

**OAK RIDGE VILLAGE HOMEOWNERS ASSOCIATION, INC.  
SECOND ANNUAL MEETING OF HOMEOWNERS  
WEDNESDAY, OCTOBER 4, 1995**

**MINUTES**

**CALL TO ORDER**

In accordance with the bylaws, notice of the second annual meeting of the general membership of Oak Ridge Village Homeowners Association was mailed on September 20, 1995. The meeting was held at the community clubhouse, 3902 Tavern Oaks, San Antonio, Texas. The bylaws state that the presence in person or by proxy of 10% (20) of the 196 lot owners shall constitute a quorum necessary to hold a meeting. With 27 homeowner lots represented, either in person or by proxy, and 93 developer lots represented, a quorum was present and the meeting was called to order at 7:05 p.m. by Gordon Best, President of the association.

Directors present:           Gordon Best, President (Developer)  
                                  Miles Prestemon, Secretary (Developer)

Directors absent:           Terry Lucas, Treasurer (Homeowner)

Also present: Barbara Lowry, Association Manager, Association Management Services  
                  Elaine Maciorowski, Association Manager, Association Management Services

**INTRODUCTIONS**

Mr. Best introduced himself as a member of the Hallmark-Ghormley Development Company and president of the Board of Directors of Oak Ridge Village Homeowners Association. He introduced Miles Prestemon, also of the Hallmark-Ghormley Development Company and secretary of the Board. He also introduced Barbara Lowry, president of Association Management Services and association manager, as well as Elaine Maciorowski, association manager with Association Management Services.

Mr. Best welcomed the members and asked that they all introduce themselves to the group, one at a time, and say something about themselves. Although Mr. Lucas was not present, Mr. Best thanked him for the time he had contributed to serving on the board.

**MINUTES OF THE PREVIOUS MEETING**

Minutes of the first annual meeting on February 15, 1995 had been included in the meeting notice that had been sent to all the members. Mr. Best asked if there were any corrections or additions to the minutes. With no corrections or additions offered, a motion to approve the minutes as presented was made, seconded and carried unanimously.

**REPORTS OF OFFICERS**

Mr. Best provided the background regarding the change to Association Management Services. A corporate decision had been made by the Hallmark-Ghormley Development Company to dissolve Lone Star Community Management Company after the resignation of Ms. Jeanne De Alba, Lone Star's president. He informed the group that Ms. Lowry was the owner and president of one of the largest management companies in San Antonio, managing more than forty associations, including Crown Ridge of Texas, a Hallmark-Ghormley community. He explained that the development company preferred to try to keep the management of all its properties with the same management company. Ms. Maciorowski, formerly with Lone Star Community Management Company and now employed by Ms. Lowry at Association Management Services, provided continuity and familiarity with the community. Mr. Best explained that one of the pages in the agenda package handed out to the members enumerated the services provided by Association Management Services to the association.

Mr. Best commented that another sheet in the meeting packet was a description of the standing committees that the board sought to establish within the community. He invited the members to read the duties of the various committees and urged them to sign up for any committee that interested them on the sign-up sheets that he offered to be passed around. He said that it was important to the community to have active committees to draw a community together and to help the board in their work.

Mr. Best turned the floor over to Mr. Prestemon to relate to the members some of the history of the community and what was planned by the development company in the future.

Mr. Prestemon related that the building of the school in Oak Ridge Village, which had been discussed at the last annual meeting, was no longer in the plans of the development. He reported that unit 4A with 18 lots was scheduled for development in November of this year and that Unit 5, with 60 lots was planned for June of 1996. If sales went well, the developer still had six months to decide on an option to purchase additional adjoining land. He stated that the developer expected that the two new builders would promote additional sales in the community. He stated that the new homes being offered by the new builders were of good quality and competitively priced. He stated that builders in a community come and go but that the developer, along with the documents, would continue to assure the quality of homes that would be built in Oak Ridge Village.

Since Mr. Lucas, the treasurer, was absent from the meeting, Ms. Maciorowski presented figures from the August 31st financial reports, explaining the expenses for which the association is responsible. She further explained that the 1995 budget was the original budget and is based on full build-out with all amenities in place. This is done to determine what assessment fee is necessary to enable the association to fund all of its expenses when the subdivision is completed and responsibility transitions to the homeowners. Projections through the end of 1995 were used to establish a proposed budget for 1996, based on expected revenues and expenses. The Hallmark-Ghormley Development Company expects to continue to subsidize the association, as necessary, while it is in development.

### ELECTION OF DIRECTORS

Mr. Lucas' term of office had expired and a resident member was to be elected to the board for a three year term. Mr. Lucas had decided not to seek re-election. Since no candidate profile forms had been received from the residents of the community, Mr. Best opened the floor to nominations. Mrs. Elizabeth Goodman was nominated and accepted the nomination. There being no other nominations, nominations were closed. With only one candidate for the resident position, Mr. Best asked the members to vote by a show of hand. Mrs. Goodman was unanimously elected as the resident member to serve a three year term on the Board of Directors.

### UNFINISHED BUSINESS

There was a question regarding the commercial lot at the front of the subdivision, along Thousand Oaks. Mr. Prestemon informed the members that the lot was for sale and had a commercial zoning of B2.

### NEW BUSINESS

Ms. Maciorowski reviewed the 1996 proposed budget, explaining various line items. The figures are based on projected 1995 totals with allowances made in some categories for increased expense due to the increased size of the community. If revenues and expenses go as expected, a shortfall of more than \$27,000. is anticipated, which would have to be subsidized by the developer. Although there is little room for adjustment within the budget, Ms. Maciorowski invited members interested in further reviewing the budget to volunteer to serve on the Budget Committee. Budget Committee members could gain good experience in the early years so that they would be better prepared to plan expenses when responsibility for the association falls to the homeowners.

Some homeowners questioned the hours that the pool was open and asked why it was necessary to have lifeguards. They indicated that they sometimes wished to swim early or late in the day, when the pool was normally closed. They asked if the homeowners could have keys to the pool area and swim at their own risk. The board explained that there is too much liability to the association members to allow use of the pool without lifeguards on duty. They told the members that when the homeowners were in full control of the association that they could decide whether to allow a "swim at your own risk" policy but they cautioned them to think very seriously before making that decision. A lawsuit with a large judgement against the association would result in each member being responsible for a portion of the payment once the insurance coverage had been exhausted. The board and management company will look into varying the pool hours next year to allow some earlier or later hours.

Additional issues which came up were addressed as follows:

- 1) Although home prices in the new garden section start in the high 80's, the actual selling prices range from the 90's to the low 100's.
- 2) There is a leash law in San Antonio, which is reaffirmed in the covenants. A reminder will be included in the next newsletter. Constant offenders can be reported to the management office and a letter will be sent to the offending homeowner.
- 3) Ms. Maciorowski has been working with Thompson Landscape, the installers of the trees at the entryway, regarding the staking of the leaning trees.
- 4) The sprinkler system at the back of the monument island has been checked several times and does not appear to be leaking. The frequent wet spot on the pavement is the result of a low area to which water gravitates.
- 5) The development company will be asked to mow the undeveloped area behind Sage Ridge.
- 6) The developer and builders pay for a security company to provide drive-through patrols at night.
- 7) Basketball goals are allowed in the subdivision as long as they conform to the criteria established for basketball goals. Architectural Control Committee approval for the goals and all other external improvements within the subdivision must be requested and received before they are installed.

**ADJOURNMENT**

With no further business to come before the members, the meeting was adjourned at 8:35 p.m.

\_\_\_\_\_  
Miles Prestemon, Secretary

  
\_\_\_\_\_  
Elaine Maciorowski, Recording Secretary