

**Minutes of the Regular Meeting of  
The Board of Directors of the  
Oak Ridge Village Homeowners Association  
April 22, 2009**

The regular meeting of the Board of Directors of the Oak Ridge Village Homeowners Association, a Texas nonprofit corporation (the "Association") was held at the clubhouse, 3902 Tavern Oaks, San Antonio, Texas 78247, pursuant to call by the President of the Association.

**Directors Present:** Joleen Lammons, Rebecca Morrison, Greg Heaton, Cassandra Littlejohn and Chad Williams

**Directors Absent:** None

**Also Present:** Carol Porter, Association Management Services, Inc.

**Call to Order:** The meeting was called to order at 7:05 P.M., the President being in the chair and the Recording Secretary present.

**ADDITIONS TO THE AGENDA:**

It was noted that on July 25 SAFFE Officer McDonald will hold a COP class for the homeowners from 9:00AM to 1:00PM in the clubhouse.

**APPROVAL OF MINUTES:** The Board reviewed the minutes from the February 4, 2009 Board meeting. A correction was noted under "Unfinished Business", on page 2, second paragraph, first sentence which states "Knout-out" rose bushes and should state "Knock-out" rose bushes. With this correction so noted, the Board approved the February 4, 2009 Board meeting minutes.

**DELINQUENCY REPORT:**

**Review March 2009 Financial Report:** After some discussion, the Board accepted the March financial report as presented.

**Review current aging report:** Ms. Porter presented the Board with a current copy of the aging report. After some discussion, the Board accepted the report as presented.

In addition, Ms. Porter reviewed the list of pool cards deactivated on April 2, 2009 due to the homeowners being delinquent with their assessments.

**UNFINISHED BUSINESS**

**Bulletin Board at Entrance:** Action item.

**Clubhouse interior & exterior repairs/painting:** Mrs. Lammons stated that the ceiling fan that had not been working was repaired by Mr. Lammons.

Ms. Porter reviewed with the Board information she had gathered concerning the floor care for the

stained concrete floor in the clubhouse, including pricing on buffers, how often the floor should be waxed, and the estimated time required for buffing and waxing the floor.

Mrs. Lammons noted to the Board that Mrs. Connie Smith would be installing corkboard around windows in the clubhouse for homeowners to use to hang decorations from when they reserve the clubhouse for a party thereby eliminating the use of tape, tacks, etc. on the clubhouse walls to hang decorations.

**Plant Rose bushes – back side of pool chain link fence:** The Board tabled this item until fall of 2009.

**Website proposed by Chad Williams:** After some discussion concerning Mr. Williams' unofficial Oak Ridge Village website, Mr. Heaton suggested that the Board members check out a website he has for a property he manages. The test website is [www.silveroakshoa.org/test](http://www.silveroakshoa.org/test).

**Social events throughout the year/more community involvement:** Mrs. Littlejohn presented the Board with a copy of the social events she would like to see sponsored by the HOA from July through December. In addition, Mrs. Littlejohn stated that Lucy Williams and Amanda Smith would co-chair the Social Committee. Mrs. Lammons requested that Connie Smith be added as a member of the Social Committee. It was further noted that Mrs. Littlejohn will serve as Board Liaison to the Social Committee.

After the Board reviewed the calendar of events for 2009, it was noted that there is \$1,000.00 in the 2009 budget for social events. The Board discussed having social events on May 9 - Mother's Day, June 7 - Father's Day, June 20 – TBD, July 4 – Fourth of July celebration with parade and cookout, COP class on July 25, August 22 - Back to School Ice Cream social, September 17 – Cooking class, October 6 - National Night Out, October 21- annual meeting, October 28 – pumpkin carving, November 21 & 22 – decorating of entry and clubhouse for holidays and December 13 - Christmas Party.

#### **NEW BUSINESS**

**Buffer for Clubhouse floor maintenance:** After some discussion, Mr. Heaton made a motion for the Association to purchase a buffer from Sam's for the approximate cost of \$714.00 plus finish sealant with trial and error buffing process to determine buffing frequency. Mrs. Littlejohn seconded the motion. Motion carried.

**Thousand Oaks perimeter fence:** After some discussion, it was noted that as per the Association's restrictive covenants it will take a 67% affirmative vote of the membership for either the Association or individual homeowners to be held responsible for the maintenance and/or replacement of the perimeter fencing along Thousand Oaks as the documents do not state that the perimeter fence was deeded to or a common area of the Association. The Association does not have a deed for the Thousand Oaks perimeter fence on record. The Board agreed that this will be on the agenda at this year's annual meeting in October and a vote by the homeowners will be held to determine if the individual owners whose rear fence comprises the Thousand Oaks perimeter fencing or the Association will be responsible for the fencing.

**Planting of flowers at monument sign:** After some discussion as to the type of flowers to be planted around the monument sign, Mrs. Lammons made a motion to have Mrs. Morrison and Mrs. Connie Smith look into perennials to plant around the monument sign. Mrs. Littlejohn seconded the motion. Motion carried.

**Issue – kids jumping over pool gate by pool pump room:** The Board has done its due diligence on this matter. No other action shall be taken. This information will be passed on to the homeowners via the annual meeting agenda as well as noted at the COP meeting in July.

**Board member authority/interaction with homeowners:** Mr. Williams was concerned about Mrs. Lammons' close vigilance of the clubhouse and pool area as well as her interaction with homeowners at the pool on issues noted by her or other homeowners, and the authority as a Board member to do so. After some discussion by the Board in this regard, it was noted that due to Mrs. Lammons dedication to making sure these common areas were properly taken care of and homeowners held accountable for their actions, these areas are enjoyable for all members that are responsible and follow the rules and guidelines as set forth by the Board.

The Board agreed that the inventory check list for the clubhouse will be left and available for review on the clubhouse refrigerator.

**Why are Board meetings not open to homeowners:** Mr. Williams had a question as to why the Board meetings were not open to the members. It was noted that in Texas, Association Board meetings are not required to be open to the members and that although the Board meetings are not announced to the members, should any member wish to attend they are more than welcome to do so. In addition, when this was tried in the past, there was little interest by members to attend.

The Board agreed that they would announce the next Board meeting to the members so those interested would know when the meeting is and attend if they so desire.

**Pool card system issue & correction:** Ms. Porter noted to the Board that there is only one phone line to the clubhouse/pool area. The phone line serves as the emergency phone for the pool as well as for the pool card key system. Ms. Porter stated that in March when the pool card system went down the cause was due to the emergency phone being tampered with as well as the GFI plug in the pool pump room had tripped causing the back-up battery power to be drained. Quality Access reset the outlet and replaced the battery. Once the emergency phone was replaced and Quality Access completed their work, the pool card system was working and most of the pool card information had been re-entered, those missed were re-entered as the homeowner called to report their pool key not working. Quality Access, Larry Wyatt and Suberg Electric stated that another phone line needs to be added that is dedicated to the pool card system. In addition, a fire box needs to be installed at the pool area so the fire department can quickly access the pool area in case of an emergency.

Ms. Porter presented the Board with an estimate from Quality Access in the amount of \$1,391.56 to install the fire box on the main pool gate and add a pedestrian alarm to the main pool gate. After some discussion, the Board asked Ms. Porter to get a separate phone line installed for the pool card

) system and to get a new estimate from Quality Access to install the fire box. Once Ms. Porter has the estimate, she will contact the Board for their review and decision.

**Discuss changing "complaint" form to "comments & suggestions" form:** Mr. Williams suggested that the "complaint" form, as noted on the website, be changed to state "Comments & Suggestions" form. Ms. Porter explained that the "complaint" form was so that homeowners can note problems or violations of the restrictive covenants via the website so the problem or violation could be addressed and resolved. The Board had no problem with the form name being changed as suggested by Mr. Williams.

**Discuss why homeowner submitted complaint forms are not shared with the Board:** Mr. Williams asked why the complaint form on the website did not go to the Board members. Ms. Porter stated that the ORV website complaint form use to go to the Board members and she does not know why or when that stopped. The Board asked Ms. Porter to bring all complaint forms she receives to every Board meeting.

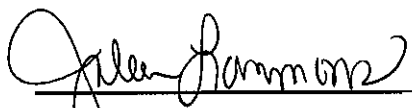
**Block Captains:** Mrs. Lammons gave Mr. Williams the list of homeowners that want to volunteer to serve as Block Captains and Ms. Porter is to email Mr. Williams a copy of the address plat. Mr. Williams has volunteered to organize a Block Captain committee for Oak Ridge Village.

**Review of Action Items:**

) **A. Clubhouse – dead grass replacement:** Tabled until fall of 2009.

**B. Bulletin board at entrance:** Tabled until August.

**Adjournment:** There being no further business, the meeting was adjourned at 10:08 P.M. The next Board meeting is scheduled for August 19, 2009 at 6:30PM at the clubhouse.



Joleen Lammons, President



Carol Porter, Recording Secretary