

**Unofficial Minutes of the Annual Meeting of  
the General Membership of  
Oak Ridge Village Homeowners Association  
November 15, 2011**

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 Board of Directors of the Association.

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

**Also Present:** Robert T. Brocker, Angelia Rowland and Claire Basilio of Association Management Services.

**Call to Order:** Mr. Brocker called the meeting to order at 7:07 p.m. and introduced himself and the Board Members present.

**Determination of Quorum:** There were 28 members present in person and 26 proxies presented at the meeting for a total present of 54. The 10% quorum of 44 members in person or by proxy was met as required by the Bylaws of the Association.

**Proof of Notice:** Mr. Brocker presented the proof of notice he signed on November 3, 2011 when the annual meeting notice was mailed out to all members of record as required by the Bylaws of the Association. All members present acknowledged receiving the notice.

**Appointment of Tellers:** Mr. Brocker explained that there were three Board positions to be voted on during the meeting and also explained that two tellers were needed from the membership to tally the votes. He went on to explain the tellers could not have any relationship with any of the candidates. Alisa Gruber and Michelle Grigsby volunteered to serve as the tellers.

**Adoption of Standing Rules:** Mr. Brocker explained the standing rules to the members present. On a motion from the floor that was duly seconded the motion carried.

**Approval of Minutes:** Mr. Brocker asked the membership to review the minutes from the 2010 annual meeting. He then asked if there were any corrections needed. No corrections were requested and on a motion from the floor which was duly seconded the minutes were approved unanimously.

**Overview of 2011 Association accomplishments:** Mr. Brocker called the memberships' attention to the availability of a bullet point summary of the accomplishments on the table in back if anyone wanted a summary. Mr. Brocker went on to explain that the accomplishments were: the shade structures at the pool were completely repaired, the common area fence at the entry to the community was repaired, the damaged concrete foundation around the baby pool was repaired and

reinforced, new grass was planted at the front and on the side yard of the clubhouse, two new dog stations were installed on the common area of Tavern Oaks, an application for speed humps was submitted to the City of San Antonio, the benches outside the pool area were rebuilt and a speed limit sign and "Leave it Loose it" sign was erected at the entry to the community.

**2010 Treasurer's Year End Report:** Mr. Heaton reported to the members present the 2011 approved budget had minor variations during the year and called their attention to the enhanced explanation section of the report. He stated that the Finance Committee had already approved a draft of the 2012 budget and it would be given to the Board for a final approval vote. Additionally the Balance Sheet and cash balances through August 2011 were reviewed. Mr. Heaton pointed out to the members present that the independent accountant who prepared the Financial Statement Consolidation Report stated that the reserve balances were optimum. Mr. Heaton then asked if there were any questions. There was a comment from a member stating that he felt the dues should be lowered. Mr. Heaton explained that the Board will continue to have to have the need to repair and replace assets of the association and that it is not feasible to reduce the assessment rate. There was a question on how the reserve study is prepared. Mr. Heaton explained that the accountant reviews all the association's financial information and does a physical analysis of all the assets. Mr. Heaton further pointed out that the reserve study needs to be updated periodically. The cost of a new study runs \$1200 to \$2500 depending on how many assets are involved.

**Elections:** Mr. Brocker announced that there were three Board positions open that needed to be filled this year. He stated that two Candidate Profiles had been submitted, one by Melverie Flanigan and one by Olivia Alva and both had been added to the ballot. Mr. Brocker inquired if Ms. Flanigan was present but she was not. Mr. Brocker gave Ms. Alava the opportunity to address the membership concerning her qualifications. Mr. Brocker pointed out that we did not have enough candidates to fill the vacancies on the Board and asked if there were any nominations from the floor. Connie Smith stated that she was willing to serve as a director and then addressed the members present about her qualifications and prior committee service. Joleen Lammons volunteered to serve as a Board member again and she also addressed the members concerning her qualifications and prior service. Mr. Brocker worked with those who had proxies to vote to insure it was done properly under the new proxy structure. Members were given time to mark their ballots and then the ballots were collected by the Tellers.

### **Unfinished Business:**

**Perimeter Fencing Along Thousand Oaks:** Mr. Brocker explained to the membership present that the Board had voted to approve having the association attorney prepare easement documents for the 21 lots with a portion of their fence adjoining Thousand Oaks. The easement document would grant the association ingress/egress rights to maintain the Thousand Oaks perimeter fence. Mr. Brocker explained that the Board had not voted to allocate funds for the repair of the fence wanting to see if the association was able to secure 100% of the easements for the subject lots. There was

considerable discussion from the floor concerning the maintenance of the fence. Some of the interior lot owners expressed their feeling that the fence maintenance should be an individual homeowner issue. Several of the perimeter lot owners were in favor of the association maintaining the fence. A couple of the homeowners stated that the fence maintenance was addressed in their deeds as an association responsibility. Mr. Brocker stated he would research the deed records to see if any affirmative association obligation language could be found. One member suggested that the association and homeowners split the cost with one half of the cost being paid by the homeowner and one half of the cost being paid by the association. Mr. Brocker summed up the conversation by explaining again that at this point the Board had only voted to have the easements prepared and that any decision regarding fence repairs would have to be made by the new Board.

**Q&A from the floor:** There was additional discussion about the perimeter fence from the floor both for and against the association's maintenance of the fence. There was a question from the floor about increased assessments. Mr. Heaton stated that he did not see a need for increased assessments. There was considerable discussion about the use of the pool and a particularly large number of teens using the pool unsupervised. Mr. Brocker stated that the Board had looked at several control options including cameras, random private security company patrol stops at the pool but that no decision had been made. It was pointed out that this is a community pool and the members need to police the behavior.

**Announcement of Election Results:** Mr. Brocker asked the tellers to announce the election results. The announcement informed the membership that Connie Smith, Joleen Lammons and Olivia Alva were elected to fill the vacancies on the Board.

**Door Prize Drawing:** Two door prizes were awarded to members present. The third prize was awarded to Holly Iraborri for having the first proxy turned in.

**Adjournment:** With no further business to conduct, the meeting was adjourned at 8:35 p.m.

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Connie Smith  
President

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Robert T. Brocker  
Recording Secretary

Draft 11/22/11