

**Minutes of the Regular Meeting of
The Board of Directors of the
Oak Ridge Village Homeowners Association
November 19, 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: Cassandra Littlejohn, Greg Heaton and Rebecca Morrison

Directors Absent: Chad Williams

Also Present: Kim Lochridge, Homeowner
Carol Porter, Association Management Services, Inc.

Call to Order: The meeting was called to order at 7:09 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 September 24, 2009 Board meeting. Mr. Heaton asked that the second sentence in the first paragraph in "Review August 2009 Financial Report:" be revised as it was confusing as stated. The corrected sentence will read; Ms Porter explained this income was from the purchase of a second pool card by a homeowner, or the \$25.00 reactivation fee; as a result when a homeowner's pool card has been deactivated. With this correction noted, the minutes were approved as amended.

In reviewing the October 21, 2009 annual meeting minutes, two spelling errors were noted. Ms. Porter will correct the two spelling errors.

Financial Report:

Review October 2009 Financial Report: Mr. Heaton noted the year to date operating expenses were over budget by \$9,000.00, but this was due to the major pool equipment repairs and replacements this year, especially replacement of one of the pool filters.

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

Review current aging report: The November 19, 2009 aging was reviewed. Mr. Heaton and Ms. Porter explained the current collection process in place for Oak Ridge Village

Reserve contribution for 2009: After some discussion, Mrs. Morrison made a motion to make the \$10,000.00 contribution for 2009 to the Reserves in a Money Market account. Mr. Heaton seconded the motion. Motion carried.

Mr. Heaton stated the \$10,000.00 could be held in the Money Market account until the Board could decide where best to place this money, such as adding it into an existing Reserve C.D.

Review, revise as needed, and approve 2010 budget: The Board discussed the proposed budget for 2010. Mrs. Littlejohn suggested that reusable posters be implemented for events held during the year, and event flyers can be sent out along with the Association billing statements in December and June as well as with the pool season information in February and the annual meeting packet in October. Mr. Heaton made a motion to have Mr. Williams create the newsletter/flyers four times per year to be mailed out with the mail outs that will already be going out as per the Board's discussion. The motion was seconded. Motion carried.

Mr. Heaton suggested changes to the proposed budget as follows; the addition of \$300.00 for seasonal planting increasing that budget item to \$750.00, decreasing Recreation building repairs from \$4,500.00 to \$1,000.00 for minor repairs, budgeting \$500.00 to Recreation Area – Grounds Repairs, increasing Recreation Area – Improvements from \$500.00 to \$1,000.00, and decreasing Reserve – Transfer to R&R from \$15,384.00 to \$14,000.00 and budgeting \$3,584.00 in the Reserve – Major R&R Expenses. Mr. Heaton explained that the clubhouse exterior repairs budgeted for under Rec. Area – Bldg. Repairs should come from the reserve account for major repair/replacement since it is a common area the Association is responsible for maintaining.

After some discussion by Board concerning the changes to the budget, Mr. Heaton made a motion to approve the 2010 budget with the noted changes. Mrs. Morrison seconded the motion. The motion carried.

Unfinished Business

Block Captains: Tabled until the next Board meeting.

New Business

Set tentative schedule for 2010 Board meetings: Mrs. Littlejohn noted she will not be available to meet the week of February as she will be in India. After some discussion, the Board agreed to set the 2010 Board meetings for the third Thursday of the second month of each quarter. Ms. Porter will set up the dates and send them to all Board members to review. If the dates are approved by the Board, they will be placed on the website.

Appointment of Board Secretary: After some discussion, Mrs. Littlejohn made a motion to appoint Mrs. Morrison as Board Secretary. Mr. Heaton seconded the motion. Motion carried.

Current Processes & Procedures: Tabled until the next Board meeting.

Time lines – pool furniture, irrigation leaks, etc. – information to the Board: A homeowner had submitted a complaint form through the website noting the pool furniture was still out and should be stored under the baby pool area. Ms. Porter explained that this procedure, as noted by the homeowner, is correct. However, the procedure did run behind of this year. Ms. Porter made the arrangements with JNB Services for this procedure and the pool furniture has been stored under the

baby pool area.

Ms. Porter explained that she worked with the lawn maintenance company on irrigation repairs as part of the day to day management of the Association. However, Ms. Porter contacts the Board if there is a major cost for a repair, such as the replacement of the stolen backflow device. Generally, if it is an emergency situation, Ms. Porter contacts the Board President to discuss the situation and decide how to handle it. In addition, on major repairs that are not an emergency, the Board will decide if several estimates are needed or if the lawn maintenance company would do the work at a cost agreed upon by the Board and the lawn maintenance company.

Committees: This was the first item addressed on the agenda as Mrs. Lochridge was in attendance at this meeting as a homeowner interested in serving on the Social Committee.

Mrs. Littlejohn asked that Mrs. Kim Lochridge and Mrs. Lucy Williams be appointed as co-chair persons for the Social/Decoration Committee. All Board members present approved these appointments.

In order to plan a Holiday event for December 13, Ms. Porter needs to get a member listing to Mrs. Lochridge. Mrs. Lochridge will plan other events for the Association that will be presented to the Board to review and approve, and a calendar of the events sent out with the 2010 budget. Also, Ms. Porter will go through the Committee listing from 2000 – 2001 and update it to send to Mrs. Lochridge. Mrs. Lochridge will contact the homeowners to see ask if they would like to serve on again on a committee.

The Board discussed appointing a Budget Committee. Mr. Heaton will get the name of the homeowner that has expressed an interest in serving on this Committee.

Mr. Heaton asked if the Board could appoint a homeowner to serve on the Board until the annual meeting in 2010. Ms. Porter was asked to check the documents and let the Board know if the documents give the Board the authority to appoint another Board member without consent of the membership.

Pool & Pool deck lights – cost & which to leave on: Ms. Porter explained to the Board that the complaint from the homeowner noting the pool lights are turned off once pool season is over had been the procedure that had been previously set by the Board. However, it was recommended that at least the pool deck lights be left on during the same time as when the pool was open, with the exception of the early morning hours. Ms. Porter explained that if a pool deck light had to be replaced, it would cost much less than having to replace one of the lights inside the pool. Ms. Porter explained that the pool deck lights and pool lights are on the same circuit, but Suberg Electric can disconnect either the pool lights or the pool deck lights for the season and reconnect them when pool seasons begins in March. The cost to disconnect either set of lights would be \$175.00 with the cost to reconnect being the same. The Board agreed to have the pool deck lights on from 7:00PM to 11:00PM while the pool is closed for the season.

Mr. Heaton asked that Ms. Porter check with Suberg Electric to see if a switch could be installed at

the point of separation in the wiring of both sets of lights. This would allow for just the switch having to be turned on before the pool season begins. The Board agreed to have Ms. Porter arrange to have this done if the cost would not exceed \$400.00. The Board is to be contacted if the estimated cost for the switch would be more than \$400.00.

Ceiling Fans: After some discussion, Mr. Heaton made a motion to have the new ceiling fans installed in January 2010. Mrs. Morrison seconded the motion. Motion carried.

Homeowner complaints/suggestions: Due to the homeowner complaint form from the website that Ms. Porter received, Ms. Porter explained that these forms use to be received by the Board as well as Ms. Porter. Ms. Porter noted that why this procedure was no longer taking place through the website was not known. Mrs. Morrison was asked to check into this and see if this procedure could be implemented on the website. The Board asked Ms. Porter to set up a file for any complaints she received from homeowners so they can be reviewed by the Board. This agenda item is to be included under "**Old Business**" on the next agenda for the February Board meeting.

The Board discussed the annual meeting homeowner question concerning the need for speed humps on Tavern Oaks. This question has been raised at numerous annual meetings. Mrs. Littlejohn asked that "**Speed Humps**" be on the February Board meeting agenda. In addition, a representative from Councilman Clamp's office needs to be invited to the meeting to discuss this situation. As well, homeowners will be encouraged to attend this meeting for their view of this matter.

Review of Action Items:

A. Clubhouse – dead grass replacement. This item has been added to the 2010 budget.

Adjournment: There being no further business, the meeting was adjourned at 9:20 P.M. The next Board meeting is scheduled for February 18, 2010 at 7:00PM at the clubhouse.



Cassandra Littlejohn, President



Carol Porter, Recording Secretary