



RETAMA SPRINGS

Homeowners Association, Inc.

1600 N.E. Loop 410, Suite #202
San Antonio, Texas 78209
(210) 829-7202 Office | Fax (210) 829-5207
www.retamaspringshoa.com

Dear Homeowner,

Prior to purchasing your home, you were informed of the Retama Springs Homeowners Association and its many fine features. The Board of Directors and the Architectural Control Authorities 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 Retama Springs 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 or visit our management company's website at www.ams-sa.com.

Association:

The Retama Springs 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, greenbelt landscaping, sprinkler systems and improvements.

Every homeowner is an automatic member of the Retama Springs Homeowners Association, shares a portion of the responsibility for their support and pays mandatory assessments.

The Retama Springs assessments are billed semi-annually and are due on the 1st of January and the 1st of July of each year. (If you do not receive a statement, your account is still due and you should make arrangements for payment.) Payments can now be made online at www.cabanc.com. Please call AMS at 829-7202 for the amount of the current assessments.

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 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, (210-829-7202). 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 review.

Building & Improvements Approval:

The Architectural Control Authority (ACA) must approve any exterior improvements to your home or property before work may be started. It is the responsibility of each owner to submit plans for any improvement to the ACA for review at the time of submission of the plans. Plans must be approved in writing prior to commencing construction.

"Improvement" is defined as any addition or change to the existing property. Everything is covered from home additions, to sidewalks, replacement/relocation or treatment of fences, landscaping, lawn sculptures, pool, patios, decks, flagpoles, basketball goals, athletic equipment, radio/TV antennae, satellite dishes, backyard sheds, gazebos, playscapes, swing sets, exterior colors to home, changing of windows, etc.

For improvements, please submit a site drawing (showing lot, existing house, all easements, and any additions, intended placement on site, list of materials, colors, screening, etc.) to the Association office along with the Improvement Request Form included in this packet. Additional copies of the form may be obtained from the Association office or downloaded from our website at www.ams-sa.com.

Service Reminders:

Should you require a city service such as animal control, brush removal, damaged street sign, graffiti, overgrown lot, street light replacement, etc. you are able to go to the City's website at www.ci.selma.tx.us and click on the "request for service"

Chipper Service:

The City's chipper service is provided to residents on the 1st Monday of the month. To schedule the City crew and chipper please call 651-6661, ext. 7840.

Street Sweeper Service:

The City's street sweeper will be in our subdivision on the third week of the month. During business hours on the week of street sweeping your neighborhood it would be greatly appreciated if you park your vehicles off the street. This will enable the City to do a better job in our neighborhood.

Garbage Services:

The Bexar Waster (City of Selma) provides garbage service. Garbage is picked up on Mondays – Trash cans are to be placed curbside ONLY ON THE MORNINGS of pickup by 7 a.m. Please do not leave trash or grass/leaf cans/bags on the curb for pickup; they must be stored out of sight until the actual morning of pickup. For more information call the City of Selma at 210-651-6661, ext 240.

Pets:

All household pets shall at all times, except when they are confined within the boundaries of a private single-family residence, be restrained or controlled by a leash, rope or similar restraint. **Please do not let your pets run loose.** In addition, please clean up after your pet when taking them for a walk, no one wants their landscaping damaged nor wants to clean up after someone else's pet. As a reminder, Selma has an Ordinance that requires pets to be registered and licensed with the City. These licenses are renewable

every year at a nominal cost. Should your pet wander off, the tag makes it very easy for us to return your pet to you. Please, when you and your pet are out and about, we ask that you observe the requirement to keep that pet on a leash.

Utilities & Services:

CPS Energy provides electric and gas -	210-353-2222	www.cpsenergy.com
City of Selma (and SAWS) provides water -	210-651-6661	www.ci.selma.tx.us/
SAWS (San Antonio Water System)	210-704-7297	www.saws.org
The New at&t provides telephone service -	800-464-7928	www.att.com
Time Warner Cable provides cable TV service -	210-244-0500	www.timewarnercable.com
Bexar Waste provides garbage service -	210-566-5454	www.ci.selma.tx.us/

Streetlights:

CPS Energy maintains the streetlights. If you notice a light out, please report it to CPS Energy at 210-353-2222 or call the association office at 210-829-7202.

Parking, Speed Limits & Traffic Signs:

The streets are public and parking is permitted by anyone at anytime. Traffic and pedestrian control signs and speed limits are installed and maintained by the City of Selma. For additional information visit the City's website at www.ci.selma.tx.us/.

Newspaper Delivery:

Delivery of the San Antonio Express News is available by calling 210-250-2000. For additional information visit their website at www.mysanantonio.com/.

Mail Delivery:

Delivery is made Monday through Saturday and deposited in the cluster mailboxes provided by the builder. The USPS Schertz Main Office, located at 417 Main Street, Schertz, Texas, serves the Residents of the Retama Springs; please call 1-(800)-275-8777 if you have delivery problems. Keys and locks associated with individual mailboxes are the responsibility of the resident upon issuance of the initial keys. Any damage or loss of keys is the sole responsibility of the homeowner. For more information visit the USPS website at www.usps.com. **Your new zip code is 78154.**

Public Schools*:

Judson Independent School District -	www.judsonisd.org	210-945-5100
Olympia Elementary, 8439 Athenian Dr, Universal City -		210-659-1921
Kitty Hawk Middle School, 840 Old Cimmaron Trail, Universal City -		210-659-1928
Judson High School (9 & 10), 9695 Schaeffer Rd, Converse -		210-357-0800
Judson High School (11 & 12), 9142 FM78, Converse -		210-658-6251

* Due to enrollment caps, the schools listed above are subject to change. Please consult your school district's main office for future plans.

ALL EMERGENCY SERVICES MAY BE REACHED BY DIALING 911

Fire Protection & Rescue:

The City of Selma Volunteer Fire Department provides fire fighting & rescue services. In non-emergency situations call 210-651-9150.

Police:

The Selma Police Department provides public law enforcement service. In non-emergency situations call 210-651-5368.



Welcome to Retama Springs!

If we may provide any additional information, please call the
Association office at 210-829-720

