

Deerfield Village Community Association
Regular Board Meeting
April 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 Drive in Houston, TX 77084. President Glenn Sommers called the meeting to order at 7:31 PM.

Trustees in attendance were: Glenn Sommers (President), Walt Bohn (Vice President), Steve Dornak (Treasurer), Sharyn Carpenter (Secretary), Marta Bott, Susan Greer, Mike Polk, Carolyn Dinger and Marie Nugent.

I. Determination of Quorum

It was determined that a quorum had been formed

II. Approval of the Minutes

Regular March Board Meeting- motion to approve minutes by Marta Bott, Susan Greer 2nd, passed unanimously.

III. Resident Inquiries

Resident concerned for the leaning brick wall along Windsong Trail, homeowner is responsible, referred to Deed Committee.

IV. President's Report (Glenn Sommers)

- Successful Wine Tasting on Saturday Night. Thank you to Belinda Batts and the Recreation Committee
- Successful garage sale. Thank you to Boy Scout Troop 120 for all their help. Some issues did arise with people following the rules and procedures of the garage sale.
- Allied Waste Meeting- increase cost for homeowner due to recent fuel cost. Services should immediately start to improve.
- Three Board Member and a couple of Deed Committee members attended the Harris County Attorney Deed Restriction Meeting, some changes could occur from the Deed Committee.

- President requested a motion to break from the agenda to discuss the rescheduling of the May Board Meeting due to the Memorial Day Holiday, motioned by Carolyn Dinger, 2nd by Marta Bott. Board discussed the change and was it approved to move the Monthly Board Meeting from May 26th to May 19th due to the Memorial Day Holiday

V. Treasurer's Report (Steve Dornak)

- 2 reports received (Current month and year-to-date) DVCA in good condition
- Patrol service was twice paid; a credit will be given next month.
- Wachovia Bank Account is now set up.
- The Electricity contract is being reviewed.

VI. Manager's Report (Lisa Walker)

- Office hours seem to be okay with the residents, Lisa will make arrangements for people if they can not get there during the regular hours.
- Looking for someone to take over the newsletter.
- The constables were very frustrated with the traffic flow during the Garage Sale as drivers were not following directions.
- Notary Service is now available, but only for certain items.
- There have been some lost keys to the Recreation Center and it's annex, so need to change the renting contract for a key deposit.
- Gil Nelson has been hired as a handyman on an as-needed basis. He cleaned out the birds nest and cobwebs around the Recreation Center
- Picture Pool ID's will start May 1st in the office

VII. Standing Committee Reports

Security (Kirk Aden)

- Stacy Jacobs, the new constable will start May 12th
- The security around the pool house has been postponed to a later date.

Swim Pool (Peter Howell)

- Pool opens Sunday. Encourage residents to get their pool ID's; by June the ID's will be enforced
- Memorial Day Pool Party: Big Family event with a slide and a dunking booth
- Pool furniture will not be purchased at this time, but will clean the existing furniture very well

Tennis No Report Given

Community Services (Tara Shockley)

- Rugs found for the Recreation Center, but there was no money allowed for furnishings so requesting the board for \$1,000 from the reserved budget and \$1000 from last years budget. Susan Greer and Marta Bott 2nd put a motion on the table. The motion read " Board approving \$1,000 from last years budget plus another \$1,000 from reserves for purchases to community services for rugs and accessories for the common room with the understanding that the community service will bring a written proposal to next months meeting" all in favor were: Marta Bott, Sharyn Carpenter, Marie Nugent, and Carolyn Dinger. All opposed were: Susan Greer, Mike Polk, Walt Bohn, and Steve Dornak. Did not pass. Committee was asked to follow the process and come back with a formal proposal to the board in May.,
- Allied Waste: a big improvement in services; no complaints from residents. Contract up in September; a fuel increase to residents. Looking at recycle to do it or not will communicate to the committee about any change. Light Pole by play ground not working, corroded at bottom, needs to be replaced. Get proposal to see how much to get fixed.
- The Ball Field request is done and in place.

Deed Restrictions (Deanna Miciotto)

- 50 first violation letters; 14 second violation letters and 9 "special letters".Currently force-mowing 2 foreclosures.
- Architectural approval is the most challenging. Residents are not getting approval prior to the beginning work on their homes.
- On April 18th 3 board members and 2 deeds committee members attended an Harris County Attorney's Office Seminar. A useful item that was learned that the Harris County Attorney's office could take over a case after our attorney's have filed suit. .

- There was a motion on the table for request for funds for legal consultation to insure all policies and procedures were up to date with current laws. Motion by Mike Polk, 2nd by Susan Greer, passed unanimously.
- Board needs to draft a letter to recoup legal fees for Deed letters. Lisa needs to work with Deanna.

Financial Services (Andrew Jackson)

- Electricity Bill went down
- Proposal to accept the attached Policy and Procedures for Home Owners Assessment Collection, including a late payment of \$100 was presented. Motion to accept this procedure by Steve Dornak, 2nd by Mike Polk, passed unanimously.

Landscape (Jay Singleton)

- Proposal for Spring Planting – in operating expense budget; motion by Mike Polk, 2nd by Walt Bohn, passed unanimously.

Recreation Center (Peter Howell)

- Wine Tasting a huge success: 101 tickets sold, 99 people attended
- Memorial Day Pool Party
- Possible Teen Party in June
- December's Christmas/Snow party will occur again, but looking into possibly not having the snow. Communicate with Residents whether we should have snow or not; make sure everyone is in agreement on whatever decision is made.
- When selling tickets for an event at the Recreation Center, need to post on website or newsletter as to when the tickets will go on sell to allow everyone the same opportunity to purchase a ticket.

VIII. Old Business

- Susan Greer, Steve Dornak and Glenn Sommers are still working on the Expenditure Approval Policy and Procedure and Susan plans to have it ready for the board by next months meeting.
- Mike Polk submitted an updated (from last month discussion) version of the DVCA By-Laws Section 4.1. Motion to accept the updated Article 4.1 of the DVCA By-

Laws (attached) made by Steve Dornak, Marta Bott 2nd the motion, passed unanimously.

- Annual Election of trustees- Walt reported that legislation was passed last year that no longer allows a HOA to withhold voting privileges from people who have not paid their annual assessments. The DVCA By-Laws will have to be updated to reflect this new change as it currently does not allow those members to vote. Walt will prepared updated language for Board review at next month's meeting.
- Glenn Sommers presented the updated (from the discussion in the March Board Meeting) Procedures of the Board of Trustees. Motion to accept the updated Procedures of the Board of Trustees (attached) made by Glenn Sommers, Mike Polk 2nd. Passed unanimously.

IX. New Business

Glenn passed out a packet of info on the history of the Perimeter Fence issue and asked the board to reads and review for discussion at next month's meeting

X. Executive Session

Board went into Executive Session. After returning from Executive session a motion was made to approve the sending of the letter by the DVCA Attorney to deal with the legal issue on indemnification that was discussed in Executive Session, by Steve Dornak. Carolyn Dinger 2nd. Passed Unanimously.

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XI. Adjournment

Motion by Mike Polk, Marta Bott 2nd, passed unanimously. Adjourned at 9:45 PM

Submitted by: Shary P. Carpenter Date: May 19, 2008

Approved by: Glenn Sommers Date: MAY 19, 2008

DEERFIELD VILLAGE COMMUNITY ASSOCIATION INC
POLICY AND PROCEDURES FOR
Home Owners Assessment collection.
Draft approved by Financial Services Committee 4/22/08

PURPOSE.

The purpose of this document is to define the process and procedures to be followed for collection of Home Owners Assessments

EXPENSE EXPENDITURES

Due Date:

1st January of each year. Mailed to ACMP only at
ACMP
16650 Pine Forest Road
Houston TX 77084

Past due Date :

1 February of each year

Late payment fee:

On or after past payment due date \$100 plus interest till time of payment at current base rate

Late notices

Mailed letter 30 days after And Including Past due date.
Certified Mail 30 days later cost of which will be billed to the Homeowner.

Liens filed. These will be filed against Homeowners with outstanding balances as of the 30th May each year

Reviewed and accepted by Financial Services Committee for Board Approval
4:22:08

Committee Proposal to DVCA Board

Committee Name: _____

Title/Name of Proposal: _____

Description of Request / Proposal:

Date Vote Taken: _____

Vote Results For: _____ Against: _____ Abstain: _____

If a Financial Request:

Expense ____ Reserve ____ (check one)

Budget Category/Code _____

PROCEDURES OF THE BOARD OF TRUSTEES
April, 2008

The following procedures have been adopted by the Board of Trustees of the Deerfield Village Community Association, Inc.

- I. **Applicable Procedures:** To the extent that these procedures do not conflict with the Articles of Incorporation or the By-Laws, these procedures shall govern the meetings of the Board of Trustees. (hereinafter referred to as the Board)

- II. **Number, Time and Location:**
 - A. **Number:**
 - 1. A Regular Meeting shall be held once each month at a date, time and location as approved by the Board.
 - 2. A Special Meeting may be called at any time by the President or by three Trustees acting jointly. (Re: Article 6.3 of the By-Laws)
 - B. **Time:** The time of the meeting shall be as agreed by the Board.
 - C. **Location:** The location of the meeting shall be at the Deerfield Village Recreation Center.

- III. **Notice:**
 - A. The Office Manager of the Association shall have notices prepared for each Board meeting.
 - B. **Time of Notices:** The notice shall be in writing, given to the each Trustee (email is acceptable) and posted on the DVCA Office window at 4045 Deerfield Village Drive at least ten (10) days in advance of a regular meeting (Articles. 2.10 B and C of the By-Laws).
 - C. **Contents of Notice:** The notice shall state the type of meeting (Regular or Special), the date, time and location of the meeting, and contain an agenda of the meeting. Reports, documents or other written presentations concerning the agenda items will be delivered to the Trustees by the Office Manager by the end of the week prior to the Board meeting.
 - D. **Waiver of Notice:** The notice may be waived for a Special Meeting pursuant to Article 6.5 of the By-Laws.

IV. Agenda:

- A. **Setting the Agenda:** The Agenda for each meeting shall be established by the President and set once the notice is given. Except for items requested by a Trustee, the President shall have the discretion to include or reject agenda items; however, unless the agenda is full, the President should endeavor to include all requested agenda items.

Unanswered questions asked by the Trustees or other issues kept open by the Trustees from a previous meeting shall be included on the Agenda in the appropriate agenda item (ie. An unanswered question with the Security Committee should be on the agenda for the next meeting under the Security Committee agenda item). This information should be provided to the President by the Secretary and Office Manager at least twelve (12) days prior to the regularly scheduled meeting.

- B. **Request to be included on Agenda:** At least twelve (12) days notice prior to a regularly scheduled meeting, the following procedures shall be followed:

1. Committee chairpersons who desire the Board to take action on specific items shall present to the Office Manager a written request to be on the agenda for the next regular meeting. This request should include the action the committee is requesting the Board to take, a report on the items, including a description of the issues involved, the alternative, if any, and copies of all relative documents. If the request is financial in nature, the budget implications (ie. category, in/out of budget, etc.) and whether this is to be funded as an operating expense or out of a reserve is required. This shall be in writing in the report submitted to the board.

If the request is for a review of action, a short written summary or outline of the presentation shall be given to the secretary. If a committee chairperson desires the Board to take action at a Special Meeting of the Board, the request should also contain the reasons why the action cannot await a regularly scheduled meeting of the Board.

2. Residents who wish to appear before the Board or to request action by The Board shall present to the Office Manager;
 - (a) a written request setting forth the item to be discussed or action to be taken together with a brief written statement summarizing the issues involved; or,
 - (b) their request to Committee members who may have the item placed on the agenda pursuant to B.1 above.

3. Trustees may have items included on the agenda through either **B.1** or **B.2** above; however, any Trustee may raise items for discussion during a meeting of the Board but unless the item was included on the agenda for that meeting, no vote on the item shall be taken until the next meeting.

V. Conduct of Meeting:

- A. Order of Business: The meeting shall be conducted in the following order:
 1. Determination of quorum - six (6) required
 2. Reading and action on minutes of last meeting
 3. Resident Inquiries
 4. President's Report
 5. Treasurer's Report
 6. Manager's Report
 7. Standing Committee Reports
 8. Unfinished Business
 9. New Business
 10. Adjournment
- B. The president shall preside at all meetings. In the absence of the president, in order of availability, the vice-president, treasurer or secretary shall preside.
- C. The secretary shall take all minutes and tabulate all votes.
 1. Before a vote is taken on a motion, the Secretary will read the motion as it will be recorded in the minutes. If there is any disagreement on the motion as read, discussion on the motion will continue until there is agreement on the language, at which time the Secretary will read the motion as written again. This will continue until there is agreement on the motion as read (or the motion is tabled or withdrawn). If there is agreement, the vote will be taken and the results will be recorded in the minutes. This will not be required for motions that have been submitted in written form and left unchanged.
 2. The secretary will record in the minutes whether the motion passed or failed and the actual vote (# for / against / # abstained) and will restate the results that are recorded in the minutes to ensure agreement on the result reported.
 3. A trustee can request that the actual vote (by person) be recorded in the minutes and the minutes need to be updated to reflect each trustees' vote. The secretary will read the results recorded to ensure agreement of what was recorded.
 4. A Trustee who dissents, shall upon request, be permitted to state the reasons for the dissent in the minutes; otherwise, the minutes shall reflect whether the motion/resolution passed or failed. The approved minutes shall be published or posted.