

Trophy Ridge Homeowners Association

1600 N. E. Loop 410, Suite #202

San Antonio, Texas 78209

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

Dear Homeowner,

Prior to purchasing your home, you were informed of the Trophy Ridge Homeowners Association, Inc. 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 the Trophy Ridge 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 Declarations of Covenants, Conditions & Restrictions (DCCR'S) which are provided at time of closing. Because most violations occur as a result of insufficient or misinformation; the following information is also addressed to help clarify the requirements. If you have any questions, please call the Association Office at 210-829-7202.

Association:

The Trophy Ridge Homeowner's 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, play ground, pool, cabana, sports court, public rights-of-way, entry monument, entry grounds, green belt landscaping and sprinkler systems.

Every homeowner is an automatic member and shares a portion of the responsibility for its support and will pay mandatory assessments. Assessments are \$500.00 per year and are billed quarterly.

Administration:

The Association office is located on the access road off of Loop 410 at Harry Wurzbach (east of the airport exit). 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, (210-829-7202). Hours of operation are: Monday - Friday, 8:00 a.m. - 6:00 p.m.

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, budget preparation with the Board, keeping financial records and to maintain

all administrative records of the Association.

Building & Improvements Approval:

All plans for exterior improvements to your property must be approved by the Architectural Control Committee (ACC) and in most cases, when required, by the City Department of Building Inspections before work can be started. 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 to start.

"Improvement" is defined as any addition or change to the existing property. Additions and major changes to your home and property improvements such as installation of antennas, microwave dishes, sidewalks, fences, swimming pools, decks, spas, gazebos, etc. will require a plan approval. In some cases it will also require a City permit, inspection and Certificate of Occupancy from the City. Also improvements such as additional landscaping, basketball goals and playground equipment, etc. must also be approved **PRIOR TO** start of construction.

Please submit a site drawing (showing lot, existing house and any additions, intended placement on site, list of materials, colors, screening, etc.) to The Trophy Ridge association office.

Landscaping:

It is the Homeowner's responsibility to provide adequate planting and landscaping for his/her property. Landscaping plans should be submitted to the ACC for approval prior to commencing the work.

Solicitation:

Door to door solicitations are discouraged.

Schools:

Northside Independent School District

397-8500

Garbage Services:

Garbage is picked up on Thursday and Recycle pick up is on Monday by the City of San Antonio 207-6400 or Tiger Sanitation 333-4287. Trash cans are to be placed curb side **ONLY ON THE MORNING of pickup**. Trash cans be stored out of view until the morning of pickup.

Firewood, building materials, equipment, etc. must also be stored in this same manner.

Mail Delivery:

Delivery is made Monday through Saturday and deposited in mail boxes located near your home. Boxes are assigned by the post office. The Heritage Station, located at 702 Richland Hills, serves Trophy Ridge. Please call: 800-275-8777. The zip code is 78245.

Utilities:

City of San Antonio provides garbage pick-up	207-6400
- OR Tiger Sanitation for County -	333-4287
City Public Service provides electric and gas -	353-2222
San Antonio Water System provides water -	704-7297
AT&T provides telephone service -	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 -	207-7744

Newspaper Delivery:

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

Pool Keys:

Your pool key may be obtained from the Management Offices. Call 210-829-7202 for more details. Limit 2 keys per household (*additional cost of \$60.00 for the second key*).

Signs:

The DCCR=s prohibits all contractor and supplier signs in yards and vacant lots except those used by the builder to advertise the property. Please inform your contractor or supplier installing any improvement that temporary or permanent signs of any kind are prohibited.

Speed Limits and Traffic Signs:

The streets are public. Traffic and pedestrian control signs and speed limits are installed and maintained by the City of San Antonio or the County.

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 or a basket, cage or other container. **Please do not let your pets run loose.** No one wants their landscaping damaged nor wants to clean up after someone else's pet. Owners are responsible for cleaning up after their pets.

Welcome to Trophy Ridge!

If we can provide any additional information, please feel free to call the
Association office - (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 preparing annual budgets; coordinate with them, 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 a.m. to 6:00 p.m., 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 violator and, if warranted, send a second notice, prescribing a time period to bring into compliance.**
5. **If violation persists, refer to the Board for further action-COORDINATE WITH ATTORNEY.**

