

**Minutes of the Regular Meeting of
The Board of Directors of the
Oak Ridge Village Homeowners Association
September 24, 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 home of Joleen Lammons, 13651 Bridgeview, San Antonio, Texas 78247, pursuant to call by the President of the Association.

Directors Present: Joleen Lammons, Greg Heaton and Cassandra Littlejohn

Directors Absent: Rebecca Morrison and Chad Williams

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

Call to Order: The meeting was called to order at 6:50 P.M., the President being in the chair and the Recording Secretary present.

Additions to the Agenda:

None

Approval of Minutes: The Board reviewed the minutes from the August 20, 2009 Board meeting. A correction was noted under "Unfinished Business" in the website proposed by Chad Williams. The website link stated as ING in the first sentence and last sentence should state "the NING website link" With this correction noted, the minutes were approved.

Financial Report:

Review August 2009 Financial Report: The Board reviewed the August financial report: Mrs. Littlejohn asked what the "Pool/Lifeguard" income consisted of. Ms. Porter explained this income was from the purchase of a second pool card by a homeowner, or the \$25.00 reactivation fee ~~a homeowner whose pool card was deactivated due to delinquent assessments is required to pay to~~ reactivate their pool card and their dues are then current. *as a result when a homeowner's pool card has been deactivated.*

Mrs. Littlejohn expressed concern over the operating expenses, two of those being lawn maintenance contract and irrigation. Mrs. Littlejohn asked that a request for proposal for lawn maintenance be sent to all other lawn maintenance companies that Association Management Services does business with as well as the current lawn maintenance company, Roger's Gardens. Mrs. Lammons and Mr. Heaton agreed. The estimates need to be ready for review while preparation of the 2010 budget is being done. Mrs. Littlejohn would like to see these as well as other expenses lowered in the 2010 budget.

After some discussion, the Board asked that a copy of the General Ledger be included in the monthly financial report they receive.

The Board agreed to renew the C.D. in the amount of \$3,570.64 that is coming up for renewal on November 13, 2009 for a short term of six months.

The August financial report will be kept on file with the Association's records.

Review current aging report: The September 24, 2009 aging was reviewed.

Reserve account – funding as per 2008 Reserve Study: Mr. Heaton noted that the financial reports, under the budget comparison, noted a \$30,000.00 major repair & replacement expense for 2009 while the 2009 budget noted a \$10,000.00 contribution to the Reserve account and \$18,000.00 noted for Capital Expenses. After some discussion, it was noted that the 2009 budget figures were not correct as they were the 2008 budget figures. Ms. Porter is to have the correct 2009 budget figures in place on the September financial report. The Reserve contribution for 2009 is \$10,000.00 as noted in the approved 2009 budget.

Unfinished Business

Block Captains: Mrs. Lammons stated there was no reason at this time to have any COP signs made since there was no participation of Oak Ridge Village homeowners at the COP class held at the clubhouse on July 25. Mrs. Lammons said she would try to get some homeowners to volunteer as Block Captains.

National Night Out final plans & flyer: Mr. Heaton will look for the flyer used last year for NNO to use as a template for this year or Ms. Porter will create a flyer for NNO 2009. Mrs. Lammons stated that cotton candy, hot dogs, popcorn, etc. will be served at the October 6 NNO event at the clubhouse and pool area. The event will be from 6:30pm to 8:30pm. The Board asked Ms. Porter to create a Block Captain sign in sheet and provide a description of what this committee is for. Mr. Heaton will provide a copy of the COP application so that those interested can sign up for a COP class.

Thousand Oaks perimeter fence status: Ms. Porter reviewed with the Board the opinion from Mr. Tom Newton concerning the Thousand Oaks perimeter fence. Mr. Newton stated that the Association does not own the land on which the fences sit, or the fences in question. The Declaration would need to be amended to permit maintenance of these fences. The amendment would require a written signed instrument of 75% of the owners. The ballot is not recommended for use because a mere vote of the owners to allow maintenance is insufficient to grant authority. An alternative to amending the Declaration would be for the HOA to get easements to remove the existing fences and install its own fence on the lots.

Due to the Association attorney response on the documents, the Association will not pursue the responsibility of either maintaining or replacing the fencing along Thousand Oaks. Ms. Porter is to start sending fence letters, as needed, to the homeowners whose rear fence is part of the Thousand Oaks fencing.

New Business

Annual meeting – agenda discussion: Mr. Heaton and Mrs. Littlejohn asked that in addition to the items listed on the annual meeting agenda that the 2008 year end report be included as well as the September financial report. In addition, a Committee item is to be added under the Election item.

The Committee will be to discuss the start up of a Block Captain, COP and Social committee.

Items for 2010 budget planning: Ms. Porter stated that the 2010 budget format would be different this year in that it will be set up as per the account codes from the budget comparison report.

Ms. Porter informed the Board that the drains in the "Kiddie" pool had to be replaced prior to the pool season for 2010 as per the state statute. The drains are required to be 3 feet apart for suction source and the kiddie pool drains are currently only 18 inches apart. Ms. Porter presented an estimate of \$2,500.00 from Chavez Pools of Boerne that Mr. Larry Wyatt provided after checking with numerous pool companies. This estimate will be used for budget purposes; however, other estimates will be needed for Board review prior to this work being done.

Ms. Porter was asked to send Mrs. Littlejohn and Mr. Williams a copy of the 2008 Reserve Study and to bear in mind the reserve funding, operating funds in place, need for new playground mulch, reducing expenses (what areas can be done?), exterior clubhouse repairs, interest rate percentage in documents and late fees that the Board has the authority to charge/increase, and the landscaping on the shady side of the clubhouse in reference to what type of drought resistant groundcover could be used there as the draft budget for 2010 is being created.

Review of Action Items:

- A. Clubhouse – dead grass replacement tabled until spring.
- B. Plant Rose bushes back side of pool chain link fence – table indefinitely

Adjournment: There being no further business, the meeting was adjourned at 9:20 P.M. The next Board meeting is scheduled immediately following the October 21 annual meeting at the clubhouse.



Cassandra Littlejohn, President



Carol Porter, Recording Secretary