

The Oak Ridge Improvement Association Inc.  
**RESOLUTIONS**

STATE OF TEXAS  
COUNTY OF COLORADO

KNOW ALL MEN BY THESE PRESENTS

- a) Resolution 102 Restrictions and Architectural Control
- b) Resolution 202 Audit Committee
- c) Resolution 302 Road Committee
- d) Resolution 402 Communications Committee
- e) Resolution 502 Neighborhood Watch and Security Committee
- f) Resolution 702 Advisory Committee
- g) Resolution 902 Long Range Planning Committee
- h) Resolution 1101 Rules of Conduct
- i) Resolution 1102 Collection Procedure

FILED FOR RECORD  
COLORADO COUNTY, TX  
2011 DEC 21 AM 10:29  
DARLENE HAYEK  
COLORADO CO. CLERK

N.O.

5886

The Oak Ridge Improvement Association in a regular meeting did approve Resolution 102 and repeal Resolution 101 and Resolution 801 to establish a Restrictions and Architectural Control Committee with a vote of 4 for and 0 against.

1. Purpose – Whereas there is a need to have a committee to enforce the Declaration of Covenants, Conditions and Restrictions of each section of Oakridge Ranch and; Whereas prudent enforcement action is expected and was originally agreed to by all property owners at the time of their purchasing into Oakridge Ranch and; Whereas there is a need to have a contact for property owners to register complaints of Deed Restrictions and; Whereas there is a need for review and approval of building plans that are in accord with the Covenants of each section and; Whereas the Board of Directors has the responsibility to enforce the Covenants and Restrictions with fair and prudent actions; The Oak Ridge Improvement Association Board of Directors voted to approve the establishment of the Restrictions and Architectural Control Committee.
2. Budget – Filing and mailing expenses and other items approved by the Board of Directors on an as needed basis.
3. Authority – Action levels necessary for enforcement of the Covenants and Restrictions. Approve building plans that meet Covenants. The Board must approve legal actions.
4. Membership and Term of Office – The Board of Directors shall appoint one member of the Board to serve in an oversight capacity and to be responsible for the organization and direction of the Committee. This appointment shall occur at the first meeting of the Board following the annual meeting. The members of the committee shall be appointed by the responsible Board member and shall be members in good standing of the corporation. The committee may also have members that are not members of the Corporation if the Committee deems that there is a need for expertise from an external source. When that decision is made, the Board member shall appoint that member. A Chairman shall be appointed by the Board member from members of the Committee and the Board member can serve as the Chairman. Each member of the Committee shall continue as such until the next annual meeting of the members of the Corporation and until his successor is appointed, unless the Committee shall be sooner terminated, or unless such member be removed from such Committee, or unless such member shall cease to qualify as a member thereof.
5. Quorum and Rules – A majority of the whole Committee shall constitute a quorum and the act of a majority of the members present at a meeting at which a quorum is present shall be the act of the Committee. The Committee may adopt rules for its own government not inconsistent with the Corporation By-Laws or with rules adopted by the Board of Directors.

Signed \_\_\_\_\_

President

Date

8/24/02

Signed \_\_\_\_\_

Secretary

Date

August 24, 2002

The Oak Ridge Improvement Association in a regular meeting did approve Resolution 202 to create the Audit Committee 4 for and 0 against.

### Audit Committee

1. Purpose -- Whereas, the Oak Ridge Improvement Association has an elected board of directors that is responsible for the collection of members' dues and assessments as well as responsibility for the disbursement of these funds in the course of managing the corporation for its members. The Board of Directors of the Oak Ridge Improvement Association desires to have its book and records examined periodically by members of the corporation who are not also directors, it has resolved to establish an Audit Committee.
2. Budget -- All expenditures shall be approved by the Board of Directors in the form of a budget and prior to such expenditures.
3. Authority -- Audit Committee members may be invited to meetings of the Directors and other Committee meetings, enter into Association business discussions, provide opinions, but will not have voting authority in deciding Board or Committee matters.
4. Membership and Term of Office -- The Board of Directors shall appoint one member of the Board to serve in an oversight capacity and to be responsible for the organization and direction of the Committee. This appointment shall occur at the first meeting of the Board following the annual meeting. The chairman of the committee shall be appointed by the responsible Board member and shall be members in good standing of the corporation. The committee may also have members that are not members of the Corporation if the Committee deems that there is a need for expertise from an external source. When that decision is made, the Board member shall appoint that member. Each member of the Committee shall continue as such until the next annual meeting of the members of the Corporation and until his successor is appointed, unless the Committee shall be sooner terminated, or unless such member be removed from such Committee, or unless such member shall cease to qualify as a member thereof. The Members of the Audit Committee will be selected by the Chairman of the Audit Committee based on a candidate's experience that relates to the committee's task. There may be up to 5 members of the Audit Committee at one time.
5. Quorum and Rules -- A majority of the whole Committee shall constitute a quorum and the act of a majority of the members present at a meeting at which a quorum is present shall be the act of the Committee. The Committee may adopt rules for its own government not inconsistent with the Corporation By-Laws or with rules adopted by the Board of Directors.

Signed \_\_\_\_\_

President

Date

8/24/02

Signed \_\_\_\_\_

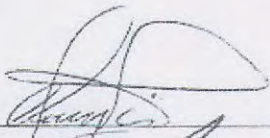
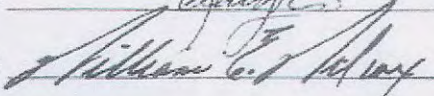
Secretary

Date

August 24, 2002

The Oak Ridge Improvement Association in a regular meeting did approve Resolution 302 and repeal Resolution 301 to establish a Road Committee with a vote of 4 for and 0 against.

1. Purpose – Whereas it is the responsibility of the Oak Ridge Improvement Association to provide for the ranch roads maintenance and repair to keep them in a smooth and passable condition for all of the property owners, it is necessary to establish a committee to specifically focus on the routine maintenance requirements of the roads and to oversee the repair of the roads as needed. Action Plans are needed for review and approval at Director Meetings to allow total director involvement and cost awareness prior to implementation.
2. Budget – Maintenance and repair expenses as approved by the Board of Directors.
3. Authority – Develop road action plans, establish guidelines for bidding road maintenance and repair, establish approved contractors and monitor their performance and prepare necessary procedures to assure that work approved is delivered in a satisfactory manner prior to payment. Plans shall be presented to the Board of Directors for approval
4. Membership and Term of Office – The Board of Directors shall appoint one member of the Board to serve in an oversight capacity and to be responsible for the organization and direction of the Committee. This appointment shall occur at the first meeting of the Board following the annual meeting. The members of the committee shall be appointed by the responsible Board member and shall be members in good standing of the corporation. The committee may also have members that are not members of the Corporation if the Committee deems that there is a need for expertise from an external source. When that decision is made, the Board member shall appoint that member. A Chairman shall be appointed by the Board member from members of the Committee and the Board member can serve as the Chairman. Each member of the Committee shall continue as such until the next annual meeting of the members of the Corporation and until his successor is appointed, unless the Committee shall be sooner terminated, or unless such member be removed from such Committee, or unless such member shall cease to qualify as a member thereof.
5. Quorum and Rules – A majority of the whole Committee shall constitute a quorum and the act of a majority of the members present at a meeting at which a quorum is present shall be the act of the Committee. The Committee may adopt rules for its own government not inconsistent with the Corporation By-Laws or with rules adopted by the Board of Directors.

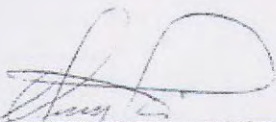
Signed  President Date 8/24/02  
Signed  Secretary Date August 24, 2002

The Oak Ridge Improvement Association in a regular meeting did approve Resolution 402 to create the Communications Committee and repeal Resolution 401 <sup>4</sup> for and ~~O~~against.

### Communications Committee

1. Purpose – The Communications Committee will establish a committee of property owners who will assist the board of directors in communicating with property owners. Using whatever methods they deem appropriate, (letter, phone, e-mail, postcard, etc.), the communications committee will help to ensure that all property owners are informed on Oakridge Ranch community issues.
2. Budget – All expenditures shall be approved by the Board of Directors in the form of a budget and prior to such expenditures.
3. Authority – Develop strategies and projects for communicating with property owners.
4. Membership and Term of Office – The Board of Directors shall appoint one member of the Board to serve in an oversight capacity and to be responsible for the organization and direction of the Committee. This appointment shall occur at the first meeting of the Board following the annual meeting. The members of the committee shall be appointed by the responsible Board member and shall be members in good standing of the corporation. The committee may also have members that are not members of the Corporation if the Committee deems that there is a need for expertise from an external source. When that decision is made, the Board member shall appoint that member. A Chairman shall be appointed by the Board member from members of the Committee and the Board member can serve as the Chairman. Each member of the Committee shall continue as such until the next annual meeting of the members of the Corporation and until his successor is appointed, unless the Committee shall be sooner terminated, or unless such member be removed from such Committee, or unless such member shall cease to qualify as a member thereof.
5. Quorum and Rules – A majority of the whole Committee shall constitute a quorum and the act of a majority of the members present at a meeting at which a quorum is present shall be the act of the Committee. The Committee may adopt rules for its own government not inconsistent with the Corporation By-Laws or with rules adopted by the Board of Directors.

Signed




President

Date

8/24/02

Signed



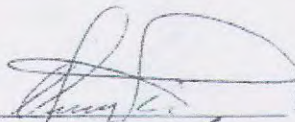
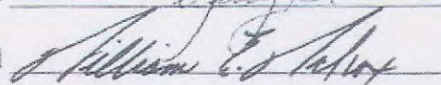
Secretary

Date

August 24, 2002

The Oak Ridge Improvement Association in a regular meeting did approve Resolution 502 to establish the Neighborhood Watch and Security Committee and repeal Resolution Five(a) Neighborhood Watch Committee with a vote of 4 for and 0 against.

1. Purpose – The Neighborhood Watch and Security Committee will establish a group of property owners who will develop guidelines and discuss methods of educating the owners for when and how they need to notify law enforcement officers. It will establish neighborhood watch groups that will keep a watchful eye for suspicious and unlawful activity and develop the necessary reporting mechanisms for the reporting of those activities. The Committee will also develop a relationship with local law and emergency agencies so that quick response can be achieved when required and will arrange security patrols within budget constraints. The Committee also has responsibility for the operation and methodology of the gates for entrance into Oakridge Ranch. The Committee shall not act as an enforcement agency within Oakridge Ranch and possesses no powers to establish or enforce rules or regulations that are the responsibility of government officials.
2. Budget – Signs, posters, vehicle decals, gate openers and other tools that will inform owners and provide limited access to visitors within the borders of Oakridge Ranch. All expenditures shall be approved by the Board of Directors in the form of a budget and prior to such expenditures.
3. Authority – Develop guidelines for posting of watch signs or notices within Oakridge Ranch. Present for Board approval necessary actions to control entrance through the gates and provide security patrols from local law enforcement.
4. Membership and Term of Office – The Board of Directors shall appoint one member of the Board to serve in an oversight capacity and to be responsible for the organization and direction of the Committee. This appointment shall occur at the first meeting of the Board following the annual meeting. The members of the committee shall be appointed by the responsible Board member and shall be members in good standing of the corporation. The committee may also have members that are not members of the Corporation if the Committee deems that there is a need for expertise from an external source. When that decision is made, the Board member shall appoint that member. A Chairman shall be appointed by the Board member from members of the Committee and the Board member can serve as the Chairman. Each member of the Committee shall continue as such until the next annual meeting of the members of the Corporation and until his successor is appointed, unless the Committee shall be sooner terminated, or unless such member be removed from such Committee, or unless such member shall cease to qualify as a member thereof.
5. Quorum and Rules – A majority of the whole Committee shall constitute a quorum and the act of a majority of the members present at a meeting at which a quorum is present shall be the act of the Committee. The Committee may adopt rules for its own government not inconsistent with the Corporation By-Laws or with rules adopted by the Board of Directors.

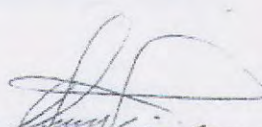
Signed  President Date 8/24/02  
Signed  Secretary Date August 24, 2002

The Oak Ridge Improvement Association in a regular meeting did approve Resolution 702 to create the Advisory Committee and repeal Resolution 701 ~~for and~~ <sup>4</sup>against.

#### Advisory Committee

1. Purpose – Whereas the Oak Ridge Improvement Association has an elected Board of Directors with broad responsibilities for matters of its members (aka Homeowners or Property Owners ), an appointed committee is hereby established to advise the Directors and provide assistance, as requested.
2. Budget – All expenditures shall be approved by the Board of Directors in the form of a budget and prior to such expenditures.
3. Authority – Advisory Committee members may be invited to meetings of the Directors and other Committee meetings, enter into Association business discussions, provide opinions, but will not have voting authority in deciding Board or Committee matters.
4. Membership and Term of Office – The Members of the Advisory Committee will be selected by the Oak Ridge Improvement Association Directors based on a candidate's experience that relates to Association matters and will serve for the term of the elected Board. There may be up to 5 members of the Advisory Committee at one time.
5. Board of Directors shall appoint one member of the Board to serve in an oversight capacity and to be responsible for the organization and direction of the Committee. This appointment shall occur at the first meeting of the Board following the annual meeting. The members of the committee shall be appointed by the responsible Board member and shall be members in good standing of the corporation. The committee may also have members that are not members of the Corporation if the Committee deems that there is a need for expertise from an external source. When that decision is made, the Board member shall appoint that member. A Chairman shall be appointed by the Board member from members of the Committee and the Board member can serve as the Chairman. Each member of the Committee shall continue as such until the next annual meeting of the members of the Corporation and until his successor is appointed, unless the Committee shall be sooner terminated, or unless such member be removed from such Committee, or unless such member shall cease to qualify as a member thereof.
5. Quorum and Rules – A majority of the whole Committee shall constitute a quorum and the act of a majority of the members present at a meeting at which a quorum is present shall be the act of the Committee. The Committee may adopt rules for its own government not inconsistent with the Corporation By-Laws or with rules adopted by the Board of Directors.

Signed \_\_\_\_\_

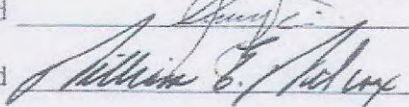


President

Date

8/24/02

Signed \_\_\_\_\_



Secretary

Date

August 24, 2002

The Oak Ridge Improvement Association Directors in a regular meeting did approve Resolution 902 and Repeal 901 to create the Long Range Planning Committee.

**Long Range Planning Committee**

Purpose – Whereas, the Oak Ridge Improvement Association and its other committees are primarily concerned with current issues, the Long Range Planning Committee will be concerned with anticipating the future issues and needs of the Association. The committee will develop plans and ideas to manage what it sees as the Association's future problems and opportunities.

Budget – As approved by the Board of Directors.

Authority – None.

Membership – One member of the Board to serve in an oversight capacity and be responsible for the organization of the Committee. The Board member shall appoint the members of the committee from the eligible membership of ORIA and shall appoint one member of the committee as Chairman.

Term of Office - Each member of the Committee shall continue as such until the next annual meeting of the members of the Corporation and until his successor is appointed, unless the Committee shall be sooner terminated, or unless such member be removed from such Committee, or unless such member shall cease to qualify as a member thereof.

Resolved in a regular meeting of the Board of Directors on September 21, 2002.

\_\_\_\_\_ President  
\_\_\_\_\_ Vice President  
\_\_\_\_\_ Secretary  
\_\_\_\_\_ Treasurer  
\_\_\_\_\_ Director



The Oakridge Improvement Association in a regular meeting did approve Resolution 1101 to create the Rules of Conduct, 5 For and 0 Against.

1. Purpose – Whereas the Oak Ridge Improvement Association (Association) has an elected Board of Directors with broad responsibilities for matters of its members (aka Property Owners), the Rules of Conduct is hereby established to guide the Directors and to state guidelines to facilitate the efficient operation of the Association and to afford Property Owners an opportunity to provide input and comments on decisions affecting the community. It is important we all recognize that these Rules of Conduct have been compiled for the benefit of all property owners. We should all have a common interest in observing these Rules of Conduct. In essence, let us all be considerate of one another.
2. Budget – As approved by the Board of Directors.
3. Authority – The Board of Directors hereby adopts these Rules of Conduct to be followed in Association Meetings.

#### Rules of Conduct

- 1) Board members will be informed of the agenda within 7 days of the meeting.
- 2) No later than 10 days preceding the scheduled meeting date, Property Owners must write or fax their request to be placed on the Open Forum Agenda. The request must include the intended topic of discussion.
- 3) Property Owners may address the Board in accordance with the following guidelines:
  - a. A property owner wishing to speak must wait until such time as the Board President/Chair asks if there are any persons present who wish to speak.
    - i. At that time the property owner should stand to be recognized by the President/Chair. The President/Chair shall then select a person to speak. The selected owner will state their name in a clear voice.
    - ii. The owner should only speak to the President/Chair.
    - iii. The property owner may speak only about the topic of discussion detailed in the request to be placed on the Open Forum Agenda.
    - iv. Only one person may speak at a time.
    - v. The property owner shall limit presentation time to 5 minutes. Time is not transferable. Such time may be increased or decreased by the President/Chair, but shall be uniform for all persons addressing the meeting.
    - vi. The property owner must remain calm and respectful while speaking and upon conclusion of the allotted time, must be silent.
  - b. The President/Chair may direct other property owners, Directors, or special guests to answer questions or respond to issues at the conclusion of the 5 minutes.
  - c. The President/Chair may restrict the number of those who speak on the side of each issue if it becomes apparent that no new information is being provided and the time being spent on the issue is becoming unreasonable.

- d. Board members may decide whether or not to answer questions during the meeting on issues raised during the Open Forum, or else may meet in executive session to discuss the matters. The Board will reconvene the regular board meeting or postpone the matter until next Board meeting to vote on issues discussed in Executive Session.
- 4) All actions and/or decisions will require a motion and a second by the Board.
- 5) Only agenda items will be discussed at the meeting. Additional items may be added to the agenda for consideration during the meeting only with the consent of a majority of the Board.
- 6) The Chair will declare member input closed on the discussion after a reasonable time or after the allotted time.
- 7) Once a vote has been taken, there will be no further discussion regarding that topic.
- 8) If agenda items are not addressed by the time of meeting adjournment, they will be postponed to the next meeting.
- 9) Material distributed at and discussions occurring during the board meeting are confidential and privileged until the minutes of that meeting are approved.

Any Property Owner attending a meeting must abide by the following rules:

- 1) Property owners must remain silent and otherwise not conduct themselves in any manner that is disruptive to the meeting.
- 2) Property owners must be seated, unless ample seating is unavailable or a medical condition dictates otherwise.
- 3) The Board will designate areas for Property owners to be seated or stand.
- 4) Anyone disrupting the meeting, as determined by the Chair, shall be asked to "come to order." Anyone who does not come to order will be requested to immediately leave the meeting.
- 5) The Chair may establish such additional rules of order as may be necessary from time to time.

Tape recording or videotaping Board Meetings: So as to allow for and encourage full discussion by Property Owners, Board meetings may not be audio or video recorded by members or guests. A professional videographer may audio or video tape a Board meeting, subject to approval by the Board and the following rules:

- 1) Any property owner requesting the recording of a meeting must give written notice to the Board President not less than 5 days prior to the meeting to be recorded. Professional qualifications of the videographer must be submitted with this request. The Board will provide a written response within 48 hours of receiving the request.
- 2) The original unedited copy of the audio or video tape shall be provided to the Association within 10 business days. Any copies distributed to members by said videographer shall be in a format that protects the tape from alteration or duplication.
- 3) Any and all costs of such recording and distribution shall be solely at the landowner's expense. Proof of payment in full shall be provided to the President of the Board prior to

the start of the meeting.

- 4) Notice of the intended recording shall be made to all attendees prior to the start of the meeting.
- 5) No person may move about the meeting room to facilitate the recording.
- 6) The President of the Board may revoke consent to said recording if it is deemed disruptive to the meeting, and no liability for costs incurred will be assumed by the Association.

The Board retains the right to separately record any or all meetings at the expense of the Association and to retain the original tape for purposes of documentation. Notice of such intent to record will be given prior to the start of the meeting.

**Enforcement of Rules of Conduct:**

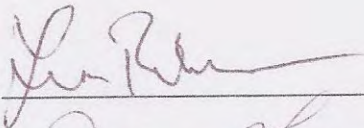
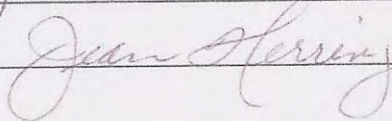
**Ejection:** Any person who fails to comply with these rules shall be requested to leave the meeting at the sole discretion of the Board. The President/Chair shall give any non-complying person one warning regarding ejection, and thereafter may call for immediate ejection of that person. The President/Chair may motion to adjourn the meeting and reconvene in executive session.

**Supplement to Law:** The provisions of this Resolution shall be in addition to and in supplement of the terms and provisions of the Association By Laws and subordinate to the documents governing the Association.

**Deviations.** The Board of Directors may deviate from the procedures set forth in this Resolution if in its sole discretion such deviation is reasonable under the circumstances.

**President's Certification:** The undersigned, being the President of the Oakridge Improvement Association, certifies that the foregoing resolution was adopted by the Board of Directors of the Association at a duly called and held meeting of the Board of Directors held July 17, 2008 and in witness thereof, the undersigned has subscribed his/her name.

**Quorum and Rules:** The Board of Directors reserves the right to amend these rules from time to time as deemed necessary. A majority of the Directors shall constitute a quorum and the act of the majority of the Directors present at a meeting at which a quorum is present shall be the act of the Board. The Board may adopt rules for its own government not inconsistent with the By-Laws or with rules adopted by the Board of Directors.

Signed  President Date 7/17/08  
Signed  Secretary Date 7/17/08

**The Oak Ridge Improvement Association  
Collection Procedure Resolution 1102**

The Oak Ridge Improvement Association in a regular meeting did approve Resolution 1102 and repeal the *Annual Dues and Special Assessments Collection Procedure* dated 10/19/00 and 4/18/2010 to establish a Collection Procedure Resolution with a vote of 5 for and 0 against.

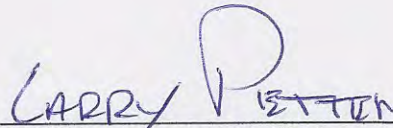
**Purpose.** To establish controls for effectively collecting dues and assessments receivable by the Oak Ridge Improvement Association.

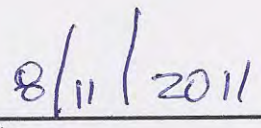
**Responsibility.** The BOD sets the dues and assessments as well as oversees the entire process. The Treasurer has responsibility for notifying owners of amounts due, collecting such amounts and any necessary communications with the attorney.

**Process.**

Set dues or assessments	April BOD Meeting. BOD sets the amount of annual dues and special assessments that are to be invoiced, including late payment penalties.
Send invoice	No later than May 1. Treasurer prepares and mails invoices to all owners. Payment is due by June 1, but 30 days grace is granted. Invoice indicates payment plus late fee amounts due if paid after June 30 (at 18% simple annual interest) by month. Past amount in arrears included. [See Sample letter #1 Dues-Invoice template]
Send final invoice notice	July 1. Treasurer sends final invoice showing amount due, with warning that account will be turned over to the attorney for collection after 10 days. To be sent regular mail and return-receipt-requested mail. Letter includes all amounts in arrears. [See Sample letter #1-B Final-Late-Dues template]
Attorney sends demand notices	August 1. Treasurer turns over file on each overdue account to attorney and requests attorney action. Attorney demand letter shows amount due as of that date, including attorney fees, interest, and amounts in arrears. [See Sample letter #2 Treasurer-To-Attorney and #3 "Attorney to Owner" templates]
Attorney and/or Treasurer files lien affidavit	March 1. Lien Affidavit filed for payment and interest due, plus ORIA collection expenses and attorney fees. [See Sample letter #4 "Lien Affidavit Form"] Lien Affidavit mailed to mortgage holder and lot owner(s).
Attorney and/or Treasurer acts on ready to expire liens <sup>1</sup>	March 1. Lien Affidavit extension filed for recorded liens prior to 4th year of a lien or lien extension [See Sample letter #5 "Lien Affidavit Extension Filing Form"]; or else negotiate release of liens, or else foreclose on property; or lose right to collect on lien after 4 <sup>th</sup> year. <sup>1</sup>

**Footnote 1:** Under Texas Civil Practice and Remedies Code §16.035, ORIA has four (4) years to file suit to foreclose on a lien from the date that it accrues. Failure to do so will bar ORIA from collecting the balance.

  
LARRY P. PETTER  
ORIA President, 2011-2012

8/11/2011   
Date

**The Oak Ridge Improvement Association**  
**Annual or Special Dues or Assessments Collection Procedure (superseded by amendment, page 1)**

**Purpose** To establish controls for effectively collecting dues and assessments receivable by the Oakridge Improvement Association

**Responsibility** The BOD sets the dues and assessments as well as oversees the entire process. The Treasurer has responsibility for notifying owners of amounts due, collecting such amounts and any necessary communications with the attorney.

**Process**

Set dues or assessments	April BOD Meeting. BOD sets the amount of annual dues and special assessments that are to be invoiced, including late payment penalties.
Send invoice	May 1. Treasurer prepares and mails invoices to all owners. Payment is due by June 1, but 30 days grace is granted. Invoice indicates payment plus late fee amounts due if paid after June 30 (at 18% simple annual interest) by month. Total amount in arrears included.
Send reminder(s)	July 1, Treasurer sends reminder letter with statement that after 10 days it goes to the ORIA attorney for collection via regular mail and certified mail.
Collection	Provide the attorney 30 days to collect, month of August.
BOD decides action	September BOD Meeting. BOD votes to file lien. If passed, attorney instructed to file lien.
Attorney files lien	October 1. Attorney files lien for payment and interest due, as well as ORIA collection expenses and attorney fees.

Note: 18% simple annual interest does not cover cost of return-receipt-requested.

Approved by the Board of Directors

\_\_\_\_\_  
 JoAnne Baer  
 ORIA President, 2009-2010

\_\_\_\_\_  
 April 18, 2010  
 Date

**The Oak Ridge Improvement Association**  
**Annual or Special Dues or Assessments Collection Procedure (superseded by amendment, page 1)**

**Purpose** To establish controls for effectively collecting dues and assessments receivable by the Oakridge Improvement Association.

**Responsibility** The BOD sets the dues and assessments as well as oversees the entire process. The Treasurer has responsibility for notifying owners of amounts due, collecting such amounts and any necessary communications with the attorney.

**Process**

Set dues or assessments	April BOF Meeting. BOD sets the amount of annual dues and special assessments that are to be invoiced, including late payment penalties
Send invoice	May 1. Treasurer prepares and mails invoices to all owners. Payment is due by June 1, but 30 days grace is granted. Invoice indicates payment plus late fee amounts due if paid after June 30 (at 18% simple annual interest) by month.
Send reminder(s)	July 1, August 1, Sept 1, Oct 1. Treasurer sends reminder letter (s) showing amount due. Until we are certain that addresses are correct, reminder letters will be sent return-receipt-requested. Letter shows amount due as of that date. [See Sample letter #1 "Treasurer to Owner"]
Last reminder	Nov 1. Treasurer sends last reminder letter showing amount due, with warning that account will be turned over to the attorney for collection. Until we are certain that addresses are correct, reminder letters will be sent return-receipt-requested. Letter shows amount due as of that date. [See Sample letter #1 A "Last Treasurer to Owner"]
BOD decides action	Nov BOD Meeting. BOD votes to file lien. If passed, attorney instructed to file lien. [See sample letter #3 of "Instructions to Attorney"]
Attorney sends demand notice	Dec 1. Treasurer turns over file on each overdue account to attorney and requests attorney action. Attorney demand letter shows amount due as of that date, including attorney fees. [See Sample letter #2 "Attorney to Owner"]
Attorney files lien	Jan 1. Attorney files lien for payment and interest due, as well as, ORIA collection expenses and attorney fees. [See Sample #4 of "Lien Filing Form"]

Note: 18% simple annual interest does not cover cost of return-receipt-requested.

Approved by the Board of Directors

James Trickett  
 \_\_\_\_\_  
 President

10/19/00  
 \_\_\_\_\_  
 Date

The Oak Ridge Improvement Association, Inc. in a special meeting did approve these Resolutions.

Signed: Larry Petter President

Date 12/16/2011

These Resolutions of The Oak Ridge Improvement Association, Inc. (aka "Association") are effective upon recordation in the Public Records of Colorado County, and supersedes any Resolutions for the Association which may have previously been in effect. All other provisions contained in the Declarations or any other dedicatory instruments of the Association shall remain in full force and effect.

EXECUTED this 21 day of December 2011.

By: Larry Gene Petter  
Larry Gene Petter  
President  
The Oak Ridge Improvement Association, Inc.  
1904 Oakridge Road  
Weimar, TX 78962

STATE OF TEXAS COUNTY OF COLORADO  
I hereby certify that this instrument was FILED on the date and time stamped hereon by me; and was duly RECORDED to the Volume and Page of the OFFICIAL RECORDS of Colorado County, Texas and stamped hereon by me, on

DEC 21 2011



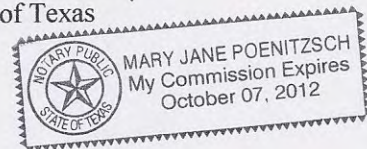
Darlene Hayerk  
CARLENE HAYERK  
COUNTY CLERK, COLORADO COUNTY, TEXAS

STATE OF TEXAS §  
§  
COUNTY OF COLORADO §

BEFORE ME, the undersigned authority, on this day personally appeared Larry Gene Petter, President of THE OAK RIDGE IMPROVEMENT ASSOCIATION, INC., known to me to be the person whose name is subscribed to the foregoing instrument, and she executed same for the purposes and consideration therein expressed, in the capacity therein stated, and as the act and deed of said corporation.

GIVEN UNDER MY HAND AND SEAL OF OFFICE THIS 21<sup>st</sup> day of December 2011.

Mary Jane Poenitzsch  
Notary Public in and for the State of Texas



After Recording Return to:  
The Oak Ridge Improvement Association, Inc.  
1904 Oakridge Road  
Weimar, Texas 78962