11762 / 1219
Declarations and Covenants Unit 3 & 4 20060157389 12231 / 2025

1. All subdivision lots are for single family residential purpose only. Business uses are permitted provided it conforms to zoning regulations, is not detectable by sight, sound or smell and does not increase or obstruct vehicular or pedestrian traffic.
2. All buildings, walls, fences, outbuildings or other structures must have ACC approval.
3. Every home must maintain and have a garage large enough to accommodate under roof a minimum of 2 full sized automobiles.
4. Outbuildings shall be compatible with dwelling, not to exceed one story in height, other than a detached garage, nor exceed ten (10%) of the floor area of the main dwelling.
5. Fences shall not be built or maintained forward of the front wall line. All fences shall be wood, composed of 1" X 4", six feet (6') tall, notched, vertical cedar planks, without gaps. Exceptions are made for retaining walls. Structures of landscape material over three and one-half feet tall are not permitted on corner lots.
6. Driveways and sidewalks must be of broom finish concrete or brick pavers. Sidewalks must be 3' wide.
7. No temporary structures (tent, trailer, shack) allowed on any lot. No trailer, camper, recreation vehicles, or similar vehicles parked in view from other properties or connected to utilities within the lot.
8. No signs, banners or pennants of any kind shall be displayed except one professional sign, no more than 9 square feet, advertising the property. Signs advertising property during construction are permitted.
9. Grass, weeds and vegetation shall be kept mowed.
10. Front and side yards must have sod. Ground cover rock in front and side yard may not exceed 10% of total area of the front and side yard.
11. On street parking, except by visitors is prohibited.
12. No noxious or offensive activity shall be carried on upon any Lot, nor anything which may become an annoyance or nuisance to the neighborhood. No exterior lighting where light source is offensive to neighboring property. No exterior speakers, horns, whistles, bells or other sound devices shall be placed on Lot.
13. No Dumping on any lot.
14. Pets shall be kept in strict accordance with all local laws. Owners are responsible for preventing animals from running loose or becoming a nuisance.
15. No drilling or mining.
16. No individual water supply or sewage system.
17. No radio or TV antenna except those fully enclosed or retractable. No TV dishes on any Lot without being fully enclosed or fully screened from public view.
18. Clothes hanging devices shall not exceed 6' high.
19. Easement for installation and maintenance of utilities and drainage facilities are reserved and shown on recorded plat.
20. Basketball goals and backboards or any other similar sporting equipment of either a permanent or temporary nature shall not be placed within ten feet (10') from the front property line of any Lot in the Subdivision without the prior written consent of the ACC.

I sincerely hope that you find this brief synopsis of the Association and the covenants helpful. Please do not hesitate to contact our office if you have further questions about the Association, covenants or ACC submittal.

For the Cheyenne Valley Board of Directors

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 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 from 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 Association President on any matters/problems beyond the scope of administrative affairs of the Association.

RESTRICTION ENFORCEMENT

1. Tour the Association 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 all 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.

CHEYENNE VALLEY
HOMEOWNERS ASSOCIATION, INC.
1600 NE Loop 410, Ste. 202
San Antonio, TX 78209

WELCOME TO CHEYENNE VALLEY!