

# Deerfield Village Community Association

## Minutes of the Regular Board Meeting

March 28, 2011

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 7:02pm.

Trustees in attendance were: Eric Toureilles (President), Larry Burkham (Vice President), Steve Dornak (Treasurer), Arthur McDanel, Marta Bott, Sharyn Carpenter and Marie Nugent. Trustees Hugh Hayes and Amy Lacy were absent, but have given their Proxy to Eric Toureilles.

### I. DETERMINATION OF A QUORUM

President Eric Toureilles determined that a quorum was present.

### II. SPECIAL APPOINTMENT

Eric Toureilles called to the attention of the board that Arthur McDanel has been appointed to the Board to fill the vacancy left by the resignation of Laura Thropp.

### III. APPROVAL OF MINUTES

Sharyn Carpenter motioned to approve minutes as amended. The motion was seconded by Steve Dornak. The motion passed unanimously.

### IV. RESIDENTIAL INQUIRIES

Peter Howell inquired about the work taking place in the drainage ditch outside of the recreation center. Eric Toureilles explained that the County has re-designed the inlet to the drain pipe to allow for better drainage and prevent debris from restricting the flow of storm water.

### V. ELECTION RESULTS

Eric Toureilles noted that there were 45 votes in the election for new board trustees. Eric Toureilles motioned that Bruce Bott and Brent Burris, having received sufficient votes were elected to Trustee positions; and, Steve Dornak was re-elected. The motion was seconded by Steve Dornak. The motion passed unanously. At this time, Martha Bott and Sharyn Carpenter, having completed their duties were officially relieved of their responsibilities and thanked by the board on behalf of the community for their service.

The new members Brent Burris and Bruce Bott were seated by the Board as Trustees. Eric Toureilles gave the new Trustees a copy of the Code of Ethics to read and sign, and gave everyone a current copy of the By-Laws to review and enforce.

### VI. ELECTION OF OFFICERS

Steve Dornak Motioned that Eric Toureilles be appointed as Board President. The motion was seconded by Larry Burkham and it carried unanimously.

Eric Toureilles motioned that Steve Dornak be appointed to Treasurer. Larry Burkham seconded the motion and it carried unanimously.

Larry Burkham motioned Arthur McDanel be appointed as Secretary. Bruce seconded the motion and it carried unanimously.

Eric Toureilles motioned that Larry Burkham be appointed as Vice President, Steve Dornak seconded the motion and it carried unanimously.

Eric Toureilles reviewed with the board their responsibilities as Trustees. Eric explained that everyone should consider 3 principals when serving your community, and they were described as Safety, Beautification, and maintaining Deerfield a fun place to live.

Eric Toureilles motions that the following Trustees will have these committee responsibilities:

Finance Services – Steve Dornak  
Security – Larry Burkham  
Tennis – Marie Nugent  
Deed Restrictions – Brent Burris  
Swimming Pool – Amy Lacy  
Landscape – Arthur McDanel  
Recreation – Hugh Hayes  
Community Services – Bruce

Steve Dornak seconded the motion and it carried unanimously.

#### VI. PRESIDENT'S REPORT

The President discussed that Harris County Flood Control is working to improve the drainage by improving the drain inlet.

#### V. TREASURER'S REPORT

As of 01 March 2011, 91% of Assessments had been received. The community is great financial strength.

#### VI. MANAGER'S REPORT

The Office Manager reported she has reviewed the communication costs of the office. A special rate and services were negotiated with AT&T for the internet and telephone services. The new plan will save approximately \$80 per month/\$1000 per year. Also copy costs are under review for additional savings as well. Eric Toureilles requested that the Board consider approving extra hours for the office manager, as swim season was coming up and the office was likely to be busier than usual. The Board agreed.

#### VII. STANDING COMMITTEE REPORTS

##### A. POOL COMMITTEE

Glen Somers presented a copy of the revised pool rules approved by the Pool Committee for board approval. It was explained that there are two sets of rules; one is a general set of complete rules, and a shorter set that covers the safety aspects of the pool rules only. It was also mentioned that new signs were being produced pending approval of the new rules. Also amended were the guest policy and the policy for lightening was clarified and detailed in the new rules. It was also brought to the attention of the board the camera used for pool ID badges had some "issues" and needed to be addressed before pool season was under way. Eric Toureilles directed June Stuart to work on a resolution for the camera situation. Eric Toureilles motioned that the new pool rules recommended by the Pool Committee be adopted. Larry Burkham seconded and the motion carried unanimously. Glen Somers also mentioned that the Pool Committee was unsatisfied with the maintenance services that were being provided by A Beautiful Pools and that members of the committee were meeting with representatives the following week to discuss their concerns.

B. DEEDS COMMITTEE

Brent Burris presented a new architectural form with revised language and requiring all paint samples be reviewed by the committee. Arthur McDanel motioned that changes to the requirements be adopted and Larry Burkham seconded and the motion carried unanimously.

C. TENNIS COMMITTEE

None

D. LANDSCAPE COMMITTEE

Proposals were submitted to have spring annuals planted at the front and back neighborhood entrances, the marquee and the patio homes entrance, and new shrubs placed along the Patio Homes wall. Larry Burkham motioned to accept the proposal and Brent Burris seconded the motion, and it carried unanimously

The committee also reviewed the question of which lights to use on the front entrance lighting. It was decided that the round lights were preferred to the rectangular lights, and the round lights will be the standard that will be used.

E. SECURITY COMMITTEE

None

F. COMMUNITY SERVICES COMMITTEE

System4 Janitorial Services is doing well and the Restroom remodel will be complete before Swim team begins.

G. RECREATION COMMITTEE

Garage sale will be April 2, followed by Music on the Green and the Crawfish Boil. There is less participation in the garage sale this year than last year. There is also a Wine Tasting coming up on April 16.

H. FINANCIAL SERVICES COMMITTEE

Mike Feeney advised that 91% of the Assessments had been paid. The committee is in the process of obtaining insurance quotes. Two residents who own homes in the neighborhood but is not a residents are requesting that late fees be waived because the invoice submitted to them was not clear about assessing a penalty for late payment. The finance committee agrees and recommended to the board that the fees be waived.

Eric Toureilles motioned that assessment late fee be waived for the properties discussed. Steve Dornak seconded the motion and it carried unanimously.

The Finance committee also requested that a lawyer's letters be sent to anyone who has an unpaid assessment dating back to 2009 and prior. Currently there are 15 residents. Eric Toureilles agreed, but requested that the Board review the letter before the committee sends anything out.

Eric Toureilles inquired about when the audit was scheduled to begin. It was reported that it was on track to take place in June.

### VIII. OLD BUSINESS

None

### IX. NEW BUSINESS

A. Flood control Project which was discussed earlier in the meeting.

B. Eric Toureilles proposed that a set of guidelines be drafted for the election process to eliminate missing any part of the process.

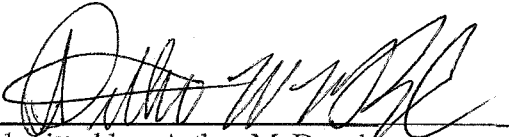
C. Steve Dornak reported that reserve account for roofing of the building was being reviewed. Replacement cost and remaining life on the roofs was requested from several residents that have roofing companies so that the finance committee is better prepared for an upcoming replacement.

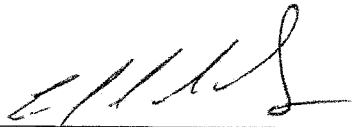
### X. EXECUTIVE SESSION

None

### XI. ADJOURNMENT

Eric motioned to adjourn the meeting. Larry Burkham seconded, and all voted in favor. Eric called the meeting adjourned at 8:28 pm.

  
Submitted by: Arthur McDanel  
DVCA Trustee and Secretary

  
Accepted by Eric Toureilles,  
DVCA Board President