

Deerfield Village Community Association

MINUTES OF REGULAR BOARD MEETING

January 23, 2017

The regular meeting of the Board of Trustees of the Deerfield Village Community Association was held at 4045 Deerfield Village Drive in Houston, Texas 77084. President Eric Toureilles called the meeting to order at 7:07 PM.

Trustees in attendance were Eric Toureilles (President), Larry Burkham (Vice President), Bruce Bott, Brent Burris, Louis Carpenter, Brian Harris and Geri Hudson. Stuart Cory (Treasurer) was absent and did not assign his proxy to another board member. The board position previously held by Arthur McDanel was vacant. Bruce Bott acted as Secretary per previous agreement.

I. DETERMINATION OF A QUORUM

President Eric Toureilles determined there was a quorum.

II. APPROVAL OF MINUTES

After a review, Louis Carpenter motioned to approve the November 28, 2016 minutes with no amendments. The motion was seconded by Larry Burkham and passed unanimously.

III. RESIDENTIAL INQUIRIES

A question was raised about the upcoming DVCA Board elections and the January newsletter not being available on time with the required election and candidate information. See Section IX. NEW BUSINESS, below.

Two new residents of Deerfield introduced themselves. The Board welcomed them to the community, noted that Deerfield is a “self-managed” subdivision and urged them to volunteer on one of the many committees that serve the neighborhood.

IV. PRESIDENT’S REPORT

Eric Toureilles noted that annual assessments are due on January 1st and considered late at the end of the month.

BSA Troop 120 is in the midst of their annual fundraiser selling mulch, soil and fertilizer. Residents are encouraged to support the Scouts in this activity.

Efforts are continuing toward bringing the monthly newsletter back as a hardcopy delivered to each Deerfield home.

Eric mentioned that he will be out of the country at the time of the annual Meeting of the Members on the second Tuesday in March and inquired about potentially moving the meeting. See Section IX. NEW BUSINESS, below.

V. TREASURER'S REPORT

None.

VI. MANAGER'S REPORT

Tina Mion reported that the Texas Workforce audit was conducted at the end of November and no issues found.

The janitorial service has assigned a new cleaning crew on our contract and they are performing well.

Tina is continuing to work the details with a local printer for production of the monthly newsletter. First issue is targeted for February.

Over the holidays a "dumping incident" occurred where multiple persons in a pickup truck backed up to the Rec Center trash cans and offloaded a significant amount of trash. The incident was recorded on the security system cameras and further investigation found pieces of packaging with an address. A complaint has been filed with the Harris County Sheriff Department.

There has been a high number of inquiries and rentals for the Rec Center facilities since the beginning of the year.

Efforts to hire a new assistant office manager have fallen thru. Tina will continue to work with the Board to identify other candidates.

VII. STANDING COMMITTEES

A. Community Services Committee

No members in attendance.

No meeting was held in January, thus no vote was held for the committee chair.

Bruce Bott reported that he is continuing to work with a vendor to address the noise issue in the Clubhouse. When the problem and room dimensions/layout have been discussed, all of the vendors contacted to date have commented that sound absorbing panels on the ceiling is the best solution. The preliminary estimate for the materials is \$3,500 with additional costs for installation. Bruce will continue the efforts to develop a proposal for the Board to consider.

No further work has occurred on the directory. A door hangar requesting participation and address/phone details will be distributed by the Scouts during their Scouting-for-Food drive at the end of February. A request for participation will also be placed in the monthly newsletter.

B. Recreation Committee

No members in attendance. No report.

C. Financial Services Committee

Mike Feeney was elected as chair of the Financial Services Committee.

Larry Burkham motioned to approve Mike as chair of the Financial Services Committee. The motion was seconded by Eric Toureilles and passed unanimously.

D. Security Committee

Glenn Sommers was elected as chair of the Security Committee.

Eric Toureilles motioned to approve Glenn as chair of the Security Committee. The motion was seconded by Larry Burkham and passed 6-0 with Brian Harris abstaining.

Glenn presented a proposal to turn over the Video Surveillance System (VSS) to the Security Committee. The committee would take over management and control of the VSS, and be provided with all needed information on equipment and services purchased, additional options, training, documentation, system configuration, etc.

Larry Burkham motioned to approve turnover of the VSS to the Security Committee. The motion was seconded by Eric Toureilles and passed 6-0 with Brian Harris abstaining.

Mark Klodzinski presented a proposal to utilize NextDoor.com and setup a private group only for Deerfield residents to post and view information on security issues. This would be run as a "pilot" effort and the group would be administered by members of the committee. The Board will consider this proposal in the future after members have had time to become familiar with NextDoor.com and Eric has a chance to discuss the idea with Michael Gainer.

Glenn commented that the most frequent security issues in Deerfield continue to be open garage doors and unlocked cars.

The committee will look into posting signs at the neighborhood entrances advising of the security patrol. Brian Harris commented that signs that mention private businesses cannot be posted on county property.

E. Swim Pool Committee

Glen Brosch was elected as chair of the Swim Pool Committee.

Eric Toureilles motioned to approve Glen as chair of the Swim Pool Committee. The motion was seconded by Bruce Bott and passed unanimously.

The committee advised that they are getting preliminary quotes on structures that would provide shade over the baby pool and some of the adjacent pool deck. Umbrellas, cantilevered umbrellas and other structures are being considered. Cost estimates range from \$5,000 to in excess of \$26,000. The Board expressed their support for some means of providing shade over that area of the pool and asked

the committee to continue exploring options. The solution also needs to consider conflicts with set-up for swim meets, coverage by the security cameras, etc.

The committee presented a proposal, in conjunction with the Security Committee, to reverse the Pool Bathroom Access (PBA) plan that was put in place in late 2015 and restore access to the pool bathrooms to that which was in effect prior to the PBA decision. That is, access to the pool bathrooms only during hours when the pool is open. The committees cited numerous safety and security issues with the PBA plan. Discussions were held concerning how best to address the concerns with the PBA plan while also providing access to bathrooms for residents using Rec Center facilities, particularly the tennis courts. Eric mentioned plans for an electronic card key system that could address this issue (see VIII OLD BUSINESS, below).

Brian Harris motioned that the persons currently holding bathroom keys for the pool bathrooms under the PBA plan be contacted and asked to return those keys in exchange for keys to the main Rec Center bathrooms. The motion was seconded by Eric Toureilles and passed unanimously.

F. Landscape Committee

No new officers were elected at the January meeting of the Landscape Committee due to lack of a quorum.

Lynetta Morell presented a proposal, previously approved by the committee, for sidewalk repairs to replace 1,183 sq. ft. of existing sidewalk. It was noted that bid amount of \$10,871.77 exceeds the \$10,000 budget for this item. Bruce Bott motioned that the proposal be approved as submitted for \$10,871.77. The motion was seconded by Luis Carpenter and passed unanimously.

Lynetta asked for permission to submit a proposal for consideration that was not included in the pre-meeting materials issued to the Trustees. The request missed the agenda deadline due to when the quotes were received, a proposal developed and approved by the committee and when the work could be scheduled. Eric Toureilles made a motion asking the Trustees to waive their right to notice and consider the proposal. The motion was seconded by Larry Burkham and passed unanimously. Lynetta continued and presented the proposal for tree trimming and stump removal totaling \$11,300.00. Brian Harris made a motion to approve the proposal as submitted. The motion was seconded by Geri Hudson and passed unanimously.

G. Tennis Committee

Marie Nugent reported that the committee has no new officers.

The windscreens around the tennis courts were damaged by the recent storms. The committee members will attempt repairs.

H. Deeds Committee

No members in attendance.

VIII. OLD BUSINESS

Due to Arthur McDanel's resignation, Eric has stepped in as the leader for the Access Control Subcommittee. Eric reported that bids have been received for an electronic card key access system that would provide monitored and controlled access to rooms and facilities in the Rec Center area. Plans are to present a proposal for the system to the Board during the February meeting.

The draft Towing Policy was reviewed by Michael Gainer and updated with his comments. Eric presented the policy to the Board for approval. After some discussion, Brent Burris made a motion to approve the policy as submitted. The motion was seconded by Brian Harris and passed unanimously. Eric will sign the policy and start the process to have it registered with the county. Follow-up actions include posting of the appropriate signs and contracting with a towing company. The policy should be in place and in force in approximately 60 days.

IX. NEW BUSINESS

Due to multiple issues the January newsletter was not issued/posted on time. This has impacted the time required by the Association By-Laws for announcing candidates and conducting the annual election of Trustees prior to the Meeting of the Members in March. In addition, Eric cannot make the March meeting due to business travel. Discussion were held about moving the election and meeting. Brian Harris made a motion to push the processes and dates for the 2017 election of Trustees and holding of the annual Meeting of the Members (Association By-Laws sections 3.1, 5.1 and 5.2) out by one month, putting the election in the last week of March and the Meeting of the Members on Tuesday, April 11th. The motion was seconded by Eric Toureilles and passed unanimously.

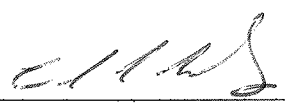
X. EXECUTIVE SESSION

At 9:50 PM Eric Toureilles made a motion to go into Executive Session. The motion was seconded by Brian Harris and passed unanimously. The session ended at 10:20 PM

XI. ADJOURNMENT

Eric Toureilles motioned to adjourn the meeting. Larry Burkham seconded and the motion passed unanimously. Eric called the meeting adjourned at 10:20 PM.


Submitted by: Bruce Bott
DVCA Secretary (acting)


Accepted by: Eric Toureilles
DVCA President