

MINUTES OF REGULAR BOARD MEETING

November 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 7:07pm.

Trustees in attendance were: Eric Toureilles (President), Larry Burkham (Vice President), Arthur McDanel (Secretary), Stuart Cory (Treasurer), Bruce Bott, Brent Burris, Marie Nugent, Louis Carpenter and Amy Lacy.

I. DETERMINATION OF A QUORUM

President Eric Toureilles determined that a quorum was present.

II. APPROVAL OF MINUTES

Louis Carpenter motioned to approve minutes of the Regular Board Meeting as amended. The motion was seconded by Larry Burkham. The motion passed unanimously.

III. RESIDENTIAL INQUIRIES

The question was raised about who was responsible for the sidewalks in the neighborhood. Damage has been done to the sidewalk by trees. Eric Toureilles felt that they were the responsibility of the homeowners because the damage was caused by trees on private property. Eric Toureilles suggested that a letter be sent to the residents requesting that the cause of the problem (the roots) be addressed, because it is a safety issue.

IV. PRESIDENT'S REPORT

Eric Toureilles reported that his main focus has been on Budget and Policy. June Stuart has been a tremendous help preparing them to be filed. He also reported that the policies have been reviewed by the attorney and they were revised per his suggestions. Eric also thanked the Committees for a commendable job putting together the budget for 2012.

V. TREASURER'S REPORT

As of 01 October 2011, 97.7% of Assessments had been received, with all except 26 homes are current with their assessments. The community is in excellent shape. The budget for 2012 will be \$30,000 under budget.

VI. MANAGER'S REPORT

The Office Manager reported the members of the election committee need to be selected, to count votes. Eric Toureilles motioned to create a Sub-Committee to supervise the upcoming Board Trustee elections. The motion was seconded by Larry Burkham. The motion passed unanimously. Amy Lacy, June Stuart and Brent Burris agreed to head up the Sub-Committee.

VII. BUDGET REVIEW

The board reviewed the budget and agreed with the recommendation of the Finance Committee that an increase to the assessment was necessary. Eric Toureilles motioned to accept the 2012 budget, as amended by the Board. The motion was seconded by Brent Burris. The motion passed unanimously. Larry Burkham motioned the assessment for 2012 will be \$619, and \$699 for the patio homes. The motion was seconded by Brent Burris. The motion passed unanimously. The Finance Committee will have the Assessment letters sent. Eric Toureilles proposed that a second letter be sent out in January as a reminder of the due date.

VIII. POLICYREVIEW FOR 2112

The Board reviewed the Policies for Records Retention, Record Production, Payment Plan and Collection. Larry Burkham motioned to approve the Records Retention Policy. The motion was seconded by Bruce Bott. The motion passed unanimously. Brent Burris motioned to approve Records Production Policy, as amended. The motion was seconded by Arthur McDanel. The motion passed unanimously. Stuart Cory motioned to approve the Payment Plan Policy, as amended. The motion was seconded by Amy Lacy. The motion passed unanimously. Brent Burris motioned to approve Collection Policies, as amended. The motion was seconded by Arthur McDanel. The motion passed unanimously. Eric Toureilles motioned to approve the Association's Policies/Guidelines. The motion was seconded by Bruce Bott. The motion passed unanimously.

IX. EXECUTIVE SESSION

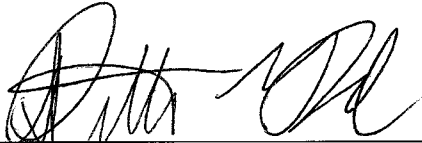
Eric Toureilles motioned that the Board go to Executive Session at 9:35. The Motion was seconded by Brent Burris. The motion passed unanimously. The Executive Session ended at 9:50.

X. NEW BUSINESS

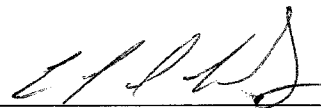
Eric Toureilles mentioned again that any policies that are followed by any committees need to be submitted on the correct forms. Theses policy changes need to be filed by the first of the year.

X. ADJOURNMENT

Eric Toureilles motioned to adjourn the meeting. Brent Burris seconded and all voted in favor. Eric called the meeting adjourned at 9:51 pm.



Submitted by: Arthur McDanel
DVCA Secretary



Accepted by: Eric Toureilles
DVCA President