

**LAKESIDE AT CANYON SPRINGS
HOMEOWNERS ASSOCIATION**

**1600 N.E. Loop 410, Suite 202
San Antonio, Texas 78209
(210) 829-7202 - Office * (210) 829-5207 – Fax
(866) 232-4386 – Toll Free**

WELCOME

Dear Homeowner,

Prior to purchasing your home, you were informed of Lakeside at Canyon Springs Homeowners 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 Lakeside at Canyon 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 Declarations of Covenants, Conditions and Restrictions (DCCR=s) 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:

The Lakeside at Canyon Springs 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, buildings and grounds, pool, playground and recreation area, walls, pathways, sprinkler systems and improvements, also entry gates and private streets. Every homeowner is an automatic member and shares a portion of the responsibility for its support and will pay mandatory assessments. Assessments are billed quarterly, in advance, to each owner due on January 1st, April 1st, July 1st and October 1st.

Administration:

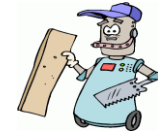
The offices of the Association office are located on the access road off of Loop 410 at Harry Wurzbach (east of the airport exit). It is a two-story, terra-cotta building with "Association Management Services" on the front of it. The actual mailing address is: 1600 N.E. Loop 410, Suite 202, San Antonio, Texas 78209, (210-829-7202). Hours of operation are: Monday through Friday, 8:00 a.m. - 6:00 p.m.

The responsibilities include, but are not limited to, representing the Association in providing for the physical maintenance, operation of the common facilities, collecting assessments, making disbursements, establishing the budgets, keeping financial records, maintaining all administrative records of the Association, enforcing regulations and assisting in the Architectural Control Committee (ACC).

Lakeside at Canyon Springs
Welcome Letter -pg. 2

Amenities:

Grab the beach bags and head over to the community pool for a day of fun-in-the-sun with the kids. The pool area features a splash pad and cabana area for those afternoon picnics. Our community also has a children's playground with swings and slides for hours of enjoyment. ***You will need to come to our offices to pick up your pool key card to access the amenity area.***



Building & Improvements - Architectural Control Committee Approval:

It is the builder/owner's responsibility to submit plans for new construction and/or any improvement to the Architectural Control Committee (ACC) for approval. Plans must be approved before construction may start. Any exterior improvements to your home must be approved by the ACC, and in many cases by the City Department of Building Inspections, before work can be started. [Improvement Request Form](#)

"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 sidewalks, fences, swimming pools, decks, spas, gazebos, landscaping, basketball goals, playground equipment, windows, etc., must be approved by the ACC.

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

Landscaping:

It is the homeowner's responsibility to provide adequate planting and landscaping for their property. Landscaping plans must be submitted to the ACC for approval prior to commencing the work.

Solicitation:

Door to door solicitations are prohibited.

Newspaper Delivery:



Delivery of the San Antonio Express News is available (210) 250-2000.

Garbage and Recycling Services:

Garbage and Recycling is picked up on Tuesday by Tiger Sanitation. Please call them at 210-333-4287 to schedule your service. They will bill you directly. Trash cans and bags are to be placed on curb side **ONLY ON THE MORNINGS** of pickup by 7 a.m. Please, do not store trash cans or bags or grass/ leaf bags at the curb; they must be stored out of sight until the morning of pickup.



Trash cans must be stored in the garage or behind the fence or in a screened area so that they are not visible from any street or the adjoining property. Firewood, building materials, equipment, and etc. must also be stored in this same manner.

**Lakeside at Canyon Springs
Welcome Letter -pg. 3**



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 Encino Park Station, which services Lakeside at Canyon Springs, is located at 20403 Encino Ledge, please call (210) 497-6391. The zip code for Lakeside at Canyon Springs is 78260.

Utilities and Useful Numbers:

City Public Service provides electric/gas -	(210) 353-2222
BexarMet provides water -	(210) 922-1221
GVTC provides telecommunications service -	(830) 885-4411 or 1-800-367-4882
Time Warner Cable provides telecommunications service -	(210) 244-0500
Animal Control Department -	(210) 207-8880
Tiger Sanitation provides trash collection service	(210) 333-4287



Schools:

Comal Independent School District -	(830) 221-2000
Timberwood Park Elementary	(830) 885-8500
Spring Branch Middle School	(830) 885-8800
Smithson Valley High School	(830) 885-1000

ALL EMERGENCY SERVICES MAY BE REACHED BY DIALING 911.

*****Please Note – Lakeside at Canyon Springs is in Bexar County – they provide fire, sheriff and EMS services.*****



Police:

The Bexar County Sheriff's Department provides public law enforcement service to Lakeside at Canyon Springs. That office can be contacted by calling (210) 335-6010 for non-emergencies.



Fire Protection & Rescue:

The Bulverde/Bexar County Volunteer Fire Department provides fire fighting & rescue services. In non-emergency situations call 830-980-4733 or visit their website at www.bexarbulverdevfd.org/.

*Lakeside at Canyon Springs
Welcome Letter - pg. 4*

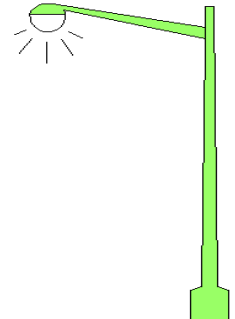
EMS:

Emergency service - 911
Non Emergency - 207-7744



Street Lights:

City Public Service (CPS) maintains the streetlights. If you notice a light out, please report it to CPS at 210-353-2222 or call the association office at 210-829-7202 or submit a request on the city's SA Citizens Request website at www.sanantonio.gov/sacr/.



House Numbers:

House numbers should be illuminated and located as near to the front entry as possible, so that they are easily seen from the street at all times. The color and size of the numbers should provide high contrast with the masonry. House numbers or address markers should be illuminated so that the numbers may be easily seen at night, to aid emergency personnel in locating your address.

Signs:

The DCCRs prohibits all contractor and supplier signs in yards and vacant lots except those approved by the ACC. Notify your contractor or supplier that temporary or permanent signs of any type are prohibited.

Contractors Work Hours Weekdays/Weekends & Holidays:

Work hours are from 7 a.m. to 8 p.m., Monday through Friday, and 8 a.m. to 6 p.m. on Saturday. No work is permitted before or after these hours without special permission. No outside work using loud equipment is permitted on Sunday or Holidays. Indoor work or outdoors with light equipment is permitted after 1:00 p.m. on Sundays.

Parking in Streets:

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 streets, in front yards, driveways or on Lots if visible to the street. Refer to the recorded DCCRs for a listing of prohibited vehicles.

Parking of contractor's trucks, machinery and equipment, if stored for long periods during or after a work projects is prohibited.

Any type of commercial truck with or without commercial advertising signs, business names, or insignia, can not be parked on the streets or lot at any time other than to unload or pickup material or provide services. All such vehicles can not be parked on the streets or lots.

Speed Limits and Traffic Signs:

The speed limits in the residential areas are 20 MPH and 30 MPH.

Please be careful of children in the streets. As more families move into Lakeside at Canyon Springs, we must be careful to 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



Lakeside at Canyon Springs
Welcome Letter - pg. 5

traffic rules.

The streets within the gated neighborhood only are privately owned by the Lakeside at Canyon Springs Homeowners Association. All other streets are public. Lakeside at Canyon Springs HOA reserves the right to prohibit access to contractor's or homeowner's vehicles that violate either Lakeside at Canyon Springs traffic rules or any of the regulations outlined in the Declaration, i.e. dumping of trash or debris, removing any unauthorized building materials or personal property, etc. Only motorized vehicles licensed and in compliance with the State of Texas are allowed to use the streets in Lakeside at Canyon Springs.



Pets:

All household pets, except when they are confined within the boundaries of a private single-family residence, shall 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.

Gate/ Gate Operations:

The Blue Water Way Gate is open M-F 6:30am to 7:00pm and Sat-Sun. 7:00am to 7:00pm. The Walden Oaks access gates are closed 24/7 and you will need your gate transmitter or your four digit code to enter into the community. If you would like to use transmitters, you may purchase them from the Association office at a cost of \$40 each.

The battery for the transmitters should last approximately two years, and replacement batteries are available from a supermarket or drugstore. If you feel someone has obtained your code, you may change it at any time by calling the Association office at (210) 829-7202. Enclosed are some "Do's and Don'ts" regarding the access gates. Familiarize yourself with the gate system, and the correct procedures of operating the gate.

Please do not give transmitters to unauthorized persons. Certain people will have access to the subdivision through a specific and separate code. This includes the fire department, police department, utility companies, garbage pick-up, home builders, etc. The gates are closed at all other times. Pedestrian gates should remain closed at all times.

DO NOT GIVE ANY CODE TO A NON RESIDENT!

***LAKESIDE AT CANYON SPRINGS
HOMEOWNERS ASSOCIATION, INC.***

1600 N. E. Loop 410, Suite 202

San Antonio, Texas 78209

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

GATE INFORMATION

Each homeowner is entitled to purchase transmitters for the access gate. The transmitters are available for purchase at the Association office. Your transmitters, once purchased, will be programmed to activate the gate. The battery for the transmitters should last approximately two years and replacement batteries are available from any supermarket or drugstore locally.

The access gates are open at Blue Water Way M-F 6:30am to 7:00pm and Sat-Sun. 7:00am to 7:00pm. The Walden Oaks Gate is closed 24/7. The gates are closed at all other times.. To open the access gate, press the button on the transmitter as you approach the entry gate. You may also open the gate by entering your PIN number on the keypad at the entrance. The PIN number can be changed if you desire...just call us and let us know what you wish your new PIN number to be and we will effect the change for you. You do not need to use your transmitter to exit the subdivision in a car as the gate is activated automatically as you drive out.

When guests or service people are at the gate, they can look up your name on the directory at the keypad located conveniently outside the entry gate. Next to your name is a code which they can use to ring your home telephone, following the instructions at the keypad. Once you answer and the caller has been identified, you simply press the "9" button on your telephone to open the gate for your visitor.

Certain key persons will have access to the subdivision through a specific and separate code. This includes the fire department, county sheriff, utility companies, garbage collector, and the homebuilders.

**DO NOT GIVE YOUR CODE TO ANYONE,
IT ALLOWS THEM ENTRY 24 HOURS.**

In the past we have experienced some problems with the access gate. When the entrance gate remains open, it can be due to power outages which default to the open position, or other problems that need to be called in to the management offices.

The following memo contains important information about the proper use of the gate. Please read it carefully and keep it handy for future reference. Your familiarity with the proper use of the gate will help insure that it continues to function well.

Gate Information Memo for Homeowners Lakeside at Canyon Springs

Important "DO'S AND DON'TS":

- 1) **DO NOT OPEN THE GATE MANUALLY NOR HOLD IT OPEN NOR PROP IT OPEN** with a rock, etc. This causes the safety breaker to shut the motor off to prevent damage to the motor. The gate will then stay open until the safety breaker has been manually reset.
- 2) **INSTRUCT YOUR CHILDREN** how to open the gate with entry codes when leaving or entering the subdivision on foot or bike.
- 3) **INSTRUCT YOUR CHILDREN** not to play near, on, or with the gate.
- 4) **DO NOT GIVE YOUR CODE OUT** to friends, service companies or delivery people. They should gain entrance by calling your home phone from the Keypad at the entrance using the code assigned to you in the directory. If you need a special code to allow access for repeated weekly services when you will not be home, such as a cleaning company or a landscaping company, please call us and we will program a special code into the system for their use.

NOTE: WE CANNOT ALLOW ANYONE IN THE GATE IF THEY ARE CALLING ON THE EMERGENCY NUMBER UNLESS THEY ARE A RESIDENT.

- 5) If you are planning to have a party involving a number of guests, advise the management company. A temporary code may be entered to allow access to the gate for your party.
- 6) Check the directory at the keypad occasionally for your name and press the code to dial your number to be sure it is working correctly. Report any incorrect information or malfunction to us immediately. Notify the association office if you change your phone number - the system will not work with an incorrect phone number.
- 7) **ASYSTEM IN USE@** When a wrong code is entered three (3) times, it will lock up the gate system for a period of up to five (5) minutes. The display will show ASystem in use.@ If you keep trying to put in a code, or use your transmitter, the five (5) minute cycle will start over again. Please be patient. Allow the system to unlock itself.

If you have additional questions or should experience any problems with your transmitter or with the access gate, contact the management company at 829-7202. The members of your Board of Directors may also be able to answer your questions.

LAKESIDE AT CANYON SPRINGS
HOMEOWNERS ASSOCIATION, INC.

1600 N. E. Loop 410, Suite 202

San Antonio, Texas 78209

(210) 829-7202 Office * (210) 829-5207 Fax

(866) 232-4386 Toll Free

On-Line Gate Department

[Remotes and Access](#)

GATE UPDATE FORM

EFFECTIVE DATE: _____

OWNERS NAME: LAST _____ FIRST _____

SPOUSE: _____

PROPERTY ADDRESS: _____

MAILING ADDRESS (IF DIFFERENT): _____

HOME TELEPHONE: _____

EMAIL ADDRESS: _____

FOUR (4) DIGIT CODE: _____

(This

code is provided by you and used to grant access into the community.)

PLEASE COMPLETE FORM AND FAX OR MAIL IT TO THE ABOVE ADDRESS.

**LAKESIDE AT CANYON SPRINGS
HOMEOWNERS ASSOCIATION**

PURPOSE OF ASSESSMENTS

The assessments levied by the Association shall be used for the purpose of enforcing the Declaration, promoting the values and amenities of the Properties, and in particular, for the improvement, replacement, maintenance and operation of the Public Rights-of-Way, Common Facilities, Sedimentation Pond(s) and Common Area, services and facilities devoted to this purpose and related to the use and enjoyment of the Common Facilities and Common Area by the Members.

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.**

GATED ENTRY

1. **Contact person for the gate company - calling in service, repairs, updating or deleting telephone numbers, and address directory, assigning transmitters and notifying police, fire, EMS and newspaper delivery of entry codes.**
2. **Establish and maintain a register of owner entry codes and transmitter identification for the gate operating system.**
3. **Coordinate required and emergency service on gates with contractor.**

RESTRICTION ENFORCEMENT

- 1. Tour the subdivision twice a month (this is done by the on-site manager).**
- 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 for compliance.**
- 5. If violation persists, refer to the Board for further action - COORDINATE WITH ATTORNEY.**

**LAKESIDE AT CANYON SPRINGS
HOMEOWNERS ASSOCIATION, INC.**

1600 N.E. Loop 410, Suite #202

San Antonio, Texas 78209

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

Architectural Control Committee

Frequently Asked Questions:

1. What is the Purpose of the ACC?

The primary purpose of the ACC is to help maintain property values by protecting the environmental and architectural integrity of the subdivision in accordance with the provisions of the Declaration. The covenants state that no building, structure or improvement of any character shall be erected, placed, added to or altered on any lot until the building plans, specifications and a site plan showing the location of the proposed structure or structures have been submitted to, and been approved by the ACC. All improvements must be in compliance with the restrictions as to the use, quality of workmanship and materials, nature of materials, harmony of external design and color with existing and proposed structures, and location of improvement with respect to topography, finished grade elevation, lot boundary lines, and be within the scheme and design of the Declarant.

2. What action is required of homeowners?

Prior to making any change or improvement, any owner planning to change or add to the existing structures on a lot must submit a request in writing to the ACC stating the details of the intended change, improvement or need for a variance, and attaching samples or plans to more clearly describe the projected change or addition. If any change, improvement, or action in variance from the Declaration is taken prior to written approval of the ACC, the Association reserves the right to require the owner to remove the improvement and/or change from the property.

3. What types of items require written approval?

Some examples of improvements/alterations requiring written approval from the ACC include, but are not limited to: building structures such as garages, storage buildings, patio covers, play structures, fencing and walls, solar collectors, flagpoles, light fixtures, etc.

4. Can the Committee grant variances for certain details?

The Committee is authorized to grant variances for things such as location, height, number of improvements, materials, etc. The owner must, however, request a variance giving reasons why it should be granted, so that the Committee can make a reasoned decision accordingly.

5. Why do we have to put everything in writing?

The formal approval process is necessary to assure that every owner's desire to improve his or her property can be given due process without discrimination. It will also provide the owner, the ACC, and the Association Board, with a permanent record of actions taken.

Architectural Control Committee

Frequently Asked Questions (Cont.):

6. Why do we need to submit a request?

A number of owners have already requested and been granted approval to add improvements to their property by following the procedures outlined in the Declaration, but there are some owners who have expressed surprise and consternation about having to ask permission to improve their own property. Your subdivision was developed and made subject to a Declaration, and all owners are obligated to follow the terms of the Declaration when they receive the deed to their property.

LAKESIDE AT CANYON SPRINGS HOA
1600 N.E. Loop 410, Suite 202
San Antonio, Texas 78209

WELCOME TO
LAKESIDE AT CANYON SPRINGS
HOMEOWNERS ASSOCIATION