

Deerfield Village Community Association
Regular Board Meeting
January 28, 2008
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. The meeting was called to order at 7:32 p.m. by Pres. Glenn Sommers.

Trustees in attendance were: Glenn Sommers (President), Mike Polk (Vice President), Marie Nugent (Secretary), Bob Henry (Treasurer), Susan Greer, Dan Karsten, Walt Bohn. Caroline Dinger was absent.

I. Determination of Quorum

It was determined that a quorum had been formed

II. Approval of the minutes.

- October 22, 2007 Regular Board Meeting - Motion to approve minutes by Bob Henry, Walt Bohn 2nd. Passed unanimously.

III. McCall Gibson Audit Proposal

New standards in the last few years. Concern SAS 104-111. process is to document all audit procedures. Proposal is about \$1,000.00 higher because of this (includes tax returns). Start audit Feb.19, 2008.

IV. Residential Inquires

None

V. President's Report.

Glenn made the following report:

- There was a successful Snow Party and Polar Bear Swim.
- Involvement is up in Committees.
- Dennis Hughes resigned his Board membership.
- Interim Office Mgr. Lisa Walker is doing a great job.
- Constable contract verbage was changed in the proposal
- ACMP and Financial Comm. had a good meeting.
- Annual election meeting in March 2008.

V. Treasurer's Report.

Report given

VI. Manager's Report.

- Lisa is working with Committee Chairs.
- Released 4 liens
- 19 new liens going in for 2007-2008
- See mgr. for payment plan
- Directory is underway (Rick Johnson)
- There will be a new charge for renting of rooms (usage).

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January 28, 2008
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VII. Standing Committee Reports

Financial Committee: Written reports received

- Andrew Jackson elected to Chairman for 2008. Board approved (Unanimous)
- Committee will try to be proactive to get assessments in for 2008.
- Good budget for 2008, ended 2007 with good results.

Landscape: Report given by Jay Singleton including proposals.

- Jay Singleton re-elected as Chairman for 2008. Board approved (Unanimous)
- Proposal for play area on Vanbury did not get any resident comments.
- Committee will go ahead to revamp playground.
- Motion to accept playground proposal not to exceed \$17,905.63. Mike Polk motioned, Walt Bohn 2nd. Motion passed unanimously.
- Concrete raising is offered to residents whose sidewalks need repair at same cost offered to DVCA. It will be in the newsletter and residents can communicate to Jay Singleton. This may be done in March.
- Motion made to do sidewalk repair for DVCA by Mike Polk, Walt Bohn 2nd. Motion passed unanimously.

Rec Center: Report received

- Temporary Chm. Peter Howell
- March Easter Egg hunt.
- Garage sale needs adult leadership if Boy Scouts and Girl Scouts help as a service project. Peter will pursue it.

Security: Report received

- Kirk Aden re-elected as Chairman for 2008. Board approved (unanimous)
- 1st and 2nd shift contract signed.
- Proposal for 3rd shift in budget.
- Motion to approve 3rd shift. Dan Karsten motioned, Susan Greer 2nd. Motion passed unanimously.
- Working on change of reporting violations. Citations vs. warnings

Swim Pool: Written report received

- Changed contract with A Beautiful Pools. Prices based on new minimum wage
- Motion to accept Pool contract (\$44,649.00) for 2008 Dan Karsten motioned, Bob Henry 2nd. Motion passed unanimously.
- Bids to refurbish the pool house.
- Working on proposal for water aerobics for Deerfield.

Tennis: Written report received.

- Mark Tinne re-elected as Chairman for 2008. Board approved (unanimous).

Deerfield Village Community Association
Regular Board Meeting
January 28, 2008
7:30 PM

Community Services: Written report received

- Board approved for light to be installed on Heathersage park area not to exceed \$2420.00. It will come out of reserves. Motion to approve by Dan Karsten, 2nd Mike Polk. Vote was unanimous.

Deeds: Report received:

- Re-elected for 2008. Bob Serradilla Chm. Deanna Miciotta Vice Chm. Marie Nugent Sec'y. Approved, Board vote was unanimous.
- Lawyer letters were approved.
- Guard rails are County Business not DVCA business.

VIII. Old Business:

- **Update on progress by special committees on DVCA documents (April meeting)**
 - **Expenditure Approval Policy/Policy and Procedure for Expenditures**
Susan Greer and finance committee still working on
Financial Services Committee will review in February
- **Update on Office Manager Hiring Progress**
 - 9 applicants to date
 - roles and responsibilities document updated
 - more discussion held for Executive Session
- **Update on DVCA Trustee Election Process**
 - Articles and application have been in DVCA newsletter and website
 - No applicants yet

IX. New Business:

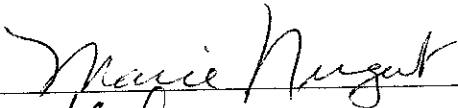
- **Discuss / vote - to set up committee to review and update the DVCA By-laws and DVCA Procedures of the Board of Trustees**
 - Glenn stated that the By-laws were in pretty good shape with the inclusion of the Code of Ethics.
 - Suggested there was no need for a formal committee to update, but probably could use some basic housekeeping
 - Section 4.1 update to include language about not having a Trustee and Committee Chair in the same member household – asked Mike to look at that
 - Section 5.1 Annual Election – asked Walt to update the days and dates to more accurately reflect the timing that makes sense for the newsletters, etc.
 - Requested the changes be ready for a discussion and vote in the February Meeting

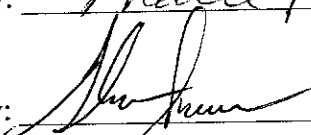
Deerfield Village Community Association
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- **Discuss / vote - to set up committee to review and update the DVCA policy on using DVCA facilities**
 - Glenn passed out a handout on what the By-laws and Articles of Incorporation require on the usage policy and request the following policies be formalized
 - Policy on "For Profit" business providing services using a DVCA Facility
 - Policy for dealing with non-DVCA residents using DVCA facilities and services
 - Glenn passed out handouts (strawman drafts of the two policies above for the board to review and make suggestions and changes to
 - Requested that the board come prepared to discuss and finalize the two Policies in the February Board Meeting
- Glenn requested that the board go to Executive Session. Walt Bohn motioned, Bob Henry 2nd. Unanimous.
- After the Executive session the general board meeting continued
- A motion was made to have Lisa Walker hired as the as the Permanent Office Manager. Dan Karsten motioned, Bob Henry 2nd. Motion passed 6-1
 - On the motion to hire Lisa Walker as the Office manager for DVCA, Trustee Susan Greer entered a dissenting vote reflecting her opposition to hiring a Manager without interviewing any of the other candidates that had been identified by the Hiring Committee of Glen Sommers, Mike Polk, Walter Bohn and Susan Greer.

X. Adjournment

Motion was made by Bob Henry, Mike Polk 2nd. Passed unanimously.
Meeting was adjourned at 9:46 PM

Submitted by:  Date: 2-25-08

Approved by:  Date: 2-25-08