

**Minutes of the Organizational and Regular Meeting of  
The Board of Directors of the  
Oak Ridge Village Homeowners Association  
October 21, 2010**

The organizational and 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, Robert Sherwood, Meredith Morgan, Steve Lunning

**Also Present:** Robert T. Brocker, Association Management Services, Inc. ("AMS")

**Call to Order:** The meeting was called to order at 7:30 P.M., the President being in the chair and the Recording Secretary present.

**Election of Officers:** Ms. Littlejohn welcomed the new Directors, Ms. Morgan and Mr. Lunning. Ms. Littlejohn then gave the Directors an overview of the Offices that needed to be filled. She explained that the President is the primary contact and interface with AMS. Complaints and complaint resolution were discussed and informed the new members that complaints should be sent to Mr. Brocker via e-mail. It was explained that the Vice President acts in the absence of the President. The Treasurer is responsible for the review of financial from AMS including Balance Sheet, Income/Expense Statement, Budget Comparison and Aging Report. Ms. Littlejohn explained that the Secretary is the official recorder for the Board. The Member at Large fills in for other Board Members in their absence, helps with community work projects, helps with clubhouse walk through. Ms. Littlejohn Thanked Robert for his efforts Last Christmas. Ms. Littlejohn asked for nominations for President Mr. Lunning made a motion to elect Ms. Littlejohn President the motion was seconded by Mr. Heaton; motion carried unanimously. Ms. Littlejohn made a motion to nominate Mr. Lunning for Vice President, Ms. Morgan seconded the motion; motion carried unanimously. Mr. Sherwood made a motion to elect Mr. Heaton Treasurer, Ms. Morgan seconded the motion; motion carried unanimously. Mr. Sherwood made a motion to elect Ms. Morgan Secretary, Mr. Lunning seconded the motion; motion carried unanimously. Ms. Littlejohn made a motion to elect Mr. Sherwood Member at Large, Mr. Heaton seconded the motion; motion carried unanimously.

**Budget Review:** Mr. Heaton presented the proposed 2011 to the Board. He explained the columns, the various account categories and the narrative remarks. He further explained the Reserves are predicated on the 2008 Reserve Study. There was extensive discussion among the Board Members regarding reserves. Ms. Littlejohn asked if funds could be allocated for the planting of the vacant lot. Mr. Heaton provided an extensive explanation stating that funds would not be available for that project but felt that the seasonal planting budget item might have enough allocated for the side yard ground cover needed at the clubhouse. Additional general budget discussion continued among the Members. It was proposed to move \$3,000.00 from the clubhouse cleaning line item to security for the pool. A few other adjustments were made followed by a motion from Mr. Sherwood to approve

Approved by the Board of Directors 00/00/10-Draft #1

the 2011 Budget as adjusted, the motion was seconded by Mr. Heaton; the motion carried unanimously.

**Cleaning Service Discussion:** Ms. Littlejohn expressed a desire to reduce the cost of cleaning the clubhouse. Mr. Lunning suggested that the cleaning schedule be reduced from three times a week to twice a week during the months of April through October and reduce to once a week from twice a week during the months of November through February. The Board also discussed getting another bid for the cleaning service. Mr. Brocker said he would secure another bid from AMS but that it would likely be a time and materials bid.

**Pool Security:** Mr. Lunning suggested that based on comments during the annual meeting the Board needed to address security at the pool. Mr. Heaton and Mr. Brocker gave approximate costs for lifeguards and pool monitors. There was considerable discussion among the Members on the topic of security and there was agreement that security needed to be a priority this next swim season. Mr. Lunning suggested that the Board may want to adjust the calendar. Mr. Heaton indicated he was not opposed to the idea of reducing the hours the pool is open. The Board further discussed the possibility of a pool video monitoring system. Mr. Brocker indicated he would get a bid from Quality Access. Further the Board members discussed sending a mailer of some kind to the community stating that they heard the concerns of the community addressing the fact that no budgetary funds are available for the 2011 swim season for lifeguards and discussing any operational changes. The matter was tabled and will be discussed during first quarter Board Meeting.


**Organizational Matters:** Ms. Littlejohn suggested that the Board Meetings for 2011 be held on the third Thursday of the second month of each calendar quarter. Mr. Sherwood made a motion to approve the schedule explained by Ms. Littlejohn, Mr. Heaton seconded the motion; motion carried unanimously. Pool hours were again discussed tentative agreement on opening for Spring Break and closing October 31, 2011. (This item will be discussed again at the 1<sup>st</sup> quarter Board Meeting) Ms. Littlejohn suggested that the social committee propose and calendar for 2011. Tree trimming was discussed and Mr. Brocker will secure a second bid.

**Decision for the Board:** Mr. Heaton asked the Board to vote and ratify the AMS contract provision that Mr. Brocker has the authority to handle routine and emergency matters of the Association and approve expenditures of up to \$1000.00 without Board approval. Mr. Lunning made the motion; it was properly seconded and carried unanimously.

**Adjournment:** There being no more business to discuss the meeting was adjourned at 10:05 p.m.

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Cassandra Littlejohn, President



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Robert T. Brocker, Recording Secretary