

**Minutes of the Regular Meeting of  
The Board of Directors of the  
Oak Ridge Village Homeowners Association  
August 19, 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 Oak Ridge Village Club House, 3902 Tavern Oaks, San Antonio, Texas 78247, pursuant to call by the President of the Association.

**Directors Present:** Cassandra Littlejohn, Greg Heaton, Rebecca Morrison and Chad Williams arrived at 8:00 p.m.

**Directors Absent:** Robert Sherwood

**Also Present:** Robert T. Brocker, Association Management Services, Inc.

**Call to Order:** The meeting was called to order at 7:01 P.M., the President being in the chair and the Recording Secretary present.

**Additions to the Agenda:**

- A. The Board considered Guidelines for Residents to Speak. Ms. Littlejohn inquired if the Board had reviewed the Guidelines. A motion was made and duly seconded to approve the guidelines, motion carried unanimously. Ms. Littlejohn then explained the guidelines to the residents present who requested an opportunity to address the Board. Residents present to address the Board: Ms. Palmer, Ms. Smith and Ms. Lammons.
- B. Ms. Palmer expressed her disappointment that the shade structures for the pool had not been restored yet. The Board informed her there is a post on the web site updating the residents on the shade structure status. Ms. Palmer stated she did not see the information. Ms. Palmer also commented on not receiving return e-mails from Board members. The Board acknowledged her comments.
- C. Ms. Smith addressed to Board stating she had serious concerns about lowering the age of unsupervised swimmers. She stated that the age of 18 years old and older was the appropriate policy and should be maintained. Ms. Smith also mentioned that she felt a pool committee to help enforce the rules would be helpful. The Board acknowledged her comments.
- D. Ms. Lammons addressed the Board stating that because of the late date, the Board may want to delay repairing the structure until after the pool closes for the year. Ms. Lammons also commented that there have been pool parties this year at which the lifeguards were not wearing the official lifeguard tee shirts. She felt the contractor providing the guards should be informed that the Board wanted them to wear tee shirts while on duty. Ms. Lammons pointed out that homeowners have been observed bringing alcoholic beverages to the pool area, some in glass bottles. Additionally smoking has been observed. She also made note of a chip in the clubhouse floor and felt that it may have been missed on a lease checkout. Ms. Lammons requested stepped up enforcement of the restrictions. Lastly, Ms.

Lastly, Ms. Lammons felt that the Board should be sensitive about scheduling meetings when other activities are also scheduled in the greater San Antonio area. The Board acknowledged her comments and thanked all the speakers.

**Approval of Minutes:** The Board reviewed the minutes from the May 26, 2010 Board meeting and the minutes from the August 09, 2010 Board Hearing. A motion was made and seconded to approve both sets of minutes; motion carried unanimously.

**Financial Report:** Mr. Heaton presented the Treasurer's Report. A copy of the report is attached hereto as exhibit "A". A motion was made and duly seconded to accept the Treasurer's Report and recommendations; motion carried unanimously.

#### **Unfinished Business:**

**Speed Humps:** Mr. Brocker addressed the Board suggesting that based upon his discussion with the S.A.F.F.E. Officer that the Board identify the proposed location of the speed humps which will allow the traffic study to begin. There was general discussion among the Board members about the locations and it was noted that a speed limit sign was recently erected near the entry. The Board decided to submit four proposed locations: 1. Past Auburn Oaks on Tavern Oaks near the mailboxes. 2. On Tavern Oaks aligned with the south wall of the Club House. 3. On Tavern Oaks at the midpoint of the drainage easement between Bridgeview and Barrow Oak. 4. On Bridgeview 4 lots in from the corner of Bridgeview and Tavern Oaks. A motion was made and duly seconded to authorize Mr. Brocker to order the traffic study. Additional discussion included Mr. Brocker informing the Board that "Leave it Lose it" sign had been ordered and Board members were asked to call 311 and request a "Children at Play" sign.

**Community Survey:** Mr. Heaton discussed the need for some direction regarding the survey. E-mail survey vs. mail out. Ms. Littlejohn suggested we announce an online survey at the annual meeting or include the mail out with the next community wide mail out. Matter was tabled until Mr. Williams's arrival. After Mr. Williams's arrival discussion on the survey resumed. There was general discussion among the Board members regarding the survey logistics e-mail vs. mail out and web posting and the security issues regarding multiple voting in one household. Ms. Littlejohn asked that the logistics be resolved by the end of August so the Board could decide on how to proceed. Mr. Williams agreed to take the lead on the research. Discussion tabled until August 31, 2010.

**Pool Shade Structure:** Mr. Brocker briefed the board on the new timeline with repair work on the exiting structure scheduled to start August 24, 2010. Schedule will be posted on the web site and on the bulletin board at the club house. Ms. Morrison made a motion to proceed with the current schedule of repairs and not wait until the end of the pool season; the motion was duly seconded and carried unanimously. Ms. Morrison commented that the Board should try to have some repairs completed by the annual meeting date. Mr. Brocker also reported he has a sign ordered for the gate.

#### **New Business:**

**Unsupervised Swim Age:** Ms. Littlejohn discussed the Board procedures on pool monitoring. There was discussion among the members regarding the history of prior lifeguards, the associated expense

and the transition to the key card system. The board took no action on the question and agreed that it would be addressed at the annual meeting or included on a survey. Mr. Williams expressed a concern that including the question regarding swim age in a community survey may influence the number of replies the Board would receive on this issue. The thought being residents are more likely to respond to a simple on question survey that a more complex all encompassing survey.

**Clubhouse Repairs:** Mr. Brocker read the requirements of the RFP to the members and homeowner present. He explained that the bids were due on August 20, 2010. There was discussion about not only power washing the wood siding but the rock siding as well. Mr. Brocker said he would advise the Board on the cost difference.

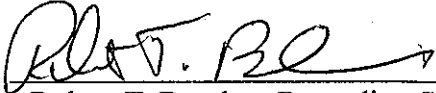
**National Night out:** Ms. Littlejohn informed the Board that Oak Ridge Village is registered. It was indicated that the S.A.F.F.E. Officer would make an appearance. Ms. Littlejohn suggested she would like to see attendance doubled from last year. The Board requested Mr. Brocker to request two lifeguards for National Night Out. The Board discussed a potluck for food and Ms. Littlejohn requested two volunteers to form a committee to organize. No formal action was taken and the committee and food preparation questions are unresolved. Ms. Littlejohn asked that the national night out information be posted on the web site.

**Preparation for the 2010 Annual Meeting:** Mr. Heaton suggested the date of October 6, 2010 for the annual meeting. There was additional discussion among the members and there was a motion duly seconded that the date of October 13, 2010 be the date for the annual meeting; motion carried unanimously. There was discussion among the members about what positions on the board are up for re-election. Greg stated he thought Ms. Morrison was up for re-election and possible Mr. Williams. Mr. Heaton and Mr. Brocker will research and notify the board of the findings. Mr. Heaton pointed out that the financial compilation needs to go out in the annual notice packet. Also the Board discussed making a decision on the survey so it can be included if it's not being done by web or e-mail. There was general agreement the notice should go out the last week of September. The by-laws require the notice be sent at least five days prior and not more than thirty days prior.

**Adjournment:** There being no further business, the meeting was adjourned at 8:55 p.m.

---

Cassandra Littlejohn, President



---

Robert T. Brocker, Recording Secretary