

**Minutes of the Regular Meeting of  
The Board of Directors of  
Oak Ridge Village Homeowners Association  
August 18, 2011**

The 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 a call by the Board of the Association.

**Directors Present:** Greg Heaton, Robert Sherwood and Meredith Morgan

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

**Call to Order:** The meeting was called to order at 6:06 P.M., the Secretary being in the chair and the Recording Secretary present.

**Approval of Minutes:** The Board reviewed the minutes from the May 19, 2011 Board meeting and a motion was made and duly seconded to approve the minutes; the motion carried unanimously.

**Budget Review:** Mr. Heaton presented the Treasurer's report highlighting the cash needs for the remainder of the fiscal year. He also discussed the need for video surveillance at the pool facility, the possibility of security patrols and emergency on call services by Blue Armor Security and a desire for renovations to the front island including adding some drip irrigation. He also reminded the Board that none of these items were budgeted. Mr. Heaton discussed the Accountant's Compilation Report and highlighted that reserve funding was ideal. Mr. Bocker was instructed to include the Compilation Report with the Notice of Annual meeting. Mr. Heaton suggested that the Reserve Study be updated. Provision for the update will be dealt with in the budget process. Mr. Bocker gave an overview of the aging report. He also described the pool key deactivation process and pointed out that deactivation occurs three weeks into the 60 day delinquency period to give adequate time for posting payments. The Board had no objection to this procedure.

### **UNFINISHED BUSINESS**

**Perimeter Fence on Thousand Oaks:** Mr. Heaton opened the discussion by asking Mr. Bocker if written notice had been sent to the affected homeowners and Mr. Bocker stated that the letters had gone out. There was a discussion about the options the Board has regarding enforcement. The options are to send violation notices to the affected homeowners or contact the homeowners and ask them if they are willing to grant an ingress egress easement to the Association for the purposes of maintaining the fence. Mr. Bocker was asked to review the matter with the Association's attorney and report back to the Board.

### **NEW BUSINESS**

**Review and Ratify Architectural Control Committee Standards:** The Board members discussed a number of items including portable basketball goals, painted curb addresses, fence staining, 90%

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grass requirements were discussed and the Board acknowledged that a number of technical violations exist which will necessitate grandfathering. Mr. Brocker explained that there were several portable basketball goals located in cul-de sacs in the community and they have been there since he started managing the Association. It was decided that the ACC members will review and edit further prior to legal review.

**Interview Potential Board Member Candidate Rafael Adrian:** Mr. Adrian did not attend the meeting.

**Ratify Committee Guidelines:** Mr. Heaton gave a brief presentation on the guidelines and a motion was made and duly seconded to approve the Guidelines; the motion carried unanimously. Mr. Heaton also showed the Board a draft of the Policy manual he is working on and explained it is not finished yet.

**Review of Officer Titles:** The Board discussed the fact that currently the Board does not have a President or Vice President. After a review of the Articles, regular meetings and Annual meetings are called by the Board. It is the duty of the President to call a Special Meeting. No changes were made however Mr. Sherwood said he would think about accepting the office of Vice President.

**Main Entry Irrigation and Landscape Upgrade:** The Board reviewed the preliminary bid from MLC to do irrigation supplement and steel edging with mulch or rock in the heavily treed area at the main entrance island. The Board members decided that they wanted to meet Mike Malone at the entry to fully understand the scope of work. Mr. Brocker was asked to schedule a meeting one weekday evening at 5:30pm.

**Annual Meeting Organization:** The Board checked their calendars and it was decided that the annual meeting will be held at 7pm. on October 20, 2011.

**Set meeting date with Joleen Lammons:** The Board set a date of August 30, 2011 as potential meeting. Subsequently Mr. Brocker did not notify in time so a date in September was solicited from Mrs. Lammons.

**Adjournment:** There being no more business to discuss the meeting was adjourned at 7:58 p.m.

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Meredith Morgan, Secretary

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Robert T. Brocker, Recording Secretary