

**Unofficial Minutes of the Annual Meeting of  
the General Membership of  
Oak Ridge Village Homeowners Association  
October 9, 2002**

The annual meeting of the General Membership of the Oak Ridge Village Homeowners Association, a Texas nonprofit corporation (the "Association") was held at the Oak Ridge Village Clubhouse, 3902 Tavern Oaks, San Antonio, Texas, pursuant to call by the President of the Association.

**Directors Present:** Evan Guy, Joleen Lammons, Maclovio Pena and Daryl Byrd by proxy.

**Directors Absent:** Krista Dairies.

**Also Present:** Marisela De Leon of Association Management Services.

**Call to Order.** Mr. Guy called the meeting to order at 7:05 p.m. He introduced the Board of Directors and Marisela De Leon as the Association Manager.

**Determination of Quorum.** Ms. De Leon reported that there not enough property owners present to meet the ten percent quorum required by the Bylaws of the Association both by proxy and in person. \*A quorum of 10% was made, 24 by proxy and 23 in person and we needed a quorum of 44. The quorum was met at election time. Minutes were then officially approved with a quorum.

**Proof of Notice.** The notice of the meeting was sent to all members of record on September 25, 2002 as required by the Bylaws of the Association. Everyone present had received the notice.

**Approval of Minutes.** Upon motion duly made and seconded the minutes of the annual meeting held on October 3, 2001 were unanimously approved with the amendment of the line item within the auditor's report "baseball field" was an error on behalf of the auditor and has been corrected since then. With that amendment, all approved unanimously.

**2001 Year-End Report.** Mr. Guy presented the 2001 year-end report. He briefed the membership on the 2001 financials on a line by line item basis. He reported funding of the reserves was started two years ago. In addition to that, the Board did fund the reserves with \$15,000.00 in 2001. The ending balance of approximately \$23,000.00. Actual net cash out last year was \$8,271.00.

**2002 Budget Review.** Evan Guy reported that since the reserve fund had been open, \$6,000.00 had been put into CD's in increments of \$3,000.00 a piece, in order to earn more interest. They are placed in 6 month increment so the Association will have funds easily available. The remainder of the reserve funds are in an interest bearing money market account. At the end of the year 2002 he is estimating the Association will meet the reserve funding of \$15,000.00 total.

According to budget year to date 9-30-02, the Association is ahead of budget by approximately \$36,000.00. The pool lifeguards were higher this year than they were last year basically because they were more experienced and the Board did feel the need to pay for it, weighed the options and

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agreed to pay for the experience. \$7,500.00 is currently in contingency.

**Budget Discussion:**

Communications line item currently represents the web site which was started at the end of last year - early 2002. There are currently volunteers within the community who are willing to update the web site on a regular basis. The website address is orvhoa.com.

Legal fees line item? Mr. Guy presented to the Association that currently there are 3 homeowners that are in legal status due to non-payment of homeowners association dues. This is money owed to the Association.

Assessment due dates for 2003. Mr. Guy reiterated the 3 options of payment for 2003. New due dates are October 1<sup>st</sup> for \$270.00, (they are \$300.00 but if you pay by October 31<sup>st</sup> you will receive a 10% discount which equates to \$270.00) or you can pay October 1<sup>st</sup> \$150.00 and April 1<sup>st</sup> \$150.00.

**NEW BUSINESS**

**\*Medallion Update.** Mr. Guy briefed the Association on the status of the new phase and Medallion's position with the Oak Ridge Village HOA. He announced there are currently 15 homes out of 23 lots built. There are a total of 21 lots owned by Medallion. Values of the homes in the last phase are running \$145,000 per home. The estimated completion date for Medallion to be out of the Oak Ridge Village subdivision is the Spring of 2003. At this point in time, two homeowners brought up the concern of paint cans being stored on the construction site where the trailer is for Medallion. The Board stated they will definitely look into this and address this issue with Medallion.

- Medallion did donate the rocks for marquis at the entrance to be built, the rocks were stolen and therefore the marquis is going to cost the Association between \$2500.00 and \$3000.00 next year. In addition, Medallion has installed an irrigation system along the Thousand Oaks frontage.

**\*Committees.** Evan Guy presented to the membership the need to establish Committees. He would like to have a Future Projects Committee to explore several ideas for projects to be worked on. Several examples are a park, the possibility of a parking lot, a sports court, a marquis, awnings or arbors over part of the pool for shade, etc. The Board is wanting to install new tile for the floor in the clubhouse. This will run approximately \$2800.00. If they (the committee) can get volunteers to help out, they can probably cut back cost.

Mr. Guy emphasized the importance of having committees within the Association. The architectural control committee, the budget committee, a welcome committee, a social committee and recreation committee all need volunteers. There was a huge lack of participation within the Oak Ridge Village

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community.

-With many people interested in speed humps and Stop Signs, there is a need for a safety committee to be established. The Board and AMS has requested on more than several occasions for the installation of a four-way stop sign at the intersection of Tavern Oaks and Ashley Oaks. The City reported back to Association Management Services that stop signs are not installed as a way to slow down traffic. The Association's request was denied due to the results of the survey. Oak Ridge Village has not yet met the requirements. In addition, speed humps would be included in this committee. The City also has requirements such as 500 cars per hour coming and going, 10 homeowners agree which are directly affected (which means they are installed in front of their homes) must agree to have the speed humps or bumps installed. It is a lengthy process. Installation of children at play signs are not an option for city owned streets. Association Management Services stated that children at play signs are no longer installed on public streets, only in gated communities. Children at play or children crossing are only installed by school zones.

**\*Passes for the Pool.** Evan Guy stated next year they are looking into using laminated cards for pool tags and that should be a cost savings for the Association.

**\*Clubhouse Lease.** He also announced that the Board will be looking into this year modifying the clubhouse rental lease due to some homeowners using the clubhouse for profit reasons. More details will be, the Association will be briefed with more details on the Board's recommendations and/or suggestions.

**Election of Two Directors:** Evan Guy presented the names of the two members on the ballot which were Raul Garza and Vance Oliver, both were not present. Mr. Guy briefed the membership on each of the two nominees. He stated Mr. Garza had served on the Board for 3 years in the past and Mr. Oliver is a pastor and his wife is currently active within the community. Mr. Guy asked if there were any nominations from the floor. With no nominations from the floor, nominations from the floor were closed. At this point, Evan Guy asked if Raul Garza and Vance Oliver were voted in by acclamation and by a majority of the homeowners present, yes, they were voted in by acclamation.

**Adjournment.** There being no further business, the meeting was adjourned at 9:00 p.m.

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Evan Guy  
President

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Marisela De Leon  
Recording Secretary

UNOFFICIAL MINUTES