

Promontory Pointe Homeowners Association

14603 Huebner Rd, Bldg 40

San Antonio, TX 78230

210-561-0606

Dear New Homeowner:

Welcome to our neighborhood and congratulations on the purchase of your home!

On behalf of the Promontory Pointe Homeowners Association Board of Directors and the other homeowners of Promontory Pointe, we would like to welcome you to your new home and our community! Over the coming months we look forward to meeting you whether it be walking down the streets, at the pool or a community activity. Promontory Pointe offers many amenities, such as a pool and pavilion area, sports court, and park that make this community an enjoyable place to live. The Promontory Pointe Pavilion, Sports Court, and Playgrounds are open year round. The Pool Area is open typically from Mid March – Mid October of each year. Gate Key Cards for the Pool, Sports Court and Bathrooms can be obtained by contacting the management company. Please refer to the [Recreational Facility Rules & Guidelines](#) on our website under the *Our Amenities* tab for more information.

The operation of your homeowners' association is governed by a volunteer Board of Directors. The Board is elected by the community to oversee the daily functions and financial responsibilities of the Association. The Board is also responsible for maintaining members' compliance with the established covenants and bylaws of the Association. They have specific provisions regarding what can and cannot be done on your property. Please take the time to read through the Bylaws and Covenants documents you received during the home purchase process. Copies are available on the community web site, www.promontoryhoa.org under the *Resident Info/Documents & Forms* tab.

Our community website is the official communication channel between the Board of Directors and the membership. Upcoming activities and events, announcements, a community calendar, deed restrictions and bylaws, architectural review forms, and volunteer committee information and much more can all be found there. Please take a few minutes to visit and familiarize yourself with its resources. If you don't find the information you need there, the Board of Directors can be contacted through the email link provided on the *HOA Board of Directors* tab. Please remember to register for our PPHOA Newsletters and Info Blasts to insure delivery of important communications from your HOA. Past copies and instructions for registration can be found on the *PPHOA Email Newsletters* tab.

Diamond Association Management & Consulting (DAMC) is our contracted property management company. They can be reached at 210-561-0606 or through their company website, www.damctx.com. Please make sure to access the DAMC Portal on our website and request

access through the portal. The DAMC Portal is a great tool to access your account status, ACC requests, forms\documents as well as a neighborhood directory. DAMC should be contacted for service issues on community property, complaints regarding specific bylaw violations, pool and recreation and gate access/questions/concerns, and for any questions regarding your annual homeowners' dues assessment. Our manager at DAMC performs at least two (2) inspections of our community each month to notate and contact homeowners for violations found. To familiarize yourself with this process, we recommend you view the Promulgated Standards and Violation Policy, both of which can be found on our website *Resident Info/Documents & Forms* tab. If you have any questions about this process, feel free to reach out to our manager (contact info on our website).

As a new homeowner, you may already have some ideas on how you'd like to improve your property. Please keep in mind, the Association has an Architectural Control Committee to help maintain the quality of our neighborhood. Its function is to evaluate the plans for all exterior landscaping, repairs and remodeling (such as painting, decks, fences, trees and bushes, replacement roofs, etc.) to ensure compliance with all Covenants and Bylaws. The purpose of this review is to protect our scenic environment and maintain the value of our homes. All modifications to the exterior of your property, that will alter its original appearance, must be submitted to the Architectural Control Committee for approval before any work begins. If work is started without prior approval, the homeowner risks being cited for a covenant violation and may be required to alter or remove the changes at significant additional cost. More information on the ACC Process, including a copy of the Homeowner Improvement Form, can be found on our website under the *ACC Process* tab.

Additionally, our community is only as good as its residents! Homeowners are actively involved in the day to day activities of PPHOA through participation in six (6) HOA committees and/or by election to the HOA Board of Directors. For more information on the committee and their function, please visit the *Committees* tab on our website. We would love for you to become a part of our "volunteer community".

Again, welcome to the Promontory Pointe community! We look forward to you falling in love with this neighborhood as much as we have. We know you'll find it is a great place to live and we encourage your participation in our activities and functions.

Sincerely,

Promontory Pointe Homeowners Association Board of Directors