

Royal Ridge Executive Homes Association, Inc.
Procedures for Homeowner Compliance

1. Any person may submit a written complaint to the Architectural and Compliance Committee (ACC). The address and phone number of the Committee may be found on the web site for Garden Homes II, currently www.royalridgesa.org, or by contacting the president. The person claiming a violation should provide written evidence, if possible. Examples are two written statements or two photographs (dated). The photographs should include a time period that proves a violation (such as two photos four days apart for RV parking violations). The written evidence or photos supporting the violation should be attached to the written complaint. The written complaint may be via an email. The ACC shall keep written complaints for one (1) year.
2. The ACC shall verify the complaint, if necessary, and shall attempt to contact the homeowner or resident at least twice to try to resolve the complaint.
3. **Enforcement Actions: ****

If the complaint appears valid and the complaint is unresolved, for curable violations, the ACC shall:

Prepare a Notice for the property owner that shall:

- (a) Be in writing,
- (b) Include a description of the real property sufficient for identification. This does not require a legal description,
- (c) Include a statement of the violation or violations and why the notice is being issued, and the Fine for failure to remedy the violation.
- (d) Include a correction period (ending on a date certain) allowing a reasonable amount of time to make the changes, repairs and improvements required to bring the premises into compliance with the statutes, common law, provisions of the City of San Antonio code and/or covenants or restrictions of the Royal Ridge Executive Homes Association, Inc. (Garden Homes II),
- (e) Inform the property owner or owner's authorized owner's agent of the name and phone number of the Garden Homes II official or designee.

Further, the Notice shall be:

- (a) Delivered personally; or
- (b) Sent by certified mail, postage pre-paid, return receipt requested to the owner of record at his address as it appears on the Bexar County Appraisal District records; and if the notice is returned showing that the letter was not delivered, a copy thereof shall be posted in a conspicuous place in or about the structure affected by such notice; or
- (c) Sent by first class mail, to the owner of record at his address as it appears on the Bexar County Appraisal District records, and posting a notice in a conspicuous place in or about the structure affected by such notice.

4. In the event of noncompliance, and after the expiration of the time period set forth in the written notice, the ACC shall forward a copy of the Notice and proposed Fine to the Board of Directors.
5. The Board of Directors shall meet, after giving the alleged violator at least ten (10) days' notice, and determine whether or not to assess the proposed Fine. The Board of Directors shall deliver a notice of the meeting to the address of the property owner.
6. In the event that the Board of Directors assesses a Fine, the treasurer shall send a bill to the Homeowner, and if it is unpaid after sixty (60) days, shall file a lien on the property on behalf of Garden Homes II.
7. In the event that the Homeowner shall believe that the Fine is wrong, or unfair, the Homeowner may seek reversal and refund of any Fine which has been paid at a regularly scheduled semi-annual meeting of the Homeowners by a secret ballot vote.
8. Costs for filing a lien and for filing a release are the responsibility of the Homeowner who has been fined. However, if the Fine is reversed at a regularly scheduled semi-annual meeting of the Homeowners, then the Homeowners Association shall be responsible for the costs.

**** Non-curable Violations** - Violations that are not curable need not be given notice and an opportunity to cure prior to an enforcement action. Examples are: discharge of fireworks, acts that are a threat to health or safety, a noise violation that is not ongoing, and property damage.

Royal Ridge Executive Homes Association, Inc.
Schedule of Fines

Fines generally shall be assessed monthly, but may be assessed more frequently as long as notice is provided to the homeowner.

	<u>Amount</u>
1. Failure to comply with San Antonio City Code Sect. 302 Such as allowing soil erosion (302.2), weeds or vegetation of 12" or more (302.4) or rodents (302.5)	\$10.00
2. Incomplete landscaping or covering yard in concrete (violation of SAPM Code Sect. 302.2)	10.00
3. Failure to trim and allowing overgrowth of landscaping	10.00
4. Failure to clean up trimmings from bushes or grass within seven (7) days	10.00
5. Fences – violation of SAPM Code Section 302.7.1 (Alleys are defined to be a public way.)	10.00
6. Failure to keep property repaired and painted	10.00
7. (violation of SAPM Code Section 304)	10.00
8. Garbage (violation of SAPM Code Sect. 308)	10.00
9. Failure to keep night lights in alley on automatic timer and lit at night	10.00
10. Failure to complete yard remodeling project within sixty (60) days from project start	10.00
11. Failure to remove dead tree or bushes from property	10.00
12. Failure to hide garbage, recycling or organic collection bins	10.00
13. Failure to keep sidewalks clear 36" wide & 80" high (ADA) (City of San Antonio Municode Sect. 29-10)	10.00
14. Failure to properly maintain sidewalks (Municode Sect. 29-11) (City of San Antonio Cost Share – call 311)	10.00
15. Violation of other covenants, restrictions, City Codes, Ordinances, statutes or the common law	10.00
16. Parking oversized commercial vehicle in Garden Homes II	10.00/day
17. Parking RV vehicle for more than 3 days in Garden Homes II	5.00/day

For second and subsequent violations of 1-15 above within one year, the fine shall be \$20.00 per month.

The San Antonio City Code is available by going to the City of San Antonio web site and searching for "city code." See also

https://www.municode.com/library/tx/san_antonio/codes/code_of_ordinances.

The San Antonio Property Maintenance Code Ordinance 2015 is available at

<http://docsonline.sanantonio.gov/FileUploads/DSD/SAPMCOOrdinance2015final.pdf>.

Royal Ridge Executive Homes Association, Inc.
Architectural Control Committee Criteria for
Building or Purchasing Storage/Utility Shed for Back Yards

1. **Materials:**
 - a. Recommend paint color for trim and walls, roofing be the same color as the home.
 - b. Use stucco, wood, brick or similar natural building material.
Do not use plastic (like Rubbermaid), tin or steel.
2. Meet all required set back from property line easements and comply with Sections 7 and 11 of Revised and Restated Declaration of Covenants, Conditions and Restrictions.
3. Orientation of building should consider the view that it will present to your neighbors.
4. Building should encompass no more than 100 square feet of space (10 ft x 10 ft).
An Owner can request a waiver if the size of the yard can accept a larger footprint.
5. The building should be placed inside the backyard fence area with clearance to walk around for weed and pest control.
6. The building cannot have bathroom facilities.
7. The building cannot house a car.
8. The building cannot be used as living quarters for maids, family members or guests.
9. Insure the placement of the building does not affect water *drainage* on adjoining property.

Please submit your proposal to the Architectural Control Committee for approval. Check the web site, www.royalridgesa.org, or your GH II roster for names and phone numbers.

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9. Insure the placement of the building does not affect water drainage on adjoining property.

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