

**Unofficial Minutes of the Annual Meeting of  
the General Membership of  
Oak Ridge Village Homeowners Association  
October 13, 2010**

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:** Cassandra Littlejohn, Rebecca Morrison, Greg Heaton, Chad Williams (7:30 pm) and Robert Sherwood

**Also Present:** Robert T. Brocker and Deanna Wilson of Association Management Services.

**Call to Order:** Mrs. Littlejohn called the meeting to order at 7:05 p.m. Mrs. Littlejohn asked the Board Members and Mr. Brocker to introduce themselves.

**Determination of Quorum:** There were 15 members present in person and 29 proxies presented at the meeting for a total present of 44. The 10% quorum of 44 members in person or by proxy was met as required by the Bylaws of the Association. After Quorum was established 5 additional members signed in and 4 additional proxies were received.

**Proof of Notice:** Mr. Brocker presented the proof of notice he signed on September 29, 2010 when the annual meeting notice was mailed out to all members of record as required by the Bylaws of the Association.

**Adoption of Standing Rules:** Ms. Littlejohn explained the standing rules to the members present and gave them time to read the rules. On a motion from Ms. Alva and seconded by Mr. Stewart the motion carried with 1 opposing vote.

**Approval of Minutes:** Ms. Morrison requested a correction but after discussion among the Directors, it was decided the correction she referred to related to a different meeting. Mr. Alva made a motion to approve the minutes, the motion was seconded by Mr. Stewart and the motion carried with no opposing votes.

**Appointment of Tellers:** Mrs. Littlejohn asked those in attendance for two volunteers. Ms. Williams and Ms. Lunning volunteered and were appointed tellers.

**President's Report:** Mrs. Littlejohn explained to the members present that the Board had set several goals for the year. She explained the goals centered on change in that they wanted to insure that vendors were held accountable. Vendor contracts were reviewed and changes were made where it was deemed appropriate. Mrs. Littlejohn explained the Board wanted to strive for better communication and to that end the web site was updated and e-news was implemented. Additionally

a new neighborhood survey was in the final stages of development by Mr. Williams. She emphasized to the members present that they and their neighbors should sign up for the e-news on the community web site . Mrs. Littlejohn recognized Ms. Connie Smith for her assistance in the interior clubhouse renovations. She noted that the main entrance to the community had considerable tree trimming completed as well as new color added to the entry island. Additionally the Board addressed the speed problem on Tavern Oaks. With multiple calls to 311 the community received speed limit signage at the front entry. Mrs. Littlejohn called the exterior improvements to the clubhouse to the attention of those in attendance.

She explained that the contractor had started this week and it was hoped that the work be completed within two weeks. The scope of work includes removing all rotten wood siding, calking and repainting the entire exterior. Where possible, hardiplank is being used. Additionally the rock will be power washed. In closing Mrs. Littlejohn recognized several volunteers who have helped with projects in the past.

**2009 Treasurer's Year End Report:** Mr. Heaton noted to the members present the 2010 approved budget and the enhanced explanation section of the report. He stated that the Board had already started its work on the 2011 budget and would address it in more detail in the November Board Meeting. Additionally the Balance Sheet through September 2010 was reviewed. Mr. Heaton asked if there were any questions concerning the budget thus far. A member raised a question from the floor stating that he had information that we had already exceeded our grounds budget for the year. Mr. Heaton explained that is not the case, we are still within budget and expect to be thru year end. The Association has taken hits to the Budget as a result of 2 hard storms causing downed trees and for the shredding of the drainage ditch. A question was raised about the pool phone expense. Mr. Brocker explained that AT&T charges a stated amount for this phone because it is a 911 only phone and is required by State regulation. The member asked if there were other options. Mr. Brocker stated he would look into the question and consider the option of a Kings III phone.

**Elections:** Mrs. Littlejohn explained that the proxy stated three positions were open for the election this year but that she had re-considered her desire to serve out her term and decided not to resign. Therefore there would be 2 Board Positions to be filled in this election. Mrs. Littlejohn offered each of the candidates an opportunity to address the membership. Ms. Morgan explained that she had been a volunteer on several projects in the community and a volunteer Girl Scout leader and PTA member. She felt that now her children were getting older and she would have more time to devote to the community and desired to serve.

Mrs. Morrison told the membership that she felt that of late she had not been an effective Board member due to disagreement about how some of the matters had been handled and respectfully withdrew her nomination.

Mrs. Littlejohn asked if there were any nominations from the floor. With no nominations from the floor it was explained that we need to have another candidate and a call was made for volunteers. There were no volunteers. Mrs. Littlejohn then read the duties of the Board and explained that the Board only meets once a Quarter and that a lot of the day to day business is handled through e-mail.

Mrs. Littlejohn then asked again for volunteers. After some delay, Mr. Lunning volunteered to serve and made a few brief remarks to the membership. The membership was given an opportunity to ask questions of the nominees. Each nominee was asked if they favored a community vote on the unsupervised swim age or if they favored a Board decision only on the issue. Both nominees stated they supported a community vote. With questioning completed, Mr. Heaton made a motion for a vote by acclamation and it was seconded by Mr. Reed. The motion passed with 19 in favor none opposed. Ms. Morgan and Mr. Lunning were each elected to three year terms.

### **Unfinished Business:**

**Speed Humps:** Mrs. Littlejohn asked Mr. Brocker to update the membership on the speed hump procedure. Mr. Brocker explained that we now had the application from the city and summarized the five step process. The next step for the community is to gather 10 signatures from property owners whose property adjoins the street segment for each of the four proposed locations. Volunteers to gather signatures were requested and Mr. Williams, Mrs. Morrison and Mr. Rose volunteered. Mr. Brocker will coordinate with the volunteers.

**Committees:** Mrs. Littlejohn spoke to the members present about the great turn out for the National Night Out event. Mrs. Littlejohn stated that some of the other social events planned are in need of volunteers. As well, a calendar for social events for the remainder 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. The committees were described briefly and the membership was encouraged to consider volunteering. They were informed that there is a volunteer form available on the web site. Mrs. Littlejohn also emphasized the need for a chairperson for each of the committees.

### **New Business:**

**Perimeter Fencing along Thousand Oaks:** Mr. Heaton gave a lengthy and detailed presentation, using power point, which addressed the legal issues regarding the fence maintenance. He briefed the membership that there were multiple legal issues with the Association trying to move forward with the maintenance. Currently the Association does not own the fence nor does it have an ingress/egress easement to make repairs. Mrs. Morrison offered to get bids from qualified contractors to do the repair and provide them to the group of twenty homeowners to see if they all do it at the same time they might get a cost break. Ms. Alva volunteered to talk to the homeowners on her street (Ashbourne) to determine if there would be interest in sharing the repair costs. There were questions from the floor regarding the cost to the Association if it were to assume the responsibility of fence maintenance. Mr. Heaton indicated the assessments would probably have to go up. He said a second option may be a one time special assessment. The matter is still under consideration.

**Q&A from the floor:** There were 6 residents who signed up to address the Board. The first speaker was Mr. Clements. Mr. Clements explained to the Board that he and family members visit the pool about three times a week. He commented on the length of time it has taken to replace the shade

structure. Mrs. Littlejohn explained that the contractor is still attempting to secure the building permit. He went on to discuss behavior issues at the pool i.e. drinking alcoholic beverages, glass bottles, underage children with out supervision, smoking and pulling tables to poolside to use as diving boards. He suggested there should be someone enforcing the rules.

Ms. Smith addressed the Board on clubhouse ware and tear. She pointed out a couple areas where paint had been chipped. She explained that she did not feel the pre-use and post use walkthrough checks were being done consistently. She felt that this monitoring was a Board responsibility. Ms. Smith also discussed the greenbelt maintenance, the delay in the replacement of the shade structure and the need for more playground mulch.

Ms. Walden addressed the Board regarding the unsupervised swim age. She expressed her feeling that the community as a whole should be given a voice in the decision. She felt the by allowing younger swimmers without supervision could increase liability concerns and risk accidents. Ms. Walden suggested that maybe a seven member board should be considered.

Mr. Long addressed the Board questioning the current status of the delinquent assessments. Mr. Brocker explained that the Board could not get into the detailed discussion of that question but Mr. Brocker gave him the number of delinquent accounts and the dollar amount that was delinquent. He also asked about the ACC decision on the landscaping at 13603 Mason Crest. Said he did not personally object. Mr. Long was told the ACC has the matter still under consideration.

Mr. Miller expressed concern over yard maintenance by renters in the area he lives. He described poorly maintained yards and explained he had even gone and cut one of them himself. Mr. Heaton explained the enforcement procedure that had to be followed pursuant to the Texas Property Code.

Mrs. Lunning just asked the Board if the reduced airport noise was going to be permanent. Mrs. Morrison explained that the lack of noise was generally due to runway 3 construction and shifts in the wind direction.

One additional comment from the floor was made concerning the grass area near the playground. The resident explained that she saw dog droppings near the playground. She also inquired about the pawnshop being built in the area.

**Door Prize Drawing:** Two door prizes were awarded to members present. The first went to Mr. Miller and the second went to Mr. Rose. The prize for early proxy went to Ms. Scott.

**Adjournment:** With no further business to conduct, the meeting was adjourned at 9:20 p.m.

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Cassandra Littlejohn

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Robert T. Brocker

President

Recording Secretary

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