

**Minutes of the Regular Meeting of
The Board of Directors of
Oak Ridge Village Homeowners Association
Tuesday, February 20, 2001**

The regular meeting of the Board of Directors of the Oak Ridge Village Homeowner's Association, a Texas nonprofit corporation (the "Association") was held at the Clubhouse located at 3902 Tavern Oaks.

Directors Present: Raul Garza, Joleen Lammons, Maclovio Pena and Darryl Byrd

Also Present: Gary Blodgett and Marisela De Leon of Association Management Services

CALL TO ORDER: The meeting was called to order at 5:50 p.m., the President being in the Chair and the Recording Secretary present.

ADDITIONS TO THE AGENDA: Mr. Blodgett recommended to the Board to add to the agenda "Policy Regarding Legal Assistance in the Collection of Assessments" to be discussed under New Business.

FINANCIAL REPORT:

A. 2000 Year End - Mr. Blodgett reviewed to the 2000 year end actual budget with a \$12,949 surplus. This included a deposit in the Reserve Fund in the amount of \$5,000.

B. 2001 Budget Review - Mr. Blodgett provided the Board with a "Funds Projection" analysis, to include all pending projects to be completed during the 2001 fiscal period. A copy of such is attached to these minutes.

APPROVAL OF MINUTES: The Minutes of the October 4, 2000 Board of Directors will be presented at the April 2001 meeting for review and approval. The Annual Meeting Minutes will also be presented to the Board for review.

DELINQUENT ACCOUNTS: Mr. Blodgett reviewed delinquent accounts currently at Attorney, Chris Weber's office. Five (5) homeowners have had liens placed on their homes for nonpayment of assessments and one (1) homeowner is on a payment plan.

COMMITTEE REPORTS: Mr. Garza reported no official committee meetings have been held. He requested a "Record for Memo" as he announced the Social Committee held a successful Chili Cook Off last year. Mr. Garza also noted, under Safety Committee, the residence at 3802 Tavern Oaks has been a victim of vandalism on several occasions.

UNFINISHED BUSINESS:

A. Painting Clubhouse - Mr. Garza said he knew someone who was interested in providing a painting proposal. He will contact them with the needed specifications and requirements, i.e., Certificate of Insurance and provide Management and the Board with a status.

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B. Carpet for the Clubhouse - The Board put a "HOLD" on this project until the paint bids are resolved.

C. Pool Gate - The Board decided prior to any decisions being made, they want to meet with the pool committee and Fletcher Watson of Community Pool Management. The Board also requested to meet with a Woodglen Board Member to discuss how their gate system has worked for their community.

D. Heating and Air Conditioning - Upon reviewing the "Funds Projection" worksheet provided by Management, the Board of Directors had decided to put this project on "HOLD" as it does not fit within the scope of the 2001 Budgeted Funds.

NEW BUSINESS:

A. Motion Sensor Lights - The Board requested from Management to have specifications revised and sent out to re-bid by the contractors. The specifications are to include lighting in the front of the Clubhouse (possibly on a photo cell), at least two (2) motion sensors installed on the left side of the Clubhouse facing the pool area and one motion sensor behind the Clubhouse.

B. Wall Replacement - The Board has requested from Darryl Byrd to ask Medallion to pay for half of the concrete block wall. Mr. Byrd will contact the Board with the answer from Medallion. The Board abstained on voting with the type of wall to be installed contingent on if funds will be provided by Medallion.

C. 2001 Pool Operating Hours - The Board did not discuss pool hours. They will meet with the Pool Committee and Fletcher Watson of Community Pool Management then report back to the Board with recommendations.

D. Delinquent Policy - The Board discussed with Management on the amount of delinquencies within the membership. Management requested from the Board that a policy be established for a time line on when the accounts will be sent to legal.

After discussion, *a motion was made and seconded, to send a "Reminder Letter" in February, a Certified Letter on March 1st stating the account will be sent to an Attorney, Tom Newton, if not paid by March 25th.* At which time the homeowner will incur legal fees of \$190.00 per letter sent by the attorney. The attorney will attempt to collect the debt within 90 days. If debt is not paid within this time frame, the homeowner will have a lien placed on their home and is subject to be foreclosed on. If the foreclosure

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process is deemed necessary, the Association will have to pay up front legal expenses which may include court costs in an attempt to collect the debt from the delinquent homeowner which now includes assessments, legal fees and court costs.

E. Shed at 3802 Tavern Oaks - Management asked to Board to review the file on the noted address, due to a Shed that has been installed and under construction since 1998. The homeowner has never submitted a request for Architectural Control Approval and has received numerous letters asking him/her to submit a request. Letters have continuously been ignored and even sent back as "Return to Sender." The Board will visit the homeowner and ask to submit the request and if the request is approved, the Board will ask the homeowner to complete the construction of the Shed.

Adjournment: There being no further business, the meeting was adjourned at 7:30 p.m.

Raul Garza
President

Marisela De Leon
Recording Secretary