

**Deerfield Village Community Association**  
**Regular Board Meeting**  
**April 23, 2007**  
7:30 PM

The regular meeting of the Board of Trustees of the Deerfield Village Community Association was held at 4045 Deerfield Village Dr., Houston, TX 77084 at 7:30 p.m. The meeting was called to order at 7:34 p.m. by Pres. Glenn Sommers.

Trustees in attendance were: Glenn Sommers (President), Marie Nugent (Secretary), Dan Karsten, Carolyn Dinger, Mike Polk , Susan Greer and Dennis Hughes.

Trustees absent were: Bob Henry (Treasurer) – proxy given to Dan Karstan

**I. Quorum**

It was determined that a quorum had been formed

**II. Approval of the minutes.**

- March 13, 2007 Annual Meeting of Members  
Dan Karstan motioned to approve, Mike Polk seconded, and Motion passed unanimously
- March 13, 2007 Annual Meeting of the Board  
Dan Karstan motioned to approve, Susan Greer seconded, and Motion passed Unanimously
- March 26, 2007 Regular Board Meeting  
Susan Greer motioned to approve, Carolyn Dinger seconded, and Motion passed (8 yes, 1 abstained – Dennis Hughes).

While Minutes were being reviewed Glenn made some comments about the Pool Project.

The pool renovation project is moving along and completion is still targeted for May 1. The water is stabilized and balanced, and looks great. All member comments are very positive. This is a very nice update for Deerfield and reflects positively on Deerfield as a place to live.

Many kudos and thanks to Melinda Hughes, Jim Boarman and the Swim Pool Committee for all the effort and many hours they put into developing the plans. The landscaping plans were modified a bit to address some of the concerns that the Security Committee, Landscaping Committee and DVCA members have brought forward. Thanks to Greg Bonefas and the members of those committees that have participated this past month.

The Swim Pool Committee will be taking over management of the water (with our management company A-Beautiful -which seems very responsive). The plan is for Swim Team to start using the pool tomorrow. We've worked out a controlled approach with lots of adult supervision to ensure safety of the pool and swimmers. The Swim team and board have been working closely to make this work smoothly.

**III. Residential Inquires**

There were no Residential Inquiries.

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**IV. President's Report.**

Glenn made the following report:

- Don Driggs has decided to take some time off from the Board. Please thank him for all the years he has faithfully served DVCA. We appreciate all his contributions and efforts.
- We now have a Trustee opening that we need to fill. If you are interested, please fill out an application (available at office or online).
- A Special Meeting for the Board to appoint the replacement Trustee will be immediately prior to the regular Board meeting on May 21, 2007.
- Date of May Board Meeting has been changed to miss Memorial Day. It now will be May 21 at 7:30PM
- The Email voting process for the date change and special meeting was given to the secretary as required in the Bylaws.
- Glenn is encouraged by what he's seen while attending several Committee Meetings since becoming President - involvement seems to be up!
  - 2 new members and chairman for Financial Services (March) 1 new (Apr)
  - Swim Pool - several new members and growing, a new chairman
  - Tennis has a large group that's been together for a long time. I think they broke the code. They have parties and have fun!!
  - Community Services is working hard on updating the main clubhouse and though doing a great job, could use some extra people to help.
  - Landscape has a great group of folks at many levels of involvement.
  - He plans to attend the other Committees in the near future.

**V. Treasurer's Report.**

Report received in Packet. Bob Henry absent. Andrew Jackson made a few comments.

**VI. Manager's Report.**

No report given.

**VII. Standing Committee Reports**

*Community Services:* Tim McGhee reported he will have a decorating proposal for the clubhouse soon. The hot water heater was replaced.

*Deeds:* Al Atchison is acting Chairman. Carolyn Dinger motioned to approve, Mike Polk seconded. Motion passed. Written report was provided.

*Financial Committee:* Andrew Report gave report on DVCA funds. Discussions around final call letter (standard letter) before liens are sent out. Standard letter does not require board approval. Glenn Sommers and Bob Henry are to sign the Standard Letter for DVCA.

*Landscape:* Written report was provided. Jay Singleton reported that one half of the money spent last year were for perennials, reducing the cost of flower planting by more

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than 50% from previous years. He requested approval for the Spring planting as described in Attachment 1. Mike Polk motioned to approve. Carolyn Dinger seconded. Motion passed unanimously.

*Rec Center:* No report given

*Security:* Written report was provided. Kirk Aden reported that there have been some "tagging" on fences per Lisa Walker.

*Swim Pool:* Written report was provided. Peter Howell is acting Chairman. Susan Greer motioned to approve, Mike Polk seconded. Motion passed. Peter gave a report:

- Pool should be ready for first weekend on May 5 (Time Trials and Open Swim)
- Pool hours have been submitted
- Discussion around swimming on Monday due to high chlorination in the pool
- Grand Opening of the pool to be June 2, 2007. Swim team to do concessions.

Glenn brought up Swim team request for DVCA to assist with Glencairn pool rental if that occurs. To be discussed at next board meeting if actually happens.

*Tennis:* Written report was provided. The new windscreens were vandalized. They will see if it can be fixed by the company that installed them.

**VIII. Old Business**

- A. Discussion and vote on changes to the Procedures of the Board of Trustees  
Glenn withdrew the item that he had brought up in March.

- B. Discuss / develop plans / vote on review of DVCA guiding documents  
Glenn provided a document to guide this discussion. After discussion and some modifications in the timeframes Glenn made a motion to approve Attachment 2 (updated for the changes made by the board). Mike Polk seconded and the motion passed unanimously.

The committee for the Expenditure Policy will be headed up by Susan Greer. Bob Henry, and Andrew Jackson will be key members and this will be worked through the Finance Committee.

The committee on Committee By-laws will be headed by Glenn Sommers with Mike Polk, Tim McGhee, Peter Howell and Kirk Aden as members.

Meetings will be publicly announced and members are welcomed as these will be open meetings.

- C. Discuss / develop plans for improved communications with the members  
Glenn will write a newsletter article asking for volunteers.

- D. Discussion / Review of Attorney

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Glenn provided a written report on our attorney thoughts on dealings with DVCA.

- Deeds mostly quiet – not many letters required
- Association does good job
- Few questions in last few months from Dennis

**IX. New Business**

**A. Appointment of New Vice President of DVCA Board by the Board (Art. 8.6)**

Glenn brought up need for VP position to be filled. Board decided to hold until next meeting when there would be a full contingent of Trustees.

**B. Discussion and Vote on Check Writing Authority (Art. 10.3, 7.2.B.3)**

Glenn provided written report on Check Writing Authority. Motion was made to take Marie Nugent off as a Signatory for check writing purposes. Seconded and passed. Current list of Signatories are Bob Henry, Glenn Sommers and Alan Phillips.

**C. Discussion and Vote concerning Parliamentary Authority governing DVCA meetings for Trustee Board and all committees**

Glenn provided a document about the above and after discussion motioned for approval of the motion contained in the last paragraph of attachment 3. Motion was seconded and passed. Dennis Hughes abstained. There were other motions about a Parliamentarian that were discussed but were not seconded or voted on.

**D. Discussion on DVCA protocol for dealing with Attorney**

Glenn provided a document to assist with this discussion. There is no official policy for dealing with the DVCA Attorney. Recent precedence and practice has been for the President to initiate all contact and that is currently the process the Attorney uses. Glenn is requesting that an official policy and process be put in place as to how this should be done. Glenn will keep this on the agenda until a policy and process is agreed upon.

**E. Office Manager request for a new printer/scanner**

Rebecca requested a new printer for the office. Dan Karstan motioned that Rebecca be allowed to purchase a new printer/scanner not to exceed \$300 plus tax. Carolyn Dinger seconded. Motion passed unanimously.

**X. Adjournment**

Mike Polk motioned to adjourn the meeting. Carolyn Dinger seconded. Motion passed  
Meeting was adjourned at 9:12PM

Submitted by: \_\_\_\_\_

Date: 5-21-07

Approved by: \_\_\_\_\_

Date: 5-21-07