

**Unofficial Minutes of the Annual Meeting of
the General Membership of
Oak Ridge Village Homeowners Association
October 21, 2009**

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: Joleen Lammons, Rebecca Morrison, Greg Heaton, Cassandra Littlejohn and Chad Williams

Also Present: Carol Porter of Association Management Services.

Call to Order: Mrs. Lammons called the meeting to order at 7:05 p.m. Mrs. Lammons introduced Ms. Carol Porter, the Association Manager, and the Board members introduced themselves.

Determination of Quorum: There were 10 members present in person and 50 proxies presented at the meeting for a total present of 60. The 10% quorum of 44 members in person or by proxy was met as required by the Bylaws of the Association.

Proof of Notice: Ms. Porter presented the proof of notice she signed on October 7, 2009 when the annual meeting notice was mailed out to all members of record as required by the Bylaws of the Association.

Approval of Minutes: A correction was noted on page 2, last paragraph of the annual minutes from October 21, 2008. The last name shown as "Malden" needs to be corrected to "Walden". A motion was made and seconded to approve the minutes of the October 21, 2008 annual meeting with the correction as so stated above. Motion carried.

President's Report: Mrs. Lammons explained to the members present the interior refurbishing of the clubhouse. Mrs. Lammons said that Mrs. Connie Smith had been very instrumental in accomplishing this project as had several other homeowners. In all, the cost to refurbish was a total of \$11,000.00. In addition, a donation of \$500.00 was made to the Association for new ceiling fans.

Mrs. Lammons stated that a neighborhood sheet from the SAFFE Officer was available as a hand out on the table by the front door for anyone that wants to have and use the information.

It was noted that the Board was trying to get a COP program started and Mr. Greg Heaton was the contact. Mr. Heaton explained how the program works and the best part is getting to ride with a policeman. The next COP class is scheduled for November 2 at the S.A.P.D. Jones-Maltsberger sub-station.

It was noted that a sign up sheet for a Block Captain Committee was available on the table by the

front door and the Board is trying to get that committee started again.

Mrs. Lammons stated that new plants had been installed at the front entrance island. The new plants had made it through the drought.

In addition to homeowners working on getting their yards back in shape, it was noted that the City trash & Recycle bins are only to be out on the day of collection. It was also noted the City response to the bins being missed on collection day, it might take 4 to 5 days for them to get back out to pick up the missed bins.

Mrs. Lammons reminded homeowners when taking their dog on a walk to please pick up after their dog and keep the dog on a leash.

Mrs. Lammons reminded homeowners of the complaint/suggestion form on the website. In addition, it was noted the 2009 pool season has been a good one with few problems although there had been a leak in piping and a pool filter had to be replaced. Mrs. Lammons also noted that the drains in the baby pool will have to be replaced in 2010 in order to meet state requirements.

2008 Year End Report: Mr. Heaton noted to the members present the 2008 budget and the budget through August 2009 as included in the annual meeting packet. Mr. Heaton asked if there were any questions concerning the budget thus far. A member asked if a discount would be offered to homeowners as had been in years past. It was noted the Board would need to review this item at the next Board meeting.

Mr. Heaton explained that a Reserve Study was done in 2008 and the Board is working on building up the reserve account.

It was noted that the Board is cognizant of budget costs and the Board members try to do things to save the Association money.

Mrs. Littlejohn said all Board meetings are open to the homeowners who wish to attend and Board meeting dates are noted on the website.

2010 Budget: Ms. Porter explained to the members present that the 2010 budget has not as yet been reviewed by the Board and the format for the 2010 budget is new to this Association. A homeowner asked if the membership is involved in approving the budget. Ms. Porter explained that the Board reviews and approves the budget.

Elections: Mrs. Littlejohn explained that there would be one director elected to serve a three year term on the Board at tonight's election.

Mrs. Lammons stated that she wants to run for the Board again and very much enjoys serving on the Board.

At this time, Mrs. Littlejohn asked if there were any other nominations from the floor. There were no

other nominations. Since there were no other nominations, a motion was made and seconded to elect Mrs. Lammons to the Board by acclamation. Motion carried. Mrs. Lammons will serve a three year term on the Board. The Board will appoint positions at the next Board meeting.

Committees: Mrs. Littlejohn spoke to the members present about the great turn out for the Community Clean Up, the Ice Cream Social and the fun and wonderful participation for the 4th of July Parade. Mrs. Littlejohn stated that the some of the other social events planned are in need of volunteers. As well, a calendar for social events for 2010 is being worked on and she will continue to be the Board liaison for the Social Committee. Mrs. Littlejohn thanked everyone that has volunteered for the social events held so far this year.

It was noted that the holiday decorating will be on November 21 and 22, and the Board needs 20 volunteers to help put the decorations up. This information will also be placed on the website.

New Business: Mrs. Lammons explained to the members present that the Association had asked the Association attorney to review the documents to see if the Association has any right to maintain the fencing along Thousand Oaks. The Association attorney stated that nothing in the documents shows the Association owns that property and has no legal right to maintain and/or replace the Thousand Oaks perimeter fencing.

A homeowner asked why the pool had been dirty and homeowners had to call the Health Department. It was explained that the pool is open 7 days a week from 5:30am to 10:30pm and therefore, the pool management company has to fit the pool cleaning into times when there is no one using the pool. The pool company stills cleaned the pool three times a week plus anytime they were asked to come do so. It was further noted that the pool water may not have looked as good for a short time as a pool filter was going out. The pool filter has been replaced. It was also noted for homeowners to call the Association Manager anytime they notice the pool water looks dirty so if there is a problem it can be looked into and addressed.

Mr. Williams said that the Board may look into having lifeguards at the pool one day a week for the teenagers. The Board needs to review this at their next Board meeting.

Adjournment: With no further business to conduct, the meeting was adjourned at 7:59 p.m.

Joleen Lammons
President

Carol A. Porter
Recording Secretary

**Minutes of the Special Called Meeting of
The Board of Directors of the**

Oak Ridge Village Homeowners Association
October 21, 2009

The special called meeting of the Board of Directors of the Oak Ridge Village Homeowners Association, a Texas nonprofit corporation (the "Association") was held immediately following the 2009 annual membership meeting at the clubhouse, 3902 Tavern Oaks, San Antonio, Texas 78247, pursuant to call by the President of the Association.

Directors Present: Joleen Lammons, Rebecca Morrison, Greg Heaton, Cassandra Littlejohn and Chad Williams

Also Present: Carol Porter, Association Management Services, Inc.

Call to Order: The meeting was called to order at 8:11 P.M., the President being in the chair and the Recording Secretary present.

Appointment of Board Positions: The purpose for the special called meeting is for the Board to appoint the Board positions. Both Mrs. Lammons and Mrs. Littlejohn wanted to be appointed as Board President. Mr. Heaton noted that in a conversation prior to the meeting tonight, Mrs. Littlejohn and he had agreed it was time for a change for Board President. After some discussion, Mr. Williams made a motion to appoint Mrs. Littlejohn as Board President. Mr. Heaton seconded the motion. Mrs. Morrison made a motion to appoint Mrs. Lammons as Board President. Due to a quorum of the Board members in favor, the motion to appoint Mrs. Littlejohn as Board President carried.

After some discussion, the Board appointed the remaining Board positions as follows; Chad Williams, Vice President, Greg Heaton, Treasurer, Joleen Lammons, Secretary and Rebecca Morrison, Member-at-Large.

With no further business to discuss at this time, the meeting was adjourned at 8:30PM.

Cassandra Littlejohn, President

Carol A. Porter, Recording Secretary