

CROWNRIDGE OF TEXAS OWNERS ASSOCIATION

3330 Oakwell Court, #132
San Antonio, Texas 78218
(210) 829-7202 - Office
(210) 829-5207 - FAX

Dear Homeowner,

Prior to purchasing your home, you were informed of the Crownridge of Texas Owners Association (COTOA) and its many fine features. Now that you are a member of the association, I would like to present more information about the association.

The Crownridge of Texas Owners Association (COTOA) is a non-profit organization formed of the homeowners, the Crownridge home builders, and the developer. The association owns and maintains the common properties and facilities for the use, enjoyment, and benefit of the members. The common properties and facilities will include, but are not limited to, green belt landscaping, sprinkler systems, appurtenant improvements and eight hour a day roving patrol.

As an automatic member of the COTOA, every homeowner will share a portion of the responsibility for its support and will pay a mandatory annual assessment. The homeowner assessment effective January 1, 1996 is \$60.27 per year.

Assessments are collected on an annual basis, payable in advance. A statement is sent January 1st of each year and is due by January 31st of that year. The obligation for past due assessments not only shall be a personal obligation of the landowner, but also shall create a continuing lien on the property. Assessments should be made payable to Crownridge of Texas Owners Association, and mailed to 3330 Oakwell Court, Suite 132, San Antonio, Texas 78218.

The annual assessment may not be increased more than 10% per year without the consent of 2/3 of the vote of each class member present at a meeting called for such purpose. Special assessments may also be levied by the association in any assessment year. Any special assessment shall have the vote or written assent of 51% of each class of members and will be applicable to that year only.

Sierra Heights (\$170.00) or Legend Hills (\$170.00) Homeowners Association offers a complete recreational center featuring private tennis courts and a swimming pool and is available for the use by the members and their guests. These are separate organizations and memberships are limited to designated areas.

Swimming is allowed April 1 - October 31 for family members aged 10 and over, (children under 10 must be accompanied by a person 16 years of age or older), after the agreement and release of liability and the use of the swimming pool facilities outside the normal hours of operation is signed, a key will be issued. Additional keys may be purchased, if needed.

The club room for each facility is available for use by members of the swim facilities. Member must be in attendance at the function. There is a deposit fee of \$150.00 and rental fee of \$25.00. A lease form must filled out prior to your selected date and the deposit fee and rental fee is to be paid by the day you pick up the club room key. The club room must be cleaned by 12:00 p.m. (noon) the day following your function. We hope that you and your guests enjoy the club house and will treat it as your own home.

Roving Patrol service is provided by Ranger American. They patrol the community eight hours a day, seven days a week (hours vary as do the days - normally on night duty Thurs - Sun). In addition to the patrol service, they will respond 24 hours a day to homeowner's calls pertaining to criminal, fire, medical emergency, suspicious activities or any other assistance that is normally provided by them. Ranger American also responds to security system alarms monitored by their company. Subscribers to security system alarm services with other companies must make their own arrangements for a patrol response in the event their alarms are activated.

Only the highlights of the documents governing the affairs of the associations are contained in this letter. You are encouraged to familiarize your self with all of the documents for the details - they are extremely important. Enclosed is a copy of the bylaws for your review. The Declaration of the covenants, Conditions and Restrictions for Crownridge of Texas should have been provided to you by the title company at the time of closing. The Articles of Incorporation are available for review at the business office of the association.

Your Homeowners Association is managed by Association Management Services. Their 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 Ranger American. 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 *assisting in enforcing regulations and architectural control*

If you have any questions, please feel free to call me at 829-7202. Our office hours are from 8 - 5, Monday through Friday.

Again, welcome to Crownridge. I look forward to meeting you and encourage you to participate in the affairs of the association as well as attending the annual homeowner meetings.

Sincerely,

Barbara Lowry
Administrator