

Parkwood Maintenance Association
1600 N.E. Loop 410, Suite 202
San Antonio, Texas 78209
(210) 829-7202 - Office * (210) 829-5207 – Fax

Dear Homeowner,

Prior to purchasing your home, you should have been informed of Parkwood Maintenance Association and its many fine features. The Board of Directors would like to provide you with more information about the Association's rules and regulations, services provided by outside agencies, and utility contacts for your convenience.

Homeowners in Parkwood want to make it a better place to live and enhance long term property values. In order to do this, everyone should be aware of and must comply with the Declaration of Covenants, Conditions and Restrictions (DCCRs). A copy of the he DCCRs were provided at time of closing. Since most violations occur because 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:

Parkwood Maintenance Association is a non-profit organization organized under the laws of the State of Texas. The Association owns and maintains the common properties and facilities. Assessments provide for the maintenance of your clubhouse, entryway landscaping, community pool, recreation/sport court and all other common areas of Parkwood. Also provided is Association insurance, management fees and administrative expenses.

Every homeowner is an automatic member and shares a portion of the responsibility for its support and will pay mandatory assessments. Assessments are billed annually, and are due January 1, of each year.

Board 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 prior to the meeting date..

Administration:

The Association office is located on the access road off Loop 410 E. at Harry Wurzbach (east of the airport exit). It is a two-story building with "Association Management Services" on the front of it. The address is 1600 N. E. Loop 410, Suite #202, San Antonio, Texas 78209, office Phone is 210-829-7202 and Fax 210-829-5207. Hours of operation are: Monday - Friday, 8:00 a.m. - 6:00 p.m. with 24 hour answering service for emergencies. [MAP to AMS](#)

Management's 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 as well, such as enforcing regulations and assisting in architectural control.

Building & Improvements Architectural Approval:

Prior to any improvements on your lot, an Improvement Request Form must be submitted to our office, we will then forward the request to the **Architectural** Control Committee (ACC). The committee has up to **30 days** to approve or disapprove the plan.

Any exterior improvements to your property must be approved by the Architectural Control Committee (ACC) **before any** work begins. It is the builder/owner's responsibility to submit plans for any improvement to the ACC for approval.

"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. Some of these improvements may also require a building permit from the city.

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. The ACC Improvement Form is available on-line at AMS-SA.Com under the FORMS link

Utility Services:

- City of San Antonio [Link](#)
- City of San Antonio Customer Service [Link](#), dial 311
- [City Public Service](#) provides electric and gas - (210)353-2222
- [San Antonio Water Systems](#) provides water - (210)704-7297
- [AT&T](#) provides telephone service - (800)464-7928
- [City of San Antonio](#) - garbage service - (210)207-6400
- City of San Antonio Animal Services [Link](#)
- City of San Antonio Code Compliance [Link](#)
- Parkwood Manager Action Request Form** [Link](#)

Schools:

[Northside ISD:](#) (210) 397-8500
Be sure to call the district office to verify the campus(es) your children will attend

[Northside Transportation:](#) (210) 561-5085

Garbage Service:

Trash containers are to be placed curb side **ONLY ON THE MORNING of pickup**. Garbage collection is scheduled for Tuesdays and Fridays. Trash containers must be stored out of public view. Firewood, building materials, equipment, etc. must also be stored in this same manner.

ALL EMERGENCY SERVICES MAY BE REACHED BY DIALING 911.

Fire Protection:

Fire fighting service is provided by the [San Antonio Fire Department](#).

Non-emergency, 210-207-7744.

Police:

[San Antonio Police Department](#) provides public law enforcement service. The office can be contacted by dialing 210-207-7484.

EMS:

Non-emergency, 210-207-7744.

***FOLLOWING IS AN OVERVIEW OF SOME OF THE DEED RESTRICTIONS.
PLEASE READ THE DECLARATION OF RESTRICTIONS IN FULL.***

Prohibited Structures:

Mobile homes, boats, trailers, etc. are prohibited. No portable building, tent, shed, barn or other portable structure of any nature shall be placed on a lot without prior approval from the Association. (The ACC Improvement Form is available on-line at [AMS-SA.Com](#) under the FORMS).

Prohibited Activities:

No business or service activity of any kind should be conducted on or from any lot. No obnoxious or offensive activity which may constitute a nuisance shall be permitted.

Garbage and other waste:

No lot shall be used as a dumping ground for rubbish, trash, garbage or other waste and such substances shall not be kept on any lot. All waste substances kept on a lot pending collection thereof should be kept in closed containers with lids or in sealed plastic bags. Trash receptacles should be hidden from general view until such days designated for collection.

Maintenance:

The owners and occupants of each lot must keep all weeds and/or grass cut and trimmed in a reasonable neat and seasonal manner. All houses and other approved structures must be kept in a respectably good state of painting and repair.

Signs:

Please inform any contractor or supplier installing any improvement that temporary or permanent signs of any kind are prohibited; except for one rectangular sign advertising the property "For Sale" or "For Rent".

Animals:

Please do not let your pets run loose. No one wants their landscaping ruined or wants to clean up after someone else's pets. No animal, livestock, or poultry shall be raised, bred or kept on any lot except that no more than two household pets may be kept.

Courtesy Patrol:

There is a courtesy patrol which assists the Association in patrolling the neighborhood. This Patrol consists of off duty San Antonio Police Officers who are employed by the Association. The Patrol officers can enforce compliance with city codes and regulations and patrol areas as deemed necessary by the Safety Committee.

All suspicious or criminal activity should be reported to our Courtesy Patrol and to the Safety Committee

Welcome to Parkwood

If we can provide any additional information or assistance, please feel free to call the Association's management office - (210)829-7202.