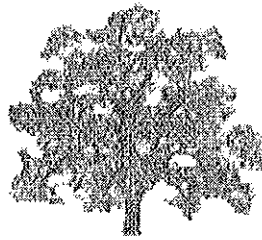


SCANNED



OAK RIDGE
VILLAGE



Oak Ridge Village Homeowners Association,
Inc.

POLICY MANUAL

Revisions:

Approved by the Board of Directors:
11/15/2013

Book 16475 Page 485 17pgs

RECORDED IN BEXAR COUNTY

One of the reasons people choose Oak Ridge Village as the place to live is because it's a community with rules, regulations, and covenants which govern the use of the property. The Association requires all residents to comply with these rules, regulations, and covenants.

COMMUNITY DEVELOPMENT

Oak Ridge Village is a single family residential community.

A residential lot shall not be used, directly or indirectly, for any business, commercial, manufacturing, storing, vending, or other such non-residential purpose.

Oak Ridge Village Homeowners Association, Inc.

The Declaration of Covenants, the Articles of Incorporation, and the Association Bylaws are the controlling documents of the Association. Members are provided a copy of the Declaration at closing, and the Bylaws are mailed with each new homeowner packet. The Homeowners Association has four main purposes:

1. To assure feasible safety measures for the residents and the common facilities.
2. To provide maintenance services to the common properties which it owns.
3. To protect the investment and enhance the value of the property owned by its members.
4. To manage the budget.

ARCHITECTURAL IMPROVEMENTS

Residents who plan to change the exterior appearance of their houses must first receive approval from the Architectural Control Committee before any work is started. Request forms to obtain approval of exterior architectural changes are available at the Association Management Office, 1600 N.E. Loop 410, Suite 202, San Antonio, Texas, 78209 or you may access the forms through the Association website, www.orvhoa.com Residents must use these forms to obtain approval and submit them to the Architectural Control Committee for review, consideration, and recommendation. The Committee has 30 days to respond.

Residents will be advised in writing of the Committee's decision within 30 days of application. If the applicant/resident has not received written approval after 30 days, they must check with the association office (829-7202) before work is started.

ANNUAL MEMBERSHIP MEETINGS

The annual meeting is held in October. The Secretary of the Association will mail a notice of this meeting to each Association member at least 10 days before the meeting.

Special membership meetings may be called if a petition to hold such a meeting has been signed by 30% (thirty per cent) of the Owners, and petition has been presented to the Secretary of the Board of Directors.

Notice of special meetings shall be given in writing at least 10 (ten) days prior to such meeting.

ASSOCIATION RESPONSIBILITIES & STRUCTURE

The Board of Directors of the Oak Ridge Village Homeowners Association is empowered to control all the activities of the Association. Working under and reporting to the Board are the Committee Chairmen, who are residents of Oak Ridge Village, and the Association Administrator, who assists the Board but has no vote on the Board. The Administrator is responsible for the day-to-day business of the Association.

Duties of management are at the direction of the Board and include overseeing of contractual agreements, enforcement of Association policies and rules, notification and collection of semi-annual assessments, and supervising employees of the Association. The Association business office is located at:

1600 N.E. Loop 410, Suite 202
San Antonio, TX 78209
(210) 829-7202 Office - (210) 829-5207 Fax

ASSOCIATION ASSESSMENTS

Each record owner of a lot is obligated to pay the Association semi-annual assessments. These assessments are secured by a continuing lien upon the property against which the assessment is made. The amount of the assessment is established by the Board of Directors, within specified limits.

The Board may increase the annual assessment up to 10% (ten percent) without the two-thirds vote of membership required for more than 10% (ten percent) increase.

No owner may waive or otherwise escape liability for the assessments provided for herein by non-use of the Common Areas, or abandonment of a lot.

ASSOCIATION RECORDS PRODUCTION AND COPY AND RETENTION OF ASSOCIATION RECORDS POLICY

Records, books, and papers of the Association which are held at the Association's Management Office, located at 1600 N. E. Loop 410, Suite #202, San Antonio, Texas 78209. They are available for inspection by Association members during normal business hours, and the Declaration of Covenants, the Articles of Incorporation, the Bylaws of the Association, and Architectural Control Guidelines are also available for inspection by any Association member at the principal office of the Association, in accordance with the Texas Property Code - 209.005 (i) and (m).

- (1) For purposes of this Policy, the term "Records" refers to all books and records of the Association, including financial records, as described in TEX. PROP. CODE § 209.005.
- (2) Records shall be open to and reasonably available for examination by every owner of a lot within the Oak Ridge Village Subdivision or a person designated as the owner's agent, attorney, or certified public accountant in a writing signed by the owner. Such signed writings must be submitted to the Association. For purposes of this Policy, the term "Owner" shall include the owner of the lot and his/her designated representative.
- (3) An Owner must submit a written request for access to or copies of the Records. The request must:
 - a. be sent by certified mail to the Association's mailing address as reflected in its most recent Management Certificate filed in the Bexar County Official Public Records; and
 - b. contain sufficient detail to identify the specific Records being requested; and
 - c. state whether the Owner wants to:
 - i. inspect the Records before obtaining copies ("Inspection Option"); or
 - ii. have the Association forward copies of Records ("Copy Option").
- (4) If the Inspection Method is elected, then on or before the 10th business day after the date the Association receives the request, the Association shall send the Owner written notice of dates during normal business hours that Owner may inspect the requested Records.
- (5) If the Copy Method is elected, then on or before the 10th business day after the date the Association receives the request, the Association shall produce the Records to the owner except as provided herein.
- (6) If the Association is unable to produce the requested Records on or before the 10th business day, then the Association shall provide written notice to the requestor that: (1) informs the requestor that it is unable to produce the information on or before the 10th business day after the date the Association received the request; and (2) states a date by which the requested Records will be sent to or made

available for inspection to the Owner within 15 additional business days from the date of the notice. During the inspection, the Owner may select the Records that he/she wants copied.

(7) If the Owner wants copies of Records, then the Association may require an advance payment from the Owner of the estimated costs of compilation, production and reproduction of the requested Records. If the estimated costs are lesser or greater than the actual costs, then the Association shall submit a final invoice to the Owner on or before the 30th business day after the date the Records are delivered. If the final invoice includes additional amounts due from the Owner, then the additional amounts, if not reimbursed to the Association before the 30th business day after the date the invoice is sent to the Owner, may be added to the owner's account as an assessment. If the estimated costs exceeded the final invoice amount, then the Owner is entitled to a refund, and the refund shall be issued to the Owner not later the 30th business day after the day the date the invoice is sent to the Owner.

(8) All inspections of Records will take place at the offices of the Association, located at 1600 N. E. Loop 410, Suite 202, San Antonio, Texas, 78209. The normal business hours are 9 am to 4 pm, Monday through Thursday, except holidays and other posted closures.

(9) A member of the Board and/or the Association's Administrator and/or his/her designate will be present during any inspection of records.

(10) No Records may be removed from the Association's offices.

(11) No outside equipment may be brought in to reproduce records.

(12) The Association may charge the Owner all reasonable costs of materials, labor, and overhead for the compilation, production, and reproduction of the requested Records. Those costs are set forth herein and are subject to periodic reevaluation and update. The costs shall not exceed those that would be applicable pursuant to TEXAS ADMINISTRATIVE CODE Title 1, § 70.3. The costs are as follows:

a. Copy charges.

i. Standard paper copy. The charge for standard paper copies reproduced by means of an office machine copier or a computer printer is \$.10 per page or part of a page. Each side that has recorded information is considered a page.

ii. Nonstandard copy. The charges in this subsection are to cover the materials onto which information is copied and do not reflect any additional charges, including labor, that may be associated with a particular request. The charges for nonstandard copies are:

- Diskette--\$1.00;
- Magnetic tape--actual cost;
- Data cartridge--actual cost;
- Tape cartridge--actual cost;
- Rewritable CD (CD-RW)--\$1.00;
- Non-rewritable CD (CD-R)--\$1.00;
- Digital video disc (DVD)--\$3.00;
- JAZ drive--actual cost;
- Other electronic media--actual cost;
- VHS video cassette--\$2.50;
- Audio cassette--\$1.00;
- Oversize paper copy (e.g. 11 inches by 17 inches, greenbar, bluebar, not including maps and photographs using specialty paper)--\$.50;

- Specialty paper (e.g., mylar, blueprint, blueline, map, photographic)--actual cost.
- b. Labor charges for locating, compiling, manipulating data, and reproducing information.
- i. The charge for labor costs incurred in processing a request is \$15.00 an hour. The labor charge includes the actual time to locate, compile, manipulate data, and reproduce the requested information.
 - ii. A labor charge shall not be billed in connection with complying with requests that are for 50 or fewer pages of paper records, unless the documents to be copied are located in two or more separate buildings that are not physically connected with each other or a remote storage facility.

FOR A COMPLETE COPY OF THE ASSOCIATION RECORDS PRODUCTION AND COPY AND RETENTION OF ASSOCIATION RECORDS POLICY CALL ASSOCIATION MANAGEMENT SERVICES AT 210-820-7202 TO REQUEST A COPY ALSO A COPY IS POSTED ON THE ORV WEB SITE: WWW.ORVHOA.COM

BOARD OF DIRECTORS

Board officers are the President, Vice President, Secretary, and Treasurer. These positions are filled by a vote of the members of the Board of Directors.

The Board of Directors is empowered to control all the activities of the Association and is responsible for strictly enforcing and ensuring compliance with all Oak Ridge Village covenants restrictions, rules, and regulations.

The Board consists of five members (Directors) who are elected for three-year terms. Procedures for nominating and electing Board members are stated in the Bylaws. The specific duties of the officers of the Association are as follows:

President: Overall Board oversight.

Vice President: Pool and Clubhouse.

Secretary: Recording minutes, website maintenance (making sure everything is current).

Treasurer: Financial oversight for the Association and Budgeting.

Member at Large: Front Entry Island, Playground and Park Area issues.

BOARD MEETINGS

Board meetings are held on the day of the month designated by the Directors once a quarter and are held at the Oak Ridge Village Clubhouse. All Association members of Oak Ridge Village are encouraged to attend the meetings.

The Board has assigned the first twenty minutes of the meeting for residents to address the Board. There may be a "sign-in-to-speak" sheet on the table as you enter the Clubhouse, and residents who want to speak on any subject must sign in prior to the opening of the meeting if a sign in sheet is present.

1. It is important for the Board to hear from residents who have information concerning our community.
2. Any resident wishing to address the Board shall speak no more than three minutes and address their remarks to the Board - and not to the audience.
3. The audience shall not be permitted to interrupt nor question the speaker.
4. After the speaker has finished addressing the Board, a resident may request the right to respond to those remarks.
5. Residents in the audience will not be permitted to engage in discussions between themselves nor otherwise disrupt the meeting.

6. Private conversations between residents in the audience are distracting to the Board and residents who are speaking to the Board and will not be permitted. If you want to carry on a conversation with another, you will be asked to step outside to carry on the conversation.

CLUBHOUSE RULES

1. The clubhouse is for use only by Oak Ridge Village residents and their guests and occasionally as a City of San Antonio polling place. Reservations must be made by the resident and all check(s) must be made out to the association by the resident.

2. Reservation, Usage Charge, and Security Deposit:

LICENSEE shall pay to LICENSOR as an optional Usage Fee of a/c or heating unit in the sum of \$25. (non-refundable) and shall also pay a Security deposit the sum of \$100 (personal check from Association member only) to be held by LICENSOR as surety for proper clean-up, which is the sole responsibility of LICENSEE, and to provide reimbursement for repair or replacement of LICENSOR's property or equipment required because of damage sustained incidental to LICENSEE's use of leased premises. Said deposit is to be refunded to LICENSEE upon inspection of the premises, common areas owned by the Association and/or other areas maintained by the Association. The amount of such deduction shall be at the absolute discretion of the Manager. Further, LICENSEE agrees to reimburse LICENSOR, upon demand, any sum required for security, clean-up, repair or replacement. Reservations must be made 2 weeks in advance through Association Management Services office. The usage fee and deposit is due within 7 business days from the date the reservation is made. Please make 2 separate checks payable to the Oak Ridge Village Homeowners Association. Checks must be from the Association member. The checks and signed lease must be received by the Association office before the keys will be released.

Cleaning Option: Cleaning of the clubhouse/pool area can be done by Titan Services if a member so chooses. The prices for cleaning are;

(1.) Pool party only - \$45.00

(2.) Clubhouse party only - \$65.00

(3.) Combination party of the clubhouse and pool - \$100.00.

Checks for cleaning are payable to Titan Services and must be from the Association member. The check and signed lease must be received by the Association office before the keys will be released.

3. Lifeguards:

If the pool is being leased as part of this agreement, LICENSEE agrees to arrange and pay for two (2) lifeguards. A copy of the lifeguards' certification must be presented at the time the reservation agreement is signed. If arrangements for lifeguards are made through Community Pool Management, no certificate is required.

No more than 60 guests are allowed at private parties in the clubhouse and no more than 40 guests are allowed at pool parties.

The terms "guests" includes swimmers, non-swimmers, siblings and parents of attendees. LICENSEE agrees that s/he will not use the pool(s) without the required number of lifeguards present and on duty. Also, LICENSEE agrees that s/he and all invited guests will abide by the pool rules and operation guidelines (copies attached) and all the terms and conditions of the Lease Agreement.

Pool parties must be reserved at least two weeks in advance through the Association Management Services office.

4. Guest Conduct Rules:

LICENSEE is solely responsible for the conduct of guests or others on the leased premises incidental to or during the time of the lease. LICENSEE must be present on the leased premises at all times during the lease period. LICENSEE agrees to be responsible for strict observance and adherence by LICENSEE AND LICENSEE's guests to all rules and regulations of LICENSOR regarding use of and conduct on the leased premises. A copy of such rules is attached hereto and is part hereof. Clean up is the responsibility of LICENSEE.

5. Indemnity:

LICENSEE, by accepting this lease, agrees to release LICENSOR, its officers, directors and employees from all damages and claims of every kind, whether to person or to property, arising incidental to and during LICENSEE's use of the leased premises and LICENSEE agrees to hold LICENSOR, its officers, directors and employees harmless from any damage, claim, lawsuit or judgement sustained by LICENSEE or any of its agents, employees, invitees, guests, or any other persons, including caterers, on the leased premises incidental to and during the time of the lease, and to indemnify LICENSOR, its officers, directors or employees against any and all claims, demands, lawsuits or judgements arising from the negligence of LICENSOR, its officers, directors or employees.

6. Inspection and Termination:

A member of the Board of Directors, or other agent of LICENSOR, shall have the right to inspect the lease premises during the term of LICENSEE's rental of same and may demand cessation of any function and request guests to leave the premises if the rules and regulations are not observed. The Board of Directors, or any agent so empowered by them, shall also have the right to terminate this agreement for any reason, including but not limited to non-payment of fees or deposits, and this agreement shall be null and void. In the event this agreement is terminated for non-payment of fees, the above Security Deposit shall be forfeited to LICENSOR.

7. Alcoholic Beverages:

In the event that LICENSEE chooses to serve alcoholic beverages on leased premises during the course of the rental period, LICENSEE MUST hire a security guard to be present during LICENSEE's use of the leased premises. The cost of the security guard shall be paid by LICENSEE. If alcoholic beverages are served at any party in the Association's clubhouse without a security guard present, the deposit of \$100.00 will automatically be forfeited. The homeowner that reserved the clubhouse will still be bound by all other rules, regulations and cleaning charges and therefore could incur additional charges as so stated in this lease agreement. The Association assumes no responsibility for any injury or damages incurred by anyone associated with the party or residing in the Oak Ridge Village subdivision. The homeowner assumes full responsibility for the actions of themselves, their guests and invitees.

No alcoholic beverages or glass containers are allowed in the pool area at any time.

8. Decorations:

- **NO** staples, tape or tacks may be used to hang decorations, posters, etc. on the walls of the clubhouse. The corkboards on the wall, with push pins provided, can be used to hang decorations. Nothing else is to be hung on the walls.
- Decorations may only be attached with tape to the glass portion of windows and doors.
- Items may not be taped to the bottom of ceiling fans in the area under the fan blades.
- Items may be attached to tables and chairs, provided they are removed before the Exit Inventory and do not permanently mark or damage the chairs and tables.
- Tablecloths must be used on all tables being used for the party.

9. Air Conditioning/Heating Unit:

The thermostat will be pre-set at a temperature determined by the HOA Board, to control electrical usage. LICENSEE may request a different temperature by signing a written agreement and agreeing to pay a fee to cover the usage cost.

Tampering with the box around the A/C thermostat will result in forfeiture of the entire security deposit.

10. Clean-Up:

LICENSEE is required to leave the Clubhouse, kitchen and bathrooms clean. If Licensee rents the pool, all outside trash needs to be removed. If they are not clean when you arrive at the facility, call the Association office.

Trash bags must be used at all times in trash cans provided in the Clubhouse and pool area. When emptying trash, leave trash in the cans while carrying it across areas to avoid leaks. Trash cans must be washed out or cleaned by LICENSEE after use.

LICENSEE is responsible for any stains, scuff marks and/or damage to the clubhouse floor and equipment that are not noted on pre-inventory sheet. If an event is scheduled on the following day, or LICENSEE does not remove the stains and/or scuff marks, a fee will be deducted from the deposit in accordance with the fee schedule.

The following tasks must be completed at the end of the rental period, *prior to* the Post-Inventory Meeting with LICENSOR or LICENSOR's agent:

- **Remove all garbage from the clubhouse and pool facility.**
- **Return all chairs and tables to the storeroom.**
- **Clean the refrigerator and microwave.**
- **Sweep and mop the floors of the clubhouse.**

If any of these items are not done to standard, a fee may be withheld from the deposit in accordance with the fee schedule.

11. Key:

Please contact the Designated Person provided when reserving the Clubhouse. 24 hours in advance of your event to make arrangements to pick up the key. In the event she is not available you will be required to pick up the key at our office the day before your event and return it the next business day.

FOR A COMPLETE COPY OF THE COLLECTION POLICY AND PROCEDURE RESOLUTION CALL ASSOCIATION MANAGEMENT SERVICES AT 210-829-7202 AND REQUEST A COPY OR GO TO THE ORV WEB SITE AT WWW.ORVHOA.COM AND LOOK UNDER THE GOVERNING DOCUMENTS TAB.

COMPLAINTS

Any member may submit a complaint to the Association and it must be in writing. When the Board receives a complaint, it will consider the complaint and take appropriate action, which may result in a violation and/or a request to correct letter to the property owner.

ELECTIONS

The election of the Board of Directors of the Oak Ridge Village Homeowners Association is held at

the annual membership meeting (usually held in October of each year). Each Association member is entitled to cast one vote for each lot owned. When more than one person holds an interest in any lot, all such persons shall be members of the Association, but the vote for such lot shall be exercised as they among themselves determine. That is to say -- one lot, one vote. A proxy may be substituted for an in-person vote provided said proxy is in writing and signed and filed with the Secretary of the Association before the meeting is officially convened. An Absentee ballot or electronic ballot may also be used instead of a Proxy and may be obtained by contacting the Association office.

ELECTIONS RECOUNTS

- An owner has the right to request a recount of any member election. Requests must be made within 15 days of election.
- Recount is at the owner's expense unless the recount changes the results of the election. Owner pays for recount in advance.

EMERGENCY SERVICE

Emergency service is provided by the City of San Antonio (696-8440). Call 911 for emergency service.

ENERGY GENERATING AND ENERGY SAVING DEVICES

The Architectural Control Committee (ACC) recognizes the economic and environmental benefits of its homeowners using alternative sources of energy, such as wind and solar power and energy saving devices such as shade structures. At the same time, the ACC must also protect the aesthetics and quality of life of all homeowners from conditions that can be created by any structures, as provided in the Declaration of Restrictive Covenants. These guidelines are intended to help homeowners design, build and operate energy generating and energy saving systems consistent with the intent of the Declaration of Covenants, Conditions and Restrictions and the objectives of the Oak Ridge Village Architectural Control Committee.

"Energy efficiency facilities" means a device, apparatus, mechanism or structure that more efficiently generates or reduces the amount of energy derived from fossil fuels that is consumed by Homeowners residence, including without limitation, solar panel (including Solar photovoltaic modules and solar thermal collectors), wind turbine, evaporative cooler, exterior shutters, retractable clothes lines, and energy-saving exterior lighting device(s).

Installation of any energy efficiency facilities to any lot must be approved by the ACC prior to commencement of any construction or installation. In addition to the ordinary permit application requirements of the ACC, applications for energy efficiency facilities shall include at a minimum:

Plot plan for property showing:

Location of existing dwelling

- Location of property lines and easements
- Location of proposed addition or improvement location
- Measurements between all of the above

Engineering plans, drawings and specifications of proposed additions as reasonably necessary to evaluate the addition or improvement, showing at a minimum all finished dimensions and elevations (front, back and sides) with materials and colors indicated or supplied.

Any available information or data describing the cost of the energy efficiency facility, the calculated energy saved or the energy to be saved and costs saved, and any impact on the total energy efficiency obtained by the addition or installation.

Any information from the manufacturer or contractor providing or installing the energy efficiency facility which describes its benefits, features and functions.

Photos of the current structure and proximity to surrounding lots and residences.

A statement that the energy efficiency facilities are not expected by the owner to cause a nuisance to other Homeowners or neighboring residents due to glare, noise or other problems once installed and in operation.

A statement that all local and state building codes and permit requirements have been met and will be adhered to in the installation and operation of the energy efficiency facility.

The construction of energy efficiency facilities is subject to the general provisions of the Declaration of Covenants, Conditions and Restrictions, applicable provisions of the Architectural Standards, and all requirements of The City of San Antonio, Bexar County, the State of Texas and any other approval authority. Design and installation certification by a qualified professional shall be required.

Any exterior additions or modifications to any dwelling or other improvement or structure should be constructed of like materials and colors of the dwelling to the greatest extent possible.

Any additions or modifications shall be within the approved building area as prescribed by the Declaration of Covenants, Conditions and Restrictions for the residence in question.

Alternative energy facilities, including without limitation, solar and wind turbines, should not cause a nuisance to neighbors and residents, aviation or wildlife.

Solar power nuisance conditions and/or bases of denial may include but are not limited to: Framing materials, or stand alone structures not compatible in shape, materials and color with the residence or other structures on the property or surrounding area

- **Rooftop installations which are not flush or flat with the pitch of the roof**
- **Wind power generation nuisance conditions and/or bases of denial may include but are not be limited to:**
- **Excessive noise due to normal or damaged operating conditions (65 decibels)**
- **Visual intrusion into scenic views**
- **Damage to wildlife**
- **Risk of property damage or to human health due to falling towers or support**
- **Excessive height (over 35 feet)**
- **Overall design incompatible with the harmony and design of the residence or surrounding area**
- **Excessive support or guy wire installation incompatible with the harmony and design of the residence or surrounding area**
- **Improper setback from the property boundary line, easements or improvements on the lot**

FIRE PROTECTION

Fire fighting service is provided by the City of San Antonio. Call 911 for emergency service.

FLAGS - DISPLAYING

General Provisions Small (less than 3' x 5') decorative flags (including pennants and banners) are permitted for individual or seasonal holidays and special occasions such as sports events.

Flags for holidays may be displayed from 4 weeks prior to the holiday to 1 week after the holiday. Flags that support specific sporting events or sport teams may be displayed from 2 weeks prior to the event to 1 week after the event.

Any flag displayed must be made out of fabric (non-plastic) suitable for outdoors and maintained in good condition (not faded or torn).

Decorative and sporting event flags must be flown on house-mounted poles or specialty designed garden flag holder only. Flags cannot be mounted to pergolas, play sets, basketball standards, trees & landscaping, or other exterior equipment. Flags installed in the front of the residence must be mounted on flagpoles.

All flag installations shall be made in a manner so as to not create a noise nuisance to surrounding neighbors.

Freestanding flagpoles require ACC approval as a modification prior to installation.

USA, Military and Patriotic Flags

Displaying the official flag of the United States of America along with US Military Flags is allowed at the same time in accordance with the state and federal law (USC Title 36, Chapter 10 and Section 202.011, Texas Property Code).

Pole mounted USA and Military Flags can be flown either on a wall-mounted pole or freestanding flagpole. Freestanding flagpoles require ACC approval as a modification prior to installation.

Flags must be maintained properly and replaced when they become torn or faded. Maximize size of any flag is 3' x 5' and must be made of fabric (non-plastic) and suitable for outdoor use.

Freestanding Flagpoles

Placement is allowed in landscaping or grass areas only. No mounting is allowed on concrete areas, house, decks, etc. Flagpole placements shall be within pre-established building setbacks as shown on the plat of survey. No placements are allowed on easements. Flagpoles shall be located no closer than 15' from public sidewalks and no closer than 20' from curbs. Artificial lighting must not shine toward any neighboring homes or be too bright to cause a visual disturbance. Light bulbs must be recessed in holders so lighting only illuminates the flags and flag pole.

Poles shall be a minimal 12' in height with a maximum height of 20'. Poles shall be permanently installed, non-painted aluminum only. Toppers shall be of standard ball shape and made of brass. Efforts should be made to minimize noise impact of clips. Flagpoles shall be installed and maintained so as to not be a noise nuisance to surrounding neighbors. Flagpoles shall be installed in a professional manner in accordance with the Manufacturer's guidelines.

Freestanding flagpole installations shall be submitted for ACC approval prior to installation. Submittal shall include a plat of survey showing location in proximity to house, existing landscaping, sidewalks, and street. Details of design of flagpole including materials of construction shall be provided. Manufacturer's literature would be helpful. Design and location of lighting shall be included. The submittal shall include the number and type of flags to be displayed.

Placement of House Mounted Flags

Pole mounts shall be put directly on the front or back fascia of the house. All flags must be mounted with proper hardware. Wood, plastic or metal poles are permitted and should not be more than 6 ft long. Flag poles must be maintained in good condition.

Flags cannot be draped across any portion of the front of the residence such as garage doors or front porch railings. Flags installed in the front of the residence must be properly mounted on poles.

GARAGE SALES

The Association will schedule and coordinate two garage sales a year. The first sale generally be in April and the second sale in October.

PAYMENT PLAN GUIDELINES ARE AVAILABLE ON THE WEB SITE AT ORVHOA.COM UNDER THE GOVERNING DOCUMENTS TAB

RAIN BARRELS

The following requirements apply to the installation of Rain Barrels: Rain Barrels are not allowed in the front yards, if there is reasonably sufficient area elsewhere on the property owner's property in which to install them. If located in side yards, they must be screened from view from the street. For corner lots, Rain Barrels located in side yards must be screened from view from the street. It is recommended that rain water diverters be used so as to minimize alteration of existing downspouts. Alteration of the downspouts shall be esthetically pleasing.

Rain Barrels shall have mosquito screening, and chemical treatment as required, to prevent mosquito breeding. Color shall be natural or to match siding, so as to blend in with the environment. Location, mounting height, and shape shall not present an eyesore, shall be aesthetically pleasing, and shall blend in with the surrounding environment. If made of a material that can rust, they must be kept in a condition that is esthetically pleasing.

If pumps are added, they shall be screened so as to not be visible by or create a noise level as to disturb the surrounding neighbors.

In all cases, Rain Barrels must be approved by the ACC.

RELIGIOUS ITEMS DISPLAY

1. RIGHT TO DISPLAY. Notwithstanding any recorded restrictive covenant or policy to the contrary, an Owner or resident of a dwelling may display or attach one or more religious items, the display of which is motivated by Owner's or resident's sincere religious belief.

2. SUBJECT TO LIMITATIONS. The right to display permitted religious items is subject to the following limitations:

- A. To the extent allowed by the Texas Constitution and the United States Constitution, any such displayed or affixed religious items may not:
 - (1) threaten public health or safety; or
 - (2) violate any law; or
 - (3) contain language, graphics, or any display that is particularly offensive to a passerby.
- B. Individually or in combination with each other, the items at any entry may not exceed twenty-five (25) square inches total in size.
- C. The items may only be displayed on or attached to the entry door or frame and may not extend beyond the outside edge of the door frame.
- D. Approval from Architectural Control Committee is not required for displaying religious items in compliance with these guidelines.
- E. As provided by Section 202.018 of the Texas Property Code, the Association may remove any items displayed in violation of these guidelines.

SIGNS - POLITICAL

1. Period of Display. Political signs may be displayed on or after the ninetieth (90th) day before the date of the election to which the sign relates and must be removed before the tenth (10th) day after that election date.

2. Number of Political Signs. Property owners may display only one (1) sign for each candidate or ballot item.

3. Mounting of Signs. Signs must be ground-mounted. Signs shall not be attached in any way to plant material, a traffic control device, a light, a trailer, a vehicle, or any other existing structure or object. Signs shall not be painted on architectural surfaces. A standard sized bumper sticker may be attached to the vehicle.

4. Materials. Signs shall not be made of or contain roofing material, siding, paving materials, flora, balloons, lights, or any other similar building, landscaping, or nonstandard decorative component.

5. **Size.** Signs shall be no larger than two (2) feet by four (4) feet.
6. **Miscellaneous.** Signs shall not:
 - a. threaten the public health or safety;
 - b. violate any law;
 - c. contain language, graphics, or any display that would be offensive to the ordinary person; or
 - d. be accompanied by music or other sounds or by streamers or otherwise be distracting to motorists.
7. **Removal.** The Association may remove a sign displayed in violation of these guidelines.

SOCIAL EVENTS

Events sponsored by the association are open to the membership. Guests must be accompanied by resident at all times.

TREES

If the trees located on your neighbors hang into your yard, over your roof or on your driveway, you have the right to cut the trees at the fence line, where the tree invades your property space. Please give your neighbor the courtesy of a call if you are going to cut limbs from a tree that overhangs into your yard.

VANDALISM

Acts of vandalism consist of, but are not limited to, defacing community buildings, damaging vehicles and damaging or destroying community assets, such as landscaping, fences, walls, signs, roads, recreation facilities, clubhouse, jogging paths, etc.

Homeowners are responsible for payment of repair costs resulting from vandalism by members of their household and their guests, tenants and tenant's guests.

Misuse or vandalism of any Association facilities may cause for suspension of privileges for up to thirty (30) days.

WALLS AND FENCES

Repair and replacement of the rock wall located at the entrance to Oak Ridge Village on Tavern Oaks is the Association's responsibility.

Fencing for owners is the responsibility of the owner and it must be approved through the ACC. Fencing may not exceed six feet (6') in height.

PERIMETER WOOD FENCE ON THOUSAND OAKS

The wood fence running from Tavern Oaks to the commercial tract on Wetmore the ACC has approved a resolution requiring any repair or replacement to be done with 6 inch wide pickets of cedar. The stone Columns are maintained by the Association.

The foregoing Policy Manual was adopted by a vote of the Board of Directors at a properly called meeting at which a quorum of the Board was present, as certified by the signatures of the President and Secretary of the Association below.

2013.

Executed this 15th day of Nov., 2013,

OAK RIDGE VILLAGE HOMEOWNERS
ASSOCIATION, INC.

By: Connie Smith, President
Connie Smith, Its President

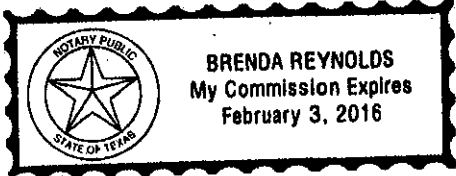
By: Meredith Morgan, Secretary
Meredith Morgan, Its Secretary

STATE OF TEXAS §
 §
COUNTY OF BEXAR §

Before me, the undersigned notary public, on this day personally appeared Connie Smith, acting on behalf of Oak Ridge Village Homeowners Association, Inc., known to me or proved to me by presentation to me of a governmentally-issued identification card to be one of the persons whose name is subscribed to the foregoing instrument, and acknowledged to me she executed it for the purposes and consideration expressed in it.

Given under my hand and seal of office the 15th day of November 2013.

Notary Public, State of Texas Brenda Reynolds

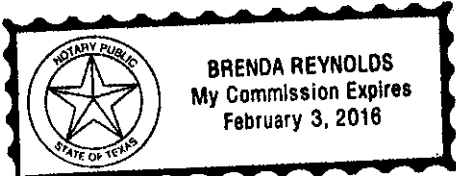


STATE OF TEXAS §
 §
COUNTY OF BEXAR §

Before me, the undersigned notary public, on this day personally appeared Meredith Morgan, acting on behalf of Oak Ridge Village Homeowners Association, Inc., known to me or proved to me by presentation to me of a governmentally-issued identification card to be one of the persons whose name is subscribed to the foregoing instrument, and acknowledged to me she executed it for the purposes and consideration expressed in it.

Given under my hand and seal of office the 15th day of November 2013.

Notary Public, State of Texas Brenda Reynolds



AFTER RECORDING RETURN TO:
Oak Ridge Village Homeowners Association, Inc.
1600 N.E. Loop 410, Suite 202
San Antonio, TX 78209

Any provision herein which restricts the sale, or use of the described real property because of race is invalid and unenforceable under Federal law STATE OF TEXAS, COUNTY OF BEXAR
I hereby Certify that this Instrument was FILED in File Number Sequence on this date and at the time stamped hereon by me and was duly RECORDED in the Official Public Record of Real Property of Bexar County, Texas on:

DEC 13 2013



Gerard C. Rickhoff
COUNTY CLERK BEXAR COUNTY, TEXAS

Doc# 20130253518 Fees: \$80.00
12/13/2013 4:01PM # Pages 17
Filed & Recorded in the Official
Public Records of BEXAR COUNTY
GERARD C. RICKHOFF COUNTY CLERK

