

SHAVANO OAKS COMMUNIQUE

November 2007

Board Actions

The next board meeting will be the annual meeting on Tuesday January 22, 2008, at 7:30 PM. Don't forget to mark your calendar for this important event for our Community! It only happens once a year...BE THERE!

Christmas Decorating – Shavano Oaks will be decorated for Christmas on December 8, 2007 beginning at 9 AM. Anyone interested please meet at the clubhouse. Coffee and donuts will be provided.

Work Request System Reminder:

A Work Order Box and forms are in place. The black box containing the forms is located at the back of the clubhouse near the bulletin board. As a reminder, the procedures is as follows:

1. The requester will complete the form and keep a carbon copy. The original will be placed in the box labeled "Work Orders".
2. Kyse and Associates maintenance staff will collect the forms twice a week.
3. The work will be scheduled. The requester will only be contacted if more information needs to be exchanged.

Emergency work requests will still be handled by directly contacting either a board member or Kyse and Associates. In this circumstance, no work order will be required.

Maintenance Crew Management:

Please do not attempt to influence the maintenance crews as they perform their scheduled duties. These workers are managed directly by either their contracted supervisors or by Kyse Management and have been directed to NOT respond to homeowners direct requests. All special requests must be directed through Kyse and Associates or to a Board member who will, in turn, contact Kyse and Associates.

Parking Reminder:

Parking in front of the clubhouse is reserved for clubhouse events only.

Visitor parking is located in the following areas:

- On Bending Oak - across from 4511 Bending Oak
- On Arbor Oak - across from 14205 Arbor Oak
- On Arbor Oak - across from 14214 Arbor Oak
- On Winding Wood - At the corner of Winding Wood and Arbor Oak
- On Winding Wood - At the corner of Winding Wood and Burlwood
- On Winding Wood - At the corner of Winding Wood and Bramblewood

Parking on the curbs is discouraged because it does not allow a clear view of the street and individuals could be hit while exiting from or walking between cars. For the safety and convenience of all residents, please do not allow your visitors or employees to park in the street, on the curb or sidewalk.

As a reminder, the curbs and sidewalks are not reinforced to accommodate the weight of a motor vehicle.

Garbage Receptacles Reminder:

Please put your trash receptacles away following trash pick up.

SOHA Board of Directors Elections:

Please consider the opportunity to serve your community by becoming a member of the Board of Directors. Jane Wirtz is leading the nominating committee. If you are interested, please contact Jane for further information.

Clubhouse Rental Increase:

Due to increased expenses required to operate and maintain the clubhouse, the rental will be increased to \$50.00 per each use beginning on 1 January 2008.

Shavano Oaks Website – Just a reminder that contacts and other information are contained on the Website - <http://www.shavanooakstownhomes.com/>

Newsletter:

Items for the publication in this newsletter should be submitted by email to mmgehri@aol.com, or by bringing a note to 14102 Burlwood (Mike Gehri) or by calling 492-7074.

Board of Directors

Paula J Kummer	President	408-7730
Jane Wirtz	Vice President	493-9332
Mike Gehri	Secretary	492-7074
Noel Osborn	Treasurer	493-1711
Mike Settles	Member	479-1751

Requests/Concerns – Shavano Oaks residents should communicate **ALL** requests and concerns to the KYSE Management Company and KYSE Management Company will communicate the decision.

KYSE & Associates Management Co., Inc.

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Oscar Gordon

Vickie Field

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