

Deerfield Village Community Association
Regular Board Meeting
February 25, 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 7:36 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, and Caroline Dinger. Walt Bohn and Dan Karsten were absent. Walt Bohn gave his proxy to Glenn Sommers.

I. Determination of Quorum

It was determined that a quorum had been formed

II. Approval of the minutes.

- January 28, 2008 Regular Board Meeting - Motion to approve minutes by Susan Greer, Bob Henry 2nd, Passed unanimously.
- Email vote on McCall-Gibson Audit Proposal was included in the minutes as required by By-laws. Vote was unanimous.

III. Report from Boy Scout Troop 120

- Stated that they had a very successful mulch project.
- Gary Eperson, Scoutmaster stated that Deerfield sponsored Troop 120 in April, 1988 and has produced 58 Eagle Scouts so far.
- Ryan Bott and David Polansky gave speeches pertaining to the activities (below) of the scouts and how the program helps children. They thanked Deerfield for sponsoring the Scouts.
 - Service projects such as the Mulch sales raise money for the scouts and help the neighborhood. Total sales of \$25K of which \$9K goes to the scouts for ventures and summer camps.
 - Scouts will sponsor the Garage Sale.
 - Have sponsored a Blood Drive (blood donor bus comes to Deerfield)
 - Repaint street names on the Greenbelt.
 - Spread mulch around the pool area and play areas.

IV. Residential Inquires

Nan Pye stated that the ditch water had a lot of silt in it. We will try to find out why this is happening and where it is coming from.

V. President's Report.

Glenn made the following report:

- Lisa Walker hired as permanent office manager.
- Trustee election in March. 3 Candidates - Marta Bott, Sharyn Carpenter, Steve Dornack. By-laws require an election. Election will be first week in March. March 3-7. Notice will be in newsletter.
- Annual meeting will be held March 11, 2008 at the Rec Center.
- Communication Forum in March will be held by Finance Committee.

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V. Treasurer's Report.
Report given

VI. Manager's Report.

- Request for a Xerox machine approx. \$1480.00 plus tax. Motion to approve the copier and maintenance with money coming out of expenses (office supplies) made by Bob Henry, Carolyn Dinger 2nd. Motion passed unanimously.
- Need for a computer back up..Look at AT&T system. Approx. \$10.00 per/mo.
- Consider getting rid of pay phone (\$983.00). Caroly Dinger motioned to discontinue pay phone, Mike Polk 2nd. Motion passed unanimously.
- Pool phone yr. round cost is \$735.00 Peter Howell stated that Texas law requires that pool phones must be connected year round.
- Office hours are 9:30 am-1:30 pm. no complaints so far.

VII. Standing Committee Reports

Landscape: Report given by Jay Singleton including proposals.

- Sidewalk raising went well.
- Residents should call Jay Singleton if they want work done on their property. Jay will put them in touch with the company.

Rec Center: Report given by Temporary Chm. Peter Howell

- Planned activities: Easter Party March 22; Wine Tasting Party April 26; July 4th Party with BBQ, live music etc.

Security: Report received

- New constable is trained in Martial Arts. 3rd Shift will begin in March.
- Motion to approve contract for \$153,000.00 for three shifts of constable coverage as described in Captain Chopa's letter, coming out of operating expenses. Carolyn Dinger motioned, Mike Polk 2nd. Motion passed unanimously.
- Boys vandalized the tennis courts with bat and balls.
- Residents should call office or constable to report anyone on courts that are NOT playing tennis

Swim Pool: Written report received

- Vandalism at back of the Pool House.
- Poolhouse and Pavilion renovation bids. 2 new doors required, reroof, repaint boards, replace boards. 3 bids given, A-Beautiful Pools low bidder and recommended by the committee. Committee asks for approval for bid of \$9,101.00 to be funded out of reserves Bob Hernry motioned to approve proposals to fix pool house etc. out of reserves and expense item for vandalism not to exceed \$10,050.00.Susan Greer 2nd. Motion passed unanimously.
- March meeting will announce winning bid for water aerobics

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Tennis: Written report received.

- Late April or early May courts will be resurfaced.
- Hope to make gates inaccessible to those without a key

Community Services: Written report received

- Mosquito spraying – recommends Option 4. Board agrees and requests committee get written contract for \$10,456.95 for approval at next meeting. Budget is for \$10,000.00.
- There are 2 bids to tile etc. small room. Waiting for 3rd bid.
- “Directory” discussion on policies

Deeds: Report received:

- 5 Candidates recommended by Deeds Comm.
- Certificates will be given to outgoing members thanking them for the years of volunteering their time and service to Deerfield Village.
- One person will have the duty on force mows and budget for same.
- Motion by Carolyn Dinger to approve new members, Mike Polk 2nd. Motion passed unanimously.

Financial Committee: Written reports received

- Pam Stevens, new member.
- Need to record amount of money in contracts approved in the minutes.
- Financial policy- update and revisions at the next meeting.

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 March
- **Update on Office Manager Hiring Progress**
 - Lisa Walker hired at last Board meeting – contract updated
- **Update on DVCA Trustee Election Process**
 - 3 candidates
 - Election still required in By-laws to allow write-ins
- **Discuss / vote - to set up committee to review and update the DVCA By-laws and DVCA Procedures of the Board of Trustees**
 - Section 4.1 update to include language about not having a Trustee and Committee Chair in the same member household – no update by Mike
 - Section 5.1 Annual Election – Walt provided ideas on how to change. There were questions that will be discussed in March.
 - Glenn will bring a redline of changes for the Procedures of the Board of Trustees soon

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- **Discuss / vote - to set up committee to review and update the DVCA policy on using DVCA facilities**
 - Attachment 2 from the January Board meeting was discussed.
 - Glenn Sommers made a motion and Mike Polk seconded to approve Attachment 2 "DVCA Services provided by "For Profit" Businesses Policy. Motion passed unanimously. It is attached.
 - Attachment 3 from the January Meeting "Non-DVCA Resident Services Policy" will be considered at a future meeting

IX. New Business:

- **Discuss and vote on Mud136 Election**
 - Discussion about rental fee and consistency with different governing bodies ensued. No decision was made.

X. Adjournment

Motion was made by Mike Polk, Marie Nugent 2nd. Passed unanimously.
Meeting was adjourned at 9:51 PM

Submitted by: Marie Nugent Date: 3-24-08

Approved by: [Signature] Date: 3-24-08

Attachment 2
DVCA Services provided by “For Profit” Businesses Policy

1. All DVCA services provided by “For Profit” businesses must be sponsored and approved by a DVCA committee.
 - If a “for profit” business requests to use DVCA facilities to provide a service, the initial response will be
 - a. No – DVCA does not allow “for profit” businesses to use their facilities to provide a service
 - b. Suggest they contact the appropriate committee to see whether they would sponsor the service as a DVCA service
 - A Committee will make the decision as to whether or not a service should be offered by considering:
 - a. whether the service meets the requirements of the Articles of Incorporation (provides educational and constructive civic services for the promotion of the social welfare and health of the community)
 - b. whether the Committee is interested and has the bandwidth to offer the service
 - c. If so they will follow the process below to provide the service
 - If a committee wants to offer a service that is provided by a “for profit” business the following process will be followed
 - a. A bid package with the details of what DVCA is looking for will be prepared (items to be included are shown below)
 - b. Three bona fide bids are required (although there is flexibility on this in special situation)
 - c. Committee will make recommendation to board to approve the service and service provider the committee has chosen
 - d. Upon Board approval the contract will be awarded and administered by the Committee
2. Items to be considered in the proposal/contract with the service provider.
 - a. proposed activity must be within the scope of activities covered by the DVCA insurance policy and meet Board and Underwriter approval
 - b. service provider will provide proof of adequate and appreciable insurance covering all contractor employees working within the boundaries of Deerfield Village
 - c. Other considerations that may apply (use as appropriate)
 - The participants for the class are expected to be DVCA residents in good standing, although non-residents will be allowed as long as they make up the class is at least over 50% DVCA residents. Non-residents will be required to pay DVCA a usage fee of \$?? per class. This fee must be paid to the DVCA Office. The DVCA Office will provide the Service Provider a list of the non residents who have paid a fee as requested.
 - The Service Provider will handle all the logistics such as sign up and communications with the participants of the class. The Services Provider

Attachment 2

DVCA Services provided by "For Profit" Businesses Policy

will provide a list of participants to the DVCA Office so that the office can check for residency, good standing and fee payment for non-residents. The Service Provider and the DVCA Office Manager will mutually agree on a process to accomplish this.

- o The service provider will collect the approved payment for the class from the students directly. DVCA will not be involved in any financial dealings with the service provider directly.
- o DVCA's direct involvement with the Service Provider will be to select the Service Provider and to manage the relationship and services provided.