

**Minutes of the Regular Meeting of
The Board of Directors of the
Oak Ridge Village Homeowners Association
December 16, 2002**

The regular meeting of the Board of Directors of the Oak Ridge Village Homeowner Association, a Texas nonprofit corporation (the "Association") was held at the home of Evan Guy, 4122 Tavern Oaks, San Antonio, Texas 78247, pursuant to call by the President of the Association.

Directors Present: Evan Guy, Joleen Lammons & Vance Oliver

Directors Absent: Raul Garza and Darryl Byrd

Also Present: Marisela De Leon of Association Management Services
Carol Porter of Association Management Services

Call to Order: The meeting was called to order at 7:10 P.M., the President being in the chair.

Introductions: Ms. Porter introduced herself to the Board members, noting that she will be their Association Manager. Ms. Porter explained that although she may have some input in the meeting discussions tonight, she would mostly listen in order to start learning some of the history of this Association.

APPROVAL OF MINUTES: It was moved and seconded to accept the minutes of the November 11, 2002 regular Board meeting as they stand.

FINANCIAL REPORT: The November financial report was not yet available for the Board to review. However, since Mr. Oliver is new to the Board he had several questions concerning the financial report from October including the balance in the operating account and reserve account. The Board reviewed these items with Mr. Oliver.

DELINQUENT ACCOUNTS: Ms. De Leon reviewed the delinquent accounts with the Board. The Board was concerned about one of the accounts in that the homeowner stated in a letter to the Association that he had never received notice that his account was past due and would be turned over to the Association attorney for collection if not paid by a certain date. The account, not having been paid, was turned over to the attorney. The homeowner had stated that under these circumstances, he did not think he should have to pay the legal fees of \$250.00. The Board asked Ms. De Leon to follow up on this account to verify that the homeowner had received the three required notices, including the final notice that is sent certified as well as first class mail, prior to his account being sent to the attorney.

The Board discussed the late fee amount with Ms. De Leon in that the late fees did not seem to match what is permitted according to the documents for Oak Ridge Village. Ms. De Leon stated that the late charges reflect 18% per annum.

The Board reviewed with Ms. De Leon the collection policy for the Oak Ridge Village Homeowners Association. It was noted that since the Association dues are paid semi-annually in October and April, instead of sending the delinquent accounts to the attorney when three months delinquent for the first half of the year, the delinquent accounts should not be sent to the attorney until May 1st. On May 1st, the account becomes delinquent for the full years dues of \$300.00.

The Board discussed three accounts that are with the attorney, the current status of those accounts and the next step of the legal process.

UNFINISHED BUSINESS:

The Board continued the discussion on the projects for the upcoming year. The projects discussed were: 1.) Landscaping changes around the entrance monument sign; 2.) Fence in the pool area; 3.) Tile in the Clubhouse; 4.) Marquee; 5.) Playground.

Landscaping: After some discussion, the Board decided to visit several nurseries in order to get a better idea of what kinds of plants would work best in the area around the entry monument sign without having to replace the plants every year and exclude the seasonal flower changes. The Board also discussed matching the plants that were already installed in this area to finish out the landscaping change. Roger's Gardens, the current lawn maintenance company will be asked for a proposal for making the change once the Board decides which plants they are interested in for this area.

Fence in Pool Area: After some discussion, the Board decided to take another look at the area by the clubhouse and pool to see what options they may have as to how the new fence can be placed. Mr. Guy and Mrs. Lammons decided they would take a look at the area together since they would rather extend the area that can be utilized by the members instead of blocking off a portion of the area with the new fence. The estimated price for the additional fencing is approximately \$2,200.00.

The Board asked Ms. Porter to move forward with having the pay phone removed at the pool/clubhouse area, having signs made stating that the phone was for emergency use only. The pay phone will be replaced with a standard phone. Additionally, the Board asked Ms. Porter to start getting bids for asphalt to making 8 to 10 parking spaces along Mason Crest.

Tile in Rec. Area: The Board agreed to have the carpet in the clubhouse replaced with tile since the pool and clubhouse are used together at times. The tile will be of a non-skid type using 18" tiles. The asked Ms. Porter to start getting bids for this project. The estimated cost of this project is approximately \$2,500.00 plus labor. The Board wants the tile floor laid no later than March.

Marquee: This item has been tabled for an indefinite period of time.

Playground: The Board discussed the two options open for installing a playground and decided to concentrate on the larger area at the front of the subdivision. This area will allow for growth and meets the need to accommodate all ages for some recreational activities.

The Board decided that the first item to get in place was at least some portion of fencing. The fencing needs to be wrought iron to match the existing fence at the front of the property. The Board has estimated the cost of the fencing at \$3,500.00. The second item for this project will be the installation of a piece of playground equipment similar to the ones seen on school playgrounds. Mr. Oliver said he would set up appointments with several companies that will provide the Association with recommendations and drawings for the playground layout.

At this time, the Board asked Ms. De Leon to contact Medallion to find out when they will lay the rest of the sidewalk that will border this area.

NEW BUSINESS:

After some discussion, the Board agreed to hold the Town Hall Meeting on February 25, 2003 at 7:00 P.M. at the clubhouse. Mrs. Lammons will inform Kathy Holbrook at Association Management Services. Ms. Porter is also to relay this information to Kathy Holbrook. All project items discussed at this meeting are to be ready to present to the general membership at the Town Hall Meeting.

Adjournment: There being no further business, the meeting adjourned at 10:11 P.M.

Evan Guy, President

Carol Porter, Recording Secretary

