

**Minutes of the Regular Meeting of
The Board of Directors of the
Oak Ridge Village Homeowners Association
January 20, 2010**

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, Chad Williams, Greg Heaton and Rebecca Morrison

Directors Absent: None

Also Present: Robert Sherwood, Homeowner
Carol Porter, Association Management Services, Inc.

Call to Order: The meeting was called to order at 7:10 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 November 19, 2009 Board meeting. The minutes were accepted with one change noted under "Committees" in the second paragraph, first sentence which should have the name "Mrs. Lucy Mehlen" instead of Mrs. Lucy Williams.

Financial Report:

Review December 2009 Financial Report: Ms. Porter explained to the Board that for better clarification on the budget and budget comparison, income account #430500 – Pool/Lifeguard Income will be changed to state Pool Card Income. As well, income account #430600 – Usage Fee Income will be moved to expense account #662659 Rec. Area Electricity. Mr. Heaton explained the offsets in the Budget Comparison.

Mr. Heaton discussed with the Board placing the \$10,000.00 in the reserve money market account into a C.D. designated for reserves, perhaps in with the reserve C.D. coming up for renewal on January 26. No decision was made on this item at this meeting.

Mr. Heaton suggested to the Board to renew the reserve C.D. coming up on January 26 for 18 months on a variable rate at 1.98%. The Board agreed to handle the C.D. renewal as suggested by Mr. Heaton.

Mr. Heaton stated to the Board that the balance sheet notes under current assets an amount due from the operating fund of \$8,253.00 to the reserve fund under liabilities. Mr. Heaton said he had spoken to Karen Youngblood, the AMS Accounting Supervisor about this entry. Mrs. Youngblood said this adjustment was made by the CPA in the 2008 year end compilation due to something dating back to

2005. However, the specific reason for the adjustment is not clear as the records from 2005 are in storage. Mr. Heaton explained that the Board has the option to specify how to handle this at year end. The Board asked Ms. Porter to research this matter and report her findings to the Board.

Review current aging report: The Board reviewed the January 20 aging report.

Tax filing form for 2009: Ms. Porter explained to the Board that for the year 2009 and forward the Board will need to decide every year if the tax return for the Association will be filed with form 1120 or 1120H. Ms. Porter explained that form 1120H is the correct form for the Association to use as there is no excess membership income or loss, commercial income nor any significant amount of non-exempt income for this Association.

Ms. Porter explained to the Board that due to new government procedures if an audit is done for 2009 and the Association budgeted for a reserve contribution, but not funded the full amount, the Board will need to amend the budget to reflect an adjusted reserve contribution. Ms. Porter reviewed examples of the adjustment with the Board and noted this does not apply to the Association as they contributed the full amount budgeted for the reserves in 2009. As well, a compilation for year end is being done.

Ms. Porter explained to the Board that due to House Bill 4765 the Association would not be required to pay a state franchise tax for 2010 or 2011 as the Bill increased the revenue threshold from \$300,000.00 to \$1,000,000.00. However, a franchise report will still need to be filed.

Unfinished Business

Block Captains: A motion was made and seconded to table this item until the October 2010 annual membership meeting.

Current processes & procedures: It was noted that the current processes and procedures were reviewed and discussed at the November 19, 2009 Board meeting. Mrs. Littlejohn noted that most items are funneled through the Association Management Services office to Ms. Porter via the Board President. As well, other Board members can funnel information through Mrs. Littlejohn and she will direct it on to Ms. Porter.

Committees: Current committees are as follows;
Social Committee – Kim Lochridge, Lucy Mehlen and Connie Smith.

ACC – Cassandra Littlejohn, Chad Williams, Greg Heaton, Rebecca Morrison and Robert Sherwood.

Design & Landscape – Connie Smith.

After some discussion, Mrs. Littlejohn made a motion to have a Budget Committee. Mr. Williams seconded the motion. Mrs. Morrison voted against having a Budget Committee. Motion carried in favor of having a Budget Committee.

Mr. Heaton will be the Board liaison for the Budget Committee.

Ms. Porter was asked to add the committee members list to the Director listing.

Homeowner complaints/suggestions: It was noted that the Board does receive the homeowner complaint/suggestion from the website as does Ms. Porter. Generally speaking, Ms. Porter handles replying to the homeowner.

Mrs. Littlejohn discussed with the Board how phone calls from a homeowner to a Board member should be handled. The Board agreed that the Board member should respond to the homeowner. A complaint/suggestion form should be filled out via the website and Ms. Porter will print it out and place it on file along with the response to the homeowner.

Speed Humps: This item was tabled until the May Board meeting.

New Business

Appointment of new Board member: The appointment of a new Board member was the first item of business at this meeting.

Mr. Robert Sherwood was nominated to fulfill the vacated Board term of three years. Mrs. Rebecca Morrison made a motion to appoint Mr. Robert Sherwood to the Board to fulfill the three year term. Mr. Greg Heaton seconded the motion. Motion carried.

Mr. Sherwood will hold the position of Member-At-Large for 2010.

2010 Calendar of events: The Board discussed some of the events the Association might sponsor for 2010. The events noted were Clean Up Day, Movie in a float, Pot luck dinner, National Night Out and maybe a July 4 Sidewalk parade. The Board wants to schedule an Association sponsored event for each quarter. Mrs. Littlejohn will relay the events to the Social Committee to add to the social events calendar and Mrs. Morrison will post the events to the Association website. Ms. Porter is to mail out the 2010 social calendar along with the pool season information.

Pool Season preparations: Mrs. Littlejohn discussed with the Board adding to the clubhouse agreement that \$25.00 of the \$100.00 deposit would be kept for cleaning the floor. Mrs. Littlejohn had asked Ms. Porter to find out, prior to the meeting, if the cleaning fee would be considered taxable income. Ms. Porter explained that in speaking with Karen Youngblood, AMS Accounting Supervisor, Mrs. Youngblood advised that it would be best to keep the Association out as the middle man for cleaning. As well, keeping 25% of the deposit for floor cleaning would be difficult to prove for the State Franchise Tax. After some discussion the Board agreed not to withhold \$25.00 of the \$100.00 deposit for floor cleaning, but to increase the fee for floors that were not left clean from \$15.00 to \$35.00. The Board further agreed to remove the 4 hour increment charges for A/C and heating usage from the Schedule of Fees on the clubhouse lease agreement. As time permits the Board will review and make additional changes as needed on the fee schedule.

The Board agreed that the 2010 pool season will begin on March 13 and end on October 31. After some discussion, the Board agreed to close the pool on Tuesdays until 3:00PM for cleaning and maintenance as well as lawn maintenance inside the pool area. In addition, it is to be stated in the 2010 clubhouse/pool lease agreement and pool rules and guidelines that clubhouse/pool parties are to be made at least 2 weeks in advance through the Association Management Services office.

The Board agreed to add to the Notice of Release of Liability (waiver) that "The Board of Directors reserves the right and has the authority to close the pool, without notice, at any time due to safety issues as determined by the Board".

Ms. Porter will make the changes the Board agreed upon, email copies to Mrs. Morrison so she can place them on the website, and mail out the information to homeowners at least two weeks prior to the beginning of pool season. As well, Ms. Porter will notify all service companies of any services they need to perform prior to pool season.

Ceiling fans: The Board discussed what to do with the old ceiling fans since all them are working. After some discussion, the Board agreed to donate the ceiling fans to Habitat for Humanity. In addition, some of the less stable card tables will be removed from the clubhouse storage closet along with the boxes the new ceiling fans came in. Mr. Williams will handle the arrangements for items.

Review of Action Items:

- A. Clubhouse – dead grass replacement. Ms. Porter was asked to contact MLC Lawn Maintenance & Landscaping for suggestions for this area.

Adjournment: There being no further business, the meeting was adjourned at 9:20 P.M.

Cassandra Littlejohn, President

Carol Porter, Recording Secretary