



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

May 10, 2012

NOTICE TO MEMBERS OF THE ANNUAL MEETING

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

Date: May 24, 2012 **Time:** 6:30 P.M.

Place: Mount Olive Lutheran Church
3200 West Loop 1604 South, San Antonio, Texas 78245

The agenda will be:

1. Call to Order at 6:30 P.M. (**registration will begin at 6:00 P.M.**)
2. Guest Speaker - Bexar County Sheriff Office
 - a. Crime Prevention in the Community
3. Determination of Quorum
4. Adoption of the Standing Rules
5. Proof of Notice - May 10, 2012
6. Introduction of Board of Directors and Association Management
7. Approval of 2011 Annual Meeting Minutes - April 25, 2011
8. Financials: 2011 End of Year Report & 2012 Approved Budget
9. Committee Reports
 - a. Safety/Social/Welcome Committee
10. New Business
 - a. Q&A from the floor
11. Adjournment - 8:00 P.M.

All members must register prior to the start of the meeting. For your convenience, registration will start at **6:00 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 in accordance on all matters for you. I look forward to

seeing you at the meeting!

For the Association,

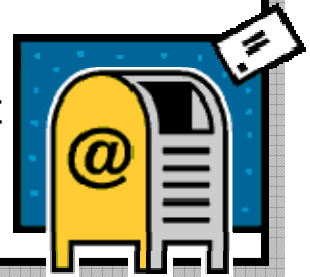
Greg Heaton
Association Administrator
Enclosures

Get community news *FAST...* and easy with eNEWS!



Help Us Help You Save Money!
(in postage and printing costs)

Go to our community's web site at
www.silveroakshoa.org
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Silver Oaks Homeowners Association

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PLEASE REVIEW THE STANDING RULES FOR THE ANNUAL MEETING

The Board of Directors of Silver Oaks Homeowners Association feels it serves you best when the Annual Meeting is conducted in an orderly manner. The Association is a business with requirement to meet and elect a 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 President of 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 President 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.

**Minutes of the Annual Meeting of
The General Membership of
Silver Oaks Homeowners Association
April 25, 2011
(unapproved)**

The annual meeting of the General Membership of Silver Oaks Homeowners Association, Inc., a Texas nonprofit corporation (the "Association") was held at Scarborough Elementary School Cafeteria, 12280 Silver Pointe, San Antonio, Texas, pursuant to call by the President of the Association.

Directors Present: Annette Ontiveros and Rose Portillo

Directors Absent: Trey Marsh

Also Present: Greg Heaton "Association Administrator" of Association Management Services.

Call to Order: The meeting was officially called to order at 6:47 p.m. The President asked the Association Administrator to chair tonight's meeting and be the Recording Secretary.

Quorum: The Association's Bylaws Second Amendment require that 10% or greater of the total votes in the Association be present in person or by valid proxy. There are currently 1,331 lots within the Silver Oaks community. There were 20 homeowners (20 votes) and 148 builder (1,480 votes) lot owners represented either in person or by proxy. The quorum requirement was met and the meeting was properly constituted to conduct business.

Adoption of the Standing Rules: Mr. Heaton referred to the Standing Rules in the meeting notice and asked the membership to adopt and adhere to these rules for this meeting.

Proof of Notice: Mr. Heaton advised that the notice of the meeting had been mailed to all members of the Association at their mailing address on the records of the Association on April 14, 2011. All Members present verified receipt of the notification.

Introduction and Opening Remarks: Mr. Heaton introduced the Board of Directors and himself as the Association's Administrator of Association Management Services. Mr. Heaton explained that during the "development period" the Declarant appoints the members to the Board of Directors and to the Architectural Control Authority (ACA). The Declarant has appointed Ms. Ontiveros as President, Ms. Portillo as Vice President, and Mr. Marsh as Secretary/Treasurer.

Guest Speaker: Mr. Heaton introduced the guest speaker from Bexar County Dispute Resolution center, Mr. Rene De La Cruz who spoke on a number of services that are provided by the Center to help residents of Bexar County. Offering mediation services on a wide range of topics including but not limited to neighbor to neighbor disputes over property damages and animal nuisances. These services are free to the residents of the county.

Approval of Minutes: The membership reviewed the meeting minutes from April 20, 2010 Annual Meeting. A motion was made by Ms. Jeanette Breaux to approve the minutes as presented and was seconded by Ms. Cathy Pullig. Motion carried unanimously.

Financial Report: Mr. Heaton presented the 2011 Budget to the Membership discussing several line items including what the Association spent in 2010. He pointed out that there are over \$65,000 in the accounts receivable which is primarily unpaid and delinquent assessments over the years with this year being exceptionally hard hit to this line item. This much of our income not being collected places burdens and shortfalls on our other needed expenses and projects. There were a few questions from the floor.

There were several questions centering on the new fence that replaced the old perimeter fencing along Highway FM 1560 at the main entrance. The cost of the fence replacement including staining and repairs to two rock columns has been reimbursed by the developer.

There was some interest in having a reserve study performed. Ms. Ontiveros indicated that this task is usually completed near the end of the development period.

Committee Reports: Ms. Breaux, Co-Chairperson for the Welcome, Social, and Safety Committees, presented a summary of activities accomplished and planned by the committees. She strongly emphasized that more Members need to volunteer and share the responsibilities of committee work as the number of active volunteers have dwindled to just a handful. Ms. Breaux spoke of the “Yard of the Quarter” contest and upcoming events for 2011 which include but not limited to Community Wide Yard Sales, National Night Out, and Holiday Decoration Contest. More volunteers are needed to carry out these planned events; check the community web site for more information on future events.

Mr. Heaton reported little to now activity was reported from the Communications Committee and the he was maintaining the community web site (www.silveroakshoa.org). Mr. Donald Lindgren a member of the committee reported that he would have more time to work on needed activities and will work with Ms. Breaux on future projects to promote community events. A Member suggested that a bulletin board is needed for residents that do not have access to online resources. Another Member suggested a marquee reader board at the entrance. Mr. Heaton responded by saying past committees have worked on these projects. The major hurdle was income shortfalls and lack of funding.

Ms. Ontiveros stated that the Board would like to resurrect the Beautification Committee to assist the Association with hand held hose watering of our plants and new crepe myrtles at the main entrances and sub entrances of the community. Volunteers are needed and someone is needed to spearhead the group and organize and schedule watering times.

Mr. Heaton asked all the volunteers to review the published committee rosters at the hand-out table and on the community web site and let him know of any changes. In order to be placed on the roster you must fill out the Community Volunteer Form which is also located on the web site.

NEW BUSINESS:

Drainage Ditch & Basin Maintenance: Several Members were curious to the frequency of shredding of the drainage ditches and basins in the community. Ms. Ontiveros reported in order to save dollars these areas have been removed from the landscaper’s schedule and are treated as “if needed by request only”. This means instead of having too much service performed in months of drought or too little in months of rain, the Board and Association Administrator monitors and requests service only when needed. If homeowners feel additional services are needed in an area, please contact Mr. Heaton and he can relay the request to the Board for consideration and current availability of funds.

Dog Waste: A Member suggested the Association do more to promote awareness to others about their pet waste on their neighbor’s properties. Ms. Ontiveros instructed the Association Administrator to issue an eNEWS blast on the issue. Mr. Heaton indicated the community web site has promoted awareness of this issue as well.

Adjournment: With time allocated by the school exhausted, a motion was made and seconded and the meeting was adjourned at 8:02 p.m.

Annette Ontiveros, President

Greg Heaton, Recording Secretary

**SILVER OAKS 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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San Antonio, Texas 78209

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DIRECTED PROXY

The undersigned, a member of Silver Oaks Homeowners Association, Inc. hereby appoints the Board Secretary or _____ to act as proxy for the undersigned, at the meeting of the members of the Association to be held on May 24, 2012 at 6:30 p.m. at the Mount Olive Lutheran Church, 3200 West Loop 1604 South, San Antonio, Texas and any reconvening of such meeting.

The proxy is also for the purpose of establishing a quorum for the meeting. To be valid, the proxy must **be fully completed and signed**. This proxy shall be revocable until such time as this authority granted hereby is exercised.

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:

(No elections or voting is on the agenda for this meeting)

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: _____ Name Printed: _____
(Required) (Required)

Property Address: _____ Date: _____
OR Lot Number (Required) (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.”

(Please mail this signed Proxy to the Association at the address above)

>> There is no need to return this Proxy if you plan to attend the Meeting in person <<

516684734



**SILVER OAKS
HOMEOWNERS ASSOCIATION**
1600 N.E. Loop 410, Suite 202
San Antonio, Texas 78209

****ANNUAL MEMBERSHIP MEETING NOTICE**
MAY 24, 2012 AT 6:30 P.M.
AT THE MOUNT OLIVE LUTHERAN CHURCH**



Mark this Date!

