



**OAK RIDGE
VILLAGE**

Oak Ridge Village Homeowners Association

1600 N. E. Loop 410, Suite 202
San Antonio, Texas 78209
(210) 829-7202 Office | Fax (210) 829-5207
Texas Toll-Free (866) 232-4386
www.orvhoa.com

October 7, 2011

NOTICE TO MEMBERS OF THE ANNUAL MEETING

Notice is hereby given that the annual meeting of Oak Ridge Village Homeowners Association, Inc. will be held at the following date, time, and place:

Date: October 20, 2011

Time: 7:00 P.M.

Place: Oak Ridge Village Club House
3902 Tavern Oaks
San Antonio, Texas

The agenda will be:

1. Call to Order at 7:00 P.M. **(Registration will begin at 6:30 P.M.)**
2. Determination of Quorum
3. Proof of Notice - October 7, 2011
4. Introduction of Board of Directors and Association Management
5. Appointment of Meeting Tellers
 - a. Appointees who tabulate votes cannot be related to the candidates(s) or owner(s) to which the vote pertains
6. Adoption of Standing Rules
7. Approval of 2010 Annual Meeting Minutes. (enclosed)
8. Reports of Officers
 - a. Treasurer Report - Financials - 2011 Budget.
9. Election of three (3) Directors to 3-year term. (see enclosed proxy)
 - a. Nominations from the floor
 - b. Brief remarks from the nominees
 - c. Voting - Collection & Tabulation of Ballots by Meeting Tellers
12. Committee Reports (if any)
 - d. Election of Chairperson(s)
13. New Business
 - a. Q&A from the floor
14. Announcement of Election Results - Meeting Tellers
15. Door Prize Drawings (must be present to when except proxy winner)
16. Adjournment. (8:30 P.M.)

Three Directors are to be elected at the meeting and the three positions will be open for homeowners to fill. If you are interested in serving on the Board of Directors, please fill out the enclosed Candidate Profile Form and return to our office by Noon on October 18, 2011. Nominations will also be taken from the floor at the meeting.

All members must register prior to the start of the meeting. For your convenience, registration will start at 6:30 P.M. If you are unable to attend, please assign the enclosed proxy to help establish quorum and forward to the Association or assign to your neighbor so he/she may vote on all matters for you. I look forward to seeing you at the meeting!

Sincerely,

Robert T. Brocker
Association Administrator

Enclosures

Mail in your signed Proxy for a chance to win a \$50 VISA gift card; accepted by most major retailers.

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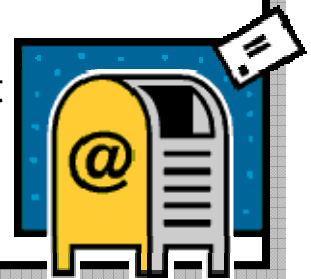
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Oak Ridge Village Homeowners Association

PLEASE REVIEW THE STANDING RULES FOR THE ANNUAL MEETING

The Board of Directors of Oak Ridge Village Homeowners Association feels it serves you best when the Annual Meeting is conducted in an orderly manner. The Association is a business with the requirement to meet and elect Director(s). Your cooperation in this regard is requested. Parliamentary Procedure is followed at this Annual Meeting.

Your opinion is important to the Board of Directors. The Board desires to hear from Members who have information concerning the Association. During the portion of the Meeting in which the Chair accepts questions or comments from the floor, please proceed in the following manner:

1. If you wish to speak, please stand when you have been recognized by the Board.
2. Any Member wishing to address the membership shall speak no more than two (2) minutes. No Member may speak more than once on the subject and no more than two (2) minutes, until all members who wish to speak have done so.
3. Members of the audience shall not be permitted to interrupt nor question any speaker.
4. After the speaker has finished addressing the Board, the Board will recognize the next Member to speak.
5. Members in the audience will not be permitted to engage in discussions between themselves that disrupt the Meeting. Private conversations between members in the audience are distracting to the Meeting. If you want or need to carry on a conversation with another, you are asked to move away from the meeting to carry on the conversation.
6. Violations of these Standing Rules will not be tolerated. Violators will be requested to leave the Meeting.

Oak Ridge Village Homeowners Association

**OAK RIDGE VILLAGE HOMEOWNERS ASSOCIATION
MANAGEMENT RESPONSIBILITIES**

ADMINISTRATIVE

1. **Maintain a current register of all lots and owners. Prepare and mail new homeowner packets containing Bylaws, welcome letter and brief synopsis of Covenants.**
2. **Prepare and send assessment statements to all lot owners.**
3. **Receive, record and deposit all revenues received by the Association.**
4. **Monitor delinquent accounts and as prescribed, send appropriate notices and file liens with attorney, when necessary.**
5. **Maintain all checking and saving accounts.**
6. **Verify all statements for services rendered and/or materials received. Prepare accounts payable checks for signatures. Promptly mail payments to vendors, suppliers or contractors.**
7. **Establish and maintain check request forms.**
8. **Transact all matters pertaining to insurance claims, premium payments and ensure association coverage is current.**
9. **Perform all bookkeeping functions for the association, using a modified accrual basis and coordinate with the CPA office, as required, for delegated accounting functions and for annual financial/tax purposes. Pay all taxes incurred by the Association.**
10. **Coordinate with Board to ensure accuracy of the releases as they pertain to association and Board activities.**
11. **Attend four Board meetings.**
12. **Attend one annual meeting.**
13. **Coordinate with Board Secretary in the preparation of minutes and agenda; distribute to all directors prior to the regular meeting; review monthly financial statements and send copies to the directors.**
14. **Provide financial data to committee chairpersons preparing annual budgets; coordinate with them, if requested.**
15. **Provide the Treasurer with all financial reports on a monthly basis.**
16. **Prepare monthly and annual financial statements.**
17. **Obtain bids and contract for services in support of the current operations and maintenance of the association properties.**
18. **Ensure all contractors provide a certificate of insurance prior to commencing work.**

OFFICE OPERATION

- 1. Maintain established office hours 8:00 a.m. to 6:00 p.m., Monday through Friday, with 24 hour answering service for emergency calls.**
- 2. Respond to all telephone calls within 48 hours.**
- 3. Handle all incoming and outgoing mail.**
- 4. Safeguard association records, materials and supplies.**
- 5. Maintain master file of all Declarations and Plats.**
- 6. Initiate or respond to correspondence pertaining to the administrative affairs of the Association.**
- 7. Provide information to mortgage companies, real estate and title company representatives regarding the homeowners association.**
- 8. Contact the President on any matters/problems beyond the scope of administrative affairs of the association.**

RESTRICTION ENFORCEMENT

- 1. Tour the subdivision 22 times per year (twice a month except holiday months of November and December).**
- 2. Respond to homeowner complaints of violations by visually confirming the alleged violations, report to Architectural Control Committee.**
- 3. Initiate and prepare correspondence to violators and prescribe a time period for compliance.**
- 4. Follow-up on violator and, if warranted, send a second notice, prescribing a time period for compliance.**
- 5. If a violation persists, refer to the Board for further action-COORDINATE WITH ATTORNEY.**

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1600 N.E. Loop 410, Suite #202
San Antonio, Texas 78209
Office (210) 829-7202 * Fax (210) 829-5207

VOTING INSTRUCTIONS

Effective September 1, 2011, the Texas Property Code was amended by the Texas Legislature to provide that voting rights of owners in property owners associations may be cast or given:

- (1) in person or by proxy at a meeting of the property owners association
- (2) by electronic ballot; or,
- (3) by absentee ballot

To vote **in person**, please arrive at the meeting for registration prior to the meeting.

To vote by **proxy**, please fill out and sign the attached Directed Proxy form, and give it to the person you name to act as your proxy **or** return it to the Association at the address listed on the form **or** place in the special proxy mailbox at the community entrance bulletin board.

To vote **electronically** or by **absentee** ballot, please contact the Association at the address listed above and request a ballot. **However, by casting your vote via electronic or absentee ballot you will forgo the opportunity to consider and vote on any action from the floor on these proposals if a meeting is held. This means that if there are amendments made at the meeting to any of the proposed actions your votes will not be counted on the final vote on these measures. If you desire to retain this ability, please attend any meeting in person. You may submit an electronic or absentee ballot and later choose to attend any meeting in person, in which case any in-person vote will prevail.**

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DIRECTED PROXY

The undersigned, a member of the Oak Ridge Village Homeowners Association, Inc. hereby appoints the Secretary or _____ to act as proxy for the undersigned, at the meeting of the members of the Association to be held on October 20, 2011 at 7:00 p.m. at the Oak Ridge Village Club House, 3902 Tavern Oaks, San Antonio, Texas 78247 and any reconvening of such meeting.

This proxy is also for the purpose of establishing a quorum for the meeting. To be valid, the proxy must **be fully completed and signed.**

I hereby direct my proxy to vote as follows according to the number of votes that the undersigned would be entitled to vote if then present:

Board of Directors: There are three (3) positions on the Board and you may vote for three individuals by checking the box to the left of his/her name. Voting for **more** than three individuals will be disallowed.

9 _____ 9 _____
9 _____

My proxy holder may NOT cast my vote for any other issues that arise at such meeting.

THE FOLLOWING INFORMATION IS REQUIRED. FAILURE TO COMPLETE THE INFORMATION BELOW AND SIGN THE PROXY WILL RENDER IT INVALID.

Signature: _____ (Required) Name Printed: _____ (Required)
Property Address: _____ (Required) Date: _____ (Required)

“This is the official Proxy, and is the only Proxy that will be honored. A Proxy in any other format will not be honored.”

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REQUEST for NOMINATIONS – Board of Directors Candidate Profile Form

Name:			
Address:			
Home Phone:		Work Phone:	
Family:			
Employment:			
Brief Job Description:			
Other Background Information:			

Previous Homeowner Association Involvement:	
Do you have any knowledge or experience in Parliamentary Procedures? (if yes, explain)	

Other Professional, Civic, Special Committee or Group Involvement:	
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(If additional space is required – please use the back of this form)

Association Issues (Your Platform):	
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I acknowledge that if elected to serve on the Board of Directors I will accept those responsibilities as described in the By-Laws.

Signed:		Date:	
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Please return form to:

Oak Ridge Village HOA
Attn: Ted Brocker (Ted@ams-sa.com)
1600 N.E. Loop 410, Suite 202
San Antonio, TX 78209

Dear Homeowner,

The following information has been prepared to assist you before attending the annual meeting.

Why a Board of Directors: The Board of Directors are representatives who are elected by the community. The recorded owner of each home/lot has one vote. It is the Board's responsibility to supervise the properties of the Association, develop and approve budgets and make decisions that affect the community and the Association.

Who Should be Elected: Anyone can be a Director. They should be people who have the interest and time to serve the community, and are knowledgeable of the association's rules and governing policies. There is no compensation except the gratitude of the community for undertaking a difficult task.

Who Elects the President and Other Officers: The Board of Directors appoints the officers of the Association. The appointment of officers is usually made at the first Board of Directors meeting, normally held within 10 days after election.

How Do I Vote and How are Ballots Counted: Please see the enclosed Voting Instructions.

How Many Votes Does Each Homeowner Have: Each recorded home/lot owner has only one vote for each lot owned.

Committee Reports: Chairman of the Committee may present their reports in writing or verbally at the general membership meeting.

Can Other Business be Brought up on Election Night: Yes, after the Directors election and other items on the agenda are discussed, the Chairman will open the floor to New Business and will recognize individuals from the floor who have questions. Only business of the Homeowners Association which is of general interest to the membership will be recognized.

I Won't Be Here...Can I Vote? Yes, please see the enclosed Voting Instructions.

We strongly recommend that in the event you are unable to attend this meeting that you exercise your right to vote by directed proxy. In order to call the meeting to order, a quorum must be present. Your directed proxy counts toward establishing the quorum. Without a quorum, the meeting must be adjourned and reconvened at a later date, and the business of the Association delayed.



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HOMEOWNERS ASSOCIATION, INC.
1600 N.E. Loop 410, Suite 202
San Antonio, Texas 78209



Mark this Date!



Door Prizes!

****ANNUAL MEETING NOTICE**
OCTOBER 20, 2011 AT 7:00 P.M.**