

Subject: New Rules for Crown Ridge Townhouse Association

1. The Homeowners' Association (HOA) of Crown Ridge is under new rules. These rules were filed with Bexar County on February 2, 2016 and can be found in Book 17677 starting on Page 1163. These rules were officially adopted at the HOA meeting on December 18, 2015.

2. These new rules now include a monetary fine of \$200 per infraction. This fine was adopted by the Homeowners at the Annual Meeting on October 22, 2015.

3. It is incumbent on each Homeowner to have a copy of rules and comply with them. If an owner has questions about interpretation of any of the rules they should ask the Board for a ruling. Homeowners who rent their property must provide a copy of the Rules to their renter. Renters are required to follow the rules in every way just as an actual owner would. In Section 1 under D. Responsibility, the new Rules state the following:

All homeowners should have a copy of the rules. If a homeowner rents their home to another person (even family), he will provide his tenant with a copy of the rules. Tenants are required to follow the HOA rules at all times. If a tenant fails to comply, the homeowner (*i.e.*, landlord) will be held accountable for the violation.

4. The Rules provide for the overall enjoyment and livability of Crown Ridge. They should be followed to keep our community strong and viable for all inhabitants. A copy of these new rules are enclosed in this package. The Rules will also be available in an electronic version, if an owner prefers to keep it on their personal computer.

5. Overall the biggest change is the addition of a fine which can be levied if a person living at Crown Ridge deliberately breaks a rule. Any questions should be addressed to HOA Board members or the office for clarification.



Kyle Eberwine, Vice President
Crown Ridge Townhouse Association

FS/mlh

Enclosure: CRTA Rules dated December 2015.



Rules

-revised November 9, 2015

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CROWN RIDGE TOWNHOUSE ASSOCIATION RULES

RULES OF CROWN RIDGE TOWNHOUSE ASSOCIATION, INC.

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parents to ensure that their children comply with the rules and that they do not damage property owned by the Association or individual members.

F. GUESTS:

1. Bona fide guests should be accorded courteous treatment and encouraged to enjoy our common area facilities. However, our residents must exercise prudence in the number of guests invited so as not to infringe on the use of facilities by other residents. The behavior of guests is the sole responsibility of the host.

2. **Boarders** are prohibited at Crown Ridge per the Declaration of Covenants, Conditions and Restrictions (CC&R). In the CC&R in Article VIII, Use Restrictions, Section 1: it states the CRTA townhouses are "single family townhouses" and additionally in the same Article, in Section 5, it states: "No business activities of any kind whatever shall be conducted in any building or in any portion of said Property..." A boarder is any person who is paying rent for a room in a townhouse.

G. SAFETY: Although the Crown Ridge Townhouse Association (CRTA) will do all it can to prevent accidents, injuries, or damage to property within the premises of Crown Ridge, the Association shall not be responsible for such injuries or damages, including those which might occur in the clubhouse, swimming pool, playground or any other common area facility. Adequate safety can only be achieved and accidents prevented through the unified efforts of all residents. Crown Ridge residents are reminded that the use of open flame devices, such as BBQ grills, in the common area, including the front of the townhouse and the sidewalk, is strictly prohibited.

H. ENFORCEMENT: The Board has the duty to make sure that the rules are enforced. All residents must comply with these rules. If any resident sees a violation, he should refer the incident (with photos if possible) to the Board. Of course if it is an emergency situation, the appropriate Law Enforcement Agency should be contacted by calling 911.

Monetary Fines will be assessed by the Board against any homeowner where he or his tenant is in violation of these HOA rules. When a violation of a rule occurs the Board shall follow this procedure to assess a fine.

Step 1. The Board of Directors will contact the homeowner of the property with an alleged violation of the rule or rules and work with them to correct the situation.

Step 2. If no resolution is achieved, the Board will formally notify the homeowner of the potential fine by Certified Mail with return receipt requested and give the person a reasonable period (of fourteen to thirty days) to correct the problem. The notification will be dated and will state the violation(s), what correction(s) are expected and the time allowed from the notification date for the expected correction to be achieved. If the correction is not achieved on time, the notice will provide the amount to be levied against the homeowner and list any restrictions on the use of the amenities. The Board's letter will state that the homeowner has a right to request a hearing before the Board on or before the 30th day after the receipt of the notice.

Additionally, if the violation affects the common area, the Board may take action to correct the situation. If any costs are incurred by the Board, these costs will be added to the fine(s).

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2. Residents are urged to thoroughly instruct all drivers within their households to drive cautiously.
3. Vehicles not bearing a current valid license and inspection sticker are not to be driven or parked within Crown Ridge streets and parking lots and carports. Anything that is kept in the carports must be covered and/or kept clean, tidy and in good condition. Items included in this would be cars, trucks, boats, jet skis, dirt bikes, motorcycles, golf carts, and ATVs, etc.
4. Gas powered or electric toys such as go-carts, motorcycles or ATV's are not permitted on the sidewalks, lawns, playground or the under the power lines. Golf carts and personal assistance wheel chairs are permitted but only on the streets and sidewalks.
5. Automotive repairs are not prohibited in carports; however, car repairs should be completed by sundown. Cars are not to sit in a state of disrepair. All parts and tools must be put away to help maintain a tidy appearance to the carports; it is permissible to cover a vehicle with a tarpaulin or car cover if repairs are not completed by the end of the day.

B. PARKING VEHICLES:

1. Carports are for the exclusive use of the persons residing in the adjoining townhouse. Vehicle operators under no circumstances will park in a carport not belonging to them without specific permission from the owner or tenant. Residents should advise the operator of any vehicle that is obstructing the carport entrances that he is in violation of CRTA Rules and that the violation is cause for the vehicle to be towed. Boats, trailers, and motor homes over 12 feet in total length must be parked in the area designated for overflow parking.
2. All Streets within Crown Ridge are designated "Fire Lanes" and "Tow Away" zones. Double parking at any time is expressly prohibited. The one exception is Crown View Drive where parallel parking along the fenced side of the street is permitted. There is no parking in fire lanes which are marked by the red curb.
3. Additional parking spaces are located in uncovered parking areas throughout Crown Ridge for the convenience of guests. Inoperable, unlicensed, and unregistered vehicles are not to be parked in any open parking area within Crown Ridge; they are subject to towing.
4. Arrangements should be made with the Association Administrative Assistant for the parking of motor homes, boats, trailers, etc., in the overflow parking area on a temporary basis.

SECTION IV: COMMON AREAS

A. CLUBHOUSE

ELIGIBILITY AND USE:

1. All persons residing in Crown Ridge and **escorted** guests are entitled to use the clubhouse facilities subject to conformance with the rules contained herein.
2. The clubhouse is designated primarily for the social functions, exercise and relaxation of Crown

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D. PLAYGROUND: This area is designed for small children and is located adjacent to the clubhouse. All pets are prohibited from this area. Supervision of young children is the sole responsibility of an adult guardian. The wooden play set is designed for people/children who weigh 100 pounds or less.

1. KICKING AND HITTING BALLS - An open area for persons engaged in baseball, football, soccer, or other games wherein kicking or swinging at a ball is the style of play is located in the field under the power lines. A safe distance must be maintained from the overflow parking area.

2. BASKETBALL - A backboard with a basketball goal and net is located near the swimming pool for persons of all ages to play basketball. Play in the basketball area is not allowed after 10PM.

3. Wheeled Toys – Wheeled toys include Bicycles, Tricycles, Skateboards, and Skates may be used on streets and sidewalks within Crown Ridge; **however, pedestrians on sidewalks have the right-of-way.** Riders/skaters must avoid any person walking on the sidewalks. Bicycles and toys shall not be left overnight on lawns, sidewalks, or in front of doorways. Reckless bicycle riding and/or skating is not acceptable and is strictly prohibited. Repeated bicycle riding on the grass can create "off sidewalk paths," causing ecological damage and will not be tolerated.

4. EXCESSIVE NOISE - The noise created through simulated or actual motors, and loud music, etc., is discouraged during the day and absolutely prohibited at nighttime. The city's municipal code defines nighttime in Section 25-51:

Nighttime shall mean the hours between ten o'clock p.m. and six o'clock a.m., Sunday through Thursday and eleven o'clock p.m. and six o'clock a.m. Friday and Saturday.

Please see the San Antonio Municipal Code for more information at

<http://library.municode.com/index.aspx?clientID=11508&stateID=43&statename=Texas>

SECTION V: SWIMMING

A. GENERAL RULES:

1. The swimming pool and the patio area adjacent may never be reserved for a private function. See Section IV, Clubhouse, and Rule 6 for more information.

2. The swimming pool is for the exclusive use of Crown Ridge residents. The hours the pool is open along with safety rules are posted on the pool fence. All guests except bona fide house guests must be accompanied by the resident host. All swimmers will wear a "Swim Bracelet."

3. The Association Administrative Assistant, Maintenance Staff, or any Board Member is authorized to close the pool at any time because of weather conditions, misconduct of swimmers, or for any reason which in their judgment dictates such actions.

4. Any obnoxious, intoxicated or ineligible person can be asked to leave the swimming pool, the clubhouse, and the pool area, by the Association Administrative Assistant, Maintenance Staff, or any Board Member. Absolutely no alcoholic beverages are to be consumed by minors in the pool and

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4. Glass containers are not permitted inside the pool area.
5. Toy "water" balloons are not permitted in the pool because of possible damage to the filtering system.
6. Play equipment is limited to that made of soft, flexible material. Tennis balls, footballs, hard plastic Frisbees, etc., or any object which may cause injury if thrown or stepped on will not be permitted. Inflatable items like beach balls or rubber rafts or those made of foam are acceptable.
7. Running, horseplay and "rough-housing", and unnecessary or excessive splashing are not permitted. There is NO diving at the pool.
8. No foreign matter or debris shall be thrown into the pool or its surrounding area. Waste receptacles and ash cans are conveniently located for placement of refuse and smoking materials.

SECTION VI: BUILDINGS/TOWNHOUSES

A. EXTERIOR CHANGES:

1. For proper maintenance and appearances the homeowner is financially responsible for painting their front door, replacing window/door screens, light fixtures, painting of security bars (black) and mailboxes as needed.
2. No physical change shall be made to the exterior of any Crown Ridge Townhouse without prior written approval of the Architectural Committee or the Board. There is a form which is available in the office for making changes to a townhouse's exterior; it's called "Request for Architectural Approval." This form must be used. The request shall be in writing and must include a detailed sketch indicating accurate dimensions and colors so that the committee will be able to determine how the changes will affect the overall appearance. This includes patio covers, fences, wall changes or any change affecting uniformity in outside appearance. Any modification to a townhouse that involves enclosing a patio or changes to existing walls must have a building permit and either an engineer's or architect's plan. Example: Enclosing a patio to make an additional room. This would require a building permit and a detailed blueprint or plan. Application forms are available in the office. The Architectural Committee is responsible to the Board of Directors for approving the changes; however, the homeowner who signs the request is responsible for any and all maintenance of the changed part of the structure in perpetuity. If a homeowner has questions about physical changes to townhomes, he should ask the Architectural Committee or Board for assistance.

B. PATIOS:

1. All residents are expected to abide by Article VIII, Section 6 of the Crown Ridge Declaration of Covenants, Conditions and Restrictions which states: "All clotheslines, equipment, service yards, woodpiles, or storage piles shall be kept from view of neighboring townhouses and streets. All rubbish, trash, or garbage shall be regularly removed from the premises, and shall not be allowed to accumulate thereon. At this time our regular scheduled trash and recycling pickup dates are Mondays

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B. APPEAL FOR COOPERATION - Dogs, cats, and other animal pets cause a serious problem within our community. When not controlled, pets can be a potential danger to people, especially our children. They also cause deterioration of shrubs, plants, building improvements, and sometimes neighborly relations. For more information on animals in San Antonio, refer to Section 5 of the Municipal Code. This covers animal issues from pet shops to animal nuisances (abandoned animals, vicious animals, etc.) and impoundment. Please see the San Antonio website for more information. <http://library.municode.com/index.aspx?clientID=11508&stateID=43&statename=Texas>

As a means of improving community relations, all owners of pets are enjoined to control their pets by ensuring they do not release their body waste upon the common area and property belonging to others. Scoopers and other devices for cleaning up after pets are widely available and pet owners are strongly urged to use them. Crown Ridge Residents are not permitted to tie or chain pets to trees, shrubs or stakes in any of the common areas.

C. CONTROL: City of San Antonio Code Section 5-20 stipulates that "it is unlawful for any person owning or in possession of a dog or cat to permit said animal outside their premises unless such animal shall be on a leash of sufficient strength to control actions of said animal."

D. PENALTY: Prosecution of a pet owner or person in possession of a pet for the offense described above may be instituted at the San Antonio Municipal Court by anyone electing to file a sworn complaint charging such owner or agent with a specific offense. See the Municipal Code Section 5-21.

E. LIVESTOCK: Livestock "horses, ponies, cows, chickens, pigs, etc." are not permitted within the limits of Crown Ridge.

SECTION X: GARDENING AND PLANTING

A. PLANTS: The planting of trees, shrubs, plants, etc., is the sole responsibility of the Townhouse Association. No planting or gardening shall be done by any townhouse occupant except within the confines of their respective patios, unless specific permission has been obtained from the Board of Directors. The Board of Directors is responsible for the overall planting and gardening program. It will be at the discretion of the Architectural Committee to make a decision as to removal or trimming of trees or plants (to include roots) at the expense of the homeowner who is in violation of the following: Trees or plants in patio areas that infringe on other Homeowners and/or Association property, that impair the structural soundness, that impair easement or foundations or walls, or will adversely affect other Townhouses or their owners.

B. VINES: Residents who permit clinging plants such as ivy, jasmine, honeysuckle, etc., to grow on or against painted surfaces (cinder block patio walls, backs of units, etc.) will be responsible for removal of all growth prior to scheduled painting. No vines should be allowed to grow over the roofs of the buildings, carports or sheds.



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Book 17677 Page 1163 14pgs

THE STATE OF TEXAS §
COUNTY OF BEXAR §

Before me, the undersigned authority, on this day personally appeared JANE AMES, Secretary of CROWN RIDGE TOWNHOUSE ASSOCIATION, INC., proven to me through a current identification card or other document issued by the federal government or any state government, which includes a photograph and signature, to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that the same was executed by proper authority in the capacity stated and for the purposes and consideration therein expressed.

Given under my hand and seal of office this 18th day of December, 2015.

Donna Lee Salazar
Notary Public, State of Texas

Donna Lee Salazar

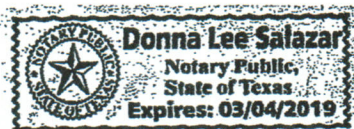
Printed Name of Notary

3/4

My Commission Expires: 2019

Doc# 20160019430 Fees: \$78.00
02/02/2016 1:05PM # Pages 14
Filed & Recorded in the Official
Public Records of BEXAR COUNTY
GERARD C. RICKHOFF COUNTY CLERK

Any provision herein which restricts the sale, or use of the described real property because of race is invalid and unenforceable under Federal law
STATE OF TEXAS, COUNTY OF BEXAR
I hereby Certify that this instrument was FILED in File Number Sequence on this date and at the time stamped hereon by me and was duly RECORDED in the Official Public Record of Real Property of Bexar County, Texas on:



FEB 02 2016



Gerard Rickhoff
COUNTY CLERK BEXAR COUNTY, TEXAS