

Deerfield Village Community Association

MINUTES OF ANNUAL MEETING OF THE MEMBERS

March 20, 2018

The Annual Meeting of the Members 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 7:09 PM.

Trustees in attendance were Eric Toureilles (President), Bruce Bott (Secretary), Brent Burris (Treasurer), Louis Carpenter, Dave Flick and Geri Hudson. Former Trustees Mark Klodzinski (Vice President) and Doug Landry submitted their resignations prior to the meeting.

I. CALL TO ORDER

President Eric Toureilles called the meeting to order and led the introductions of the current Board Trustees. Eric expressed his thanks to Mark Klodzinski and Doug Landry for their time as Trustees and service to the community. Eric also asked that Members in attendance listen to all the reports, and ask questions during Resident inquires, and that ample time will be given to address questions from reports or unrelated issues.

II. ANNUAL CONDITION OF THE ASSOCIATION

A. President's State of the Association:

- Eric expressed his thanks to all of the volunteers that serve the Deerfield community, noting that their efforts and support are vital to making the subdivision a great place to live.
- Additional comments on 2017 highlights and 2018 plans can be found in Eric's report. See Attachment I.

B. Treasurer's Report:

- None, deferred to the Finance Committee report.

C. Manager's Report:

Along with performing the normal duties, Tina noted the following:

- A hardcopy newsletter was developed and is now mailed to all Deerfield residents
- The new key card system was set-up and access maintenance is on-going
- The process to issue pool tags will begin on April 2nd
- An updated Deerfield directory is in the works and will be issued later this year.

D. Troop 120 Report

Troop 120 Scoutmaster Charlie Bozeman and Senior Patrol Leaders Patrick Faucette (Summer/Fall 2017) and Haden Strowmatt (Spring/Summer 2018) presented the annual Troop 120 report to the Deerfield Board. See Attachment II.

III. STANDING COMMITTEE REPORTS

A. Landscape Committee

Eric read the report provided by members of the Landscape Committee. See Attachment III.

B. Swim Pool Committee

Eric read the report provided by the chairman of the Swim Pool Committee. See Attachment IV.

C. Financial Services Committee

Bill Lessels delivered the Financial Services Committee report to the Board. See Attachment V.

D. Community Services Committee

No report to the Board was available from Community Services. Bruce Bott (Trustee rep) noted the following items:

- Installation of the sound absorption canopies in the Clubhouse
- Renewal of the mosquito contract
- In 2018 the Committee will look into routine pest control treatment for the Rec Center, replacing worn furniture in the Clubhouse and Annex and replacement of the lights in the breezeway.

E. Security Committee

Glenn Sommers delivered the Security Committee report to the Board. See Attachment VI.

F. Deeds Committee

Glenn Sommers was asked to present the Deeds report to the Board. See Attachment VII.

G. Recreation Committee

No report to the Board was available from the Recreation Committee. Rebecca Bivens (Committee member) noted the following items:

- The annual Deerfield Garage Sale will be held this Saturday, March 24th
- The Committee is evaluating ways to better communicate the schedule of events to the residents

Eric thanked the Committee for their efforts and the multiple events held in 2017 and the community spirit they foster. He noted that people he has talked to from other subdivisions have no such programs or events.

H. Tennis Committee

Mark Tinne presented the Tennis Committee report to the Board. See Attachment VIII.

IV. ELECTION COMMITTEE REPORT

The committee Chair, Bruce Bott, thanked the committee members Dave Flick, Alan Vera, Tina Mion and the process advisor Glenn Sommers for their work in conducting the 2018 DVCA election. He provided a summary of the election process and timeline, and reported the following results:

Chris Saldana	79
David Olivo	68
Doug Landry	41
Eric Toureilles	111
Mark Klodzinski	56
Write-in (Jetta Eller)	1

The results of the election are that Chris Saldana, David Olivo and Eric Toureilles are elected to the DVCA Board for three-year terms.

A formal report from the Election Committee was submitted to the Board. See Attachment IX.


V. RESIDENT INQUIRIES

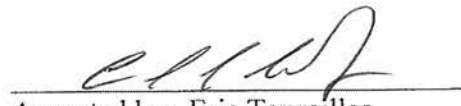
1. A resident asked about the number of home break-ins that occurred in the subdivision in 2017. Glenn Sommers responded that he didn't have the exact number but described it as, "only a few."
2. In response to a question it was confirmed that Deerfield no longer has a yard-of-the-month program.
3. In response to a statement expressing concern about a perceived "relaxation" of deeds enforcement, Tina confirmed that she is sending approximately 100 letters per month advising residents of violations. Eric also noted that correction of the issues isn't always in a timely manner, and further follow-up is done as appropriate.
4. A resident advised that greenbelt lights are on "all of the time." The Board will investigate this matter.
5. A request was made for more information on the planned construction on Windsong Trail to upgrade the road to concrete with curb and gutter and covered drainage between Clay Road and Keith Harrow. Eric Worthington (Deerfield resident and employee in the Harris County Engineering Department) was in attendance and addressed the questions. DVCA will make a request for an estimate to including a sidewalk in the project and explore the potential for the county to grant an easement on the west side of the roadway to facilitate a perimeter fence owned by the association.

6. In response to a question, DVCA will be looking into upgrading the lighting in common areas and the Patio Homes to LED fixtures.
7. A resident addressed the meeting and read a statement categorizing information that can be found in a web search on one of the Trustee candidates names as "lies." The resident also questioned why a resident was allowed to stand outside of the office door and tell voters who to vote for. Eric responded that when informed of the situation he immediately went to the Rec Center but could not find anyone advising potential voters outside of the office. Eric also noted that the Election Committee will be recommending in their final report to the Board that a "distance limit" be imposed in future elections similar to that in force in county/state/federal elections. The resident also questioned the need for signing the address across the seal of the ballot envelope. Bruce responded that this process mimics the process used by the State in mail-in ballots. The use of a "carrier envelope" signed across the seal helps thwart tampering with the envelope and enclosed ballot. It is an additional step to help provide for a secret ballot and a secure election.
8. A resident questioned why the Election Committee members with such extensive election experience made changes to some processes (sealed envelopes, etc.) but missed the need for a distance marker. Glenn Sommers responded that in the 40+ years of DVCA elections, he has not heard of or witnessed (in his 30+ years living here) that there had ever been a complaint like this or a need for a distance marker. He further commented that residents expressing their support for some candidates over others is free speech and a normal part of campaigning and politics.

VI. ADJORNMENT

Eric called the meeting adjourned at 9:12 PM.


Submitted by: Bruce Bott
DVCA Secretary


Accepted by: Eric Toureilles
DVCA President

ATTACHMENT 1

Call this meeting to order

- I would like to welcome everyone to the 2018 Annual Meeting of the Members.
- First, I would like to introduce our Trustees.
- Unfortunately, we are two Trustees short tonight, as they resigned after the election, but I would like to thank Mark Klodzinski and Doug Landry for their service on the Board.
- The purpose of this meeting is give members of the Board and Committees an opportunity to give you an update/report on 2017 and 2018. Shortly following this meeting is the Annual Board Meeting, where any new Trustees will be seated, and we will select Officers and execute training. You are welcome to stay for that meeting too, but it is primarily training for the new and a refresher for the existing. We will however have our March Board meeting on Monday, March 26th, and you can see the posted agenda on the Bulletin Board or online.
- With that in mind, please give every of our volunteers your attention, as they go through their reports. There will be a time on the agenda for resident questions/inquires or if you want to thank a particular member for their service.

President's report

1. First, I want to thank all the volunteers that give their time and countless hours to DV(stand) – We would not have such a great community without you!!
2. The overall operations of the Association, including financials are doing very well. We did need to increase the Annual Dues this year to cover overall rising costs and the move to 24/7 security with SEAL Security. **Overall collections seem to be in line with LY.**
3. We hired a part time Asst. Office Manager to help with Deeds and other office tasks needed in the office, please welcome Deborah Plattsmier.
4. We continue to sponsor Boy Scout Troop 120 and our Deerfield Dolphins swim team. You will hear from our Troop shortly, my personal appreciation to the volunteers of these organizations.
5. The Association has implement an electronic key system around the facility. Families now have access to bathrooms during open hours, and we have eliminated the \$25 deposit for keys, as an electronic key can be deactivated, vs rekeying every lock associated with that key and needing to provide every key holder a new key. This is in line with Subdivisions constructed in the last 3 years.
6. This year we will focus our attention on updating policies and guidelines, as laws governing HOA's continue to evolve, and our need to give clearer direction to our Committees.
7. We continue to invest on improving around the Rec Center, painting benches, picnic tables, sidewalk repair and parking lot stripping.
8. In 2018 we will continue sending the printed newsletter by mail, it has been well received.
9. The implementation of an electronic directory and paper directory in 2017 was not successful, due to low participation. I am upbeat about this in 2018, before summer.
10. In January, we created a perimeter fence committee (Led Geri), to look at possible options.
11. A continuing issue for the Association is a need for volunteers, need more involvement.
12. We invested time with Deeds by doing a training and team building session, with attorney.
13. In 2019 the County will begin construction on improving Windsong Trail Rd, but replacing the asphalt with concrete and adding underground storm drains, as you see on Clay rd.
14. In 2017, we saw the effects of Hurricane Harvey in south Texas, Houston and around our community. Because of the elevation of Deerfield and the large drainage ditch through our community, we remained safe, while others lost everything. But Deerfield did something that no other HOA did, we gave our first responders a place to sleep, eat and plan their rescue operations. Thanks to all the generous members in our community, we gave them warm meals and a place to take a shower. We gave them support, as they were supporting the flooded. Some residents gave their boats, time and whatever was needed. I could not be prouder to be a Deerfield resident and I hope you are too. I don't know what is ahead for Deerfield hurricane season 2018, but I'm sure it is only up from here, and we can count on our neighbors.



BSA Troop 120 Deerfield Charter Annual Review March 2018

Troop 120 Statistics

- ☐ 32 Scouts / 29 Adults currently registered with Troop (Jan 2018).
- ☐ Troop 120 earned a Gold Unit rating (highest level within the Journey to Excellence) with the Boy Scouts of America, Sam Houston Area Council.
- ☐ 113 Eagle Scouts over the 28+ year history of Troop 120.
- ☐ 3 new Eagle Scouts in the past year joining the new Eagles in Copperhead District and having their names registered with the National Council and placed onto the permanent wall at the Cockrell Center.
- ☐ ¹⁴ Rank advancements and 86 Merit Badges earned since our last report.
- ☐ Troop 120 continues to be one of the more active troops in our district. In 2017-2018, our outdoor program consists of:
 - Youth leadership training and annual program planning
 - 9 weekend campouts, activities included:
 - Shotgun /.22 rifle shooting
 - Wilderness Survival
 - Pioneering / cooking
 - Orienteering and Trail Hiking
 - River Canoeing / Kayaking
 - River Tubing
 - Conservation Projects
 - Backpacking / Hiking
 - Archery / Tomahawk
 - Webelos Invitational weekend

- Summer merit badge camp (18 Scouts, 4 Adults) at Bear Creek Scout Camp, Kerrville (Hunt) Texas (\$500)
- High Adventure consisted of 30 miles of backpacking and Hiking the highest peaks, 40 miles of on and off road biking, and 15 miles of Kayaking in the Rio Grande (8 Scouts, 3 Adults) over eight days hroughout the Park at Big Bend National Park.
- Since Sept of 2011, Adult membership has provided 54,500 miles of transportation to Troop 120 to assist with their logistical requirements.

Troop 120 Projects Affecting Deerfield Village and the Surrounding Area.

➤ More than ~1000 Service Hours Donated to the Community

- ☐ Participated in the Hurricane Harvey relief effort by assisting 5 flood damaged homes with damaged drywall removal, moving occupants damaged and undamaged things to different locations, and repaired downed fences from tornado damages. Also collected drinking water and and donated to needy families without utilities.
- ☐ Participated in the BSA Super Bowl of Caring and collected more than 680 pounds of food for local food bank.
- ☐ Sponsor of Garage Sale in 2017, placed and picked up signs (over multiple years). This will be done again this year for the 2018 Garage Sale.

Troop 120 Fundraiser (mulch, fertilizer, topsoil)

- ☐ Appreciation for use of DVCA parking lot

- ☐ Helps beautify neighborhood and promotes Scouting involvement
- ☐ Total sales this year of more than \$21,200.00. This is an increase of approx. 3% over last year.
- ☐ Helps Scouts afford great summer adventures in 2018
 - Summer Camp at Quivera Scout Ranch, Sedan, Kansas (\$600)
 - High Adventure, Approx 80 miles of Canoeing in Bissett, Manitoba Canada. (\$1600).

Other Troop 120 Scouting Outreach

- ☐ Troop 120 website (www.bsatroop120.com) has been very successful as a resource to all existing and potential new Scouts of the Troop
- ☐ Scouting Article in Deerfield Village monthly newsletter
 - Promotes Scouting in Deerfield
 - Great way for community to keep up with Troop 120 activities and advancement.

☐ Finally, Our Thanks

- To our Chartering Organization, Deerfield Village Community Association
 - For ongoing support through the use of the facility for Scout meetings and Merit Badge instruction
 - Enabling Troop 120 to bring a Quality Scouting Experience to so many Scouts in our community.

2017 Troop Campouts

Sept 2017- Cancelled for Hurricane Relief

Oct 2017 Uncle Earls-Hallettsville TX, Shotgun/Rifle shooting and fishing

Nov 2017 Participated in the World of Webelos- Camp Brosig, Sealy TX, Our mission was to deliver a better understanding of the scouting program to younger scouts looking to continue in the program at the next level.

Troop 120 sponsored an event called Aware and Care. This was discussion and physical interaction with the young scouts regarding those with disabilities and understanding how to better recognize and assist those with disabilities.

Dec 2017 Mantle Property- Navasota TX, worked on rank advancement.

Jan 2018 Platt Property-Grapeland TX, Wilderness Survival Campout. Teaching scouts to better understand how to take care of themselves in a survival situation. Shelter building, Orienteering and compass, food preparation.

Feb 2018- Gammerdingers Property-Giddings TX, Conservation project work and our Bi-Annual pig roast!

March 2018- Colorado river canoe trip, Columbus TX, Canoeed 21 miles in the river and camped overnight on the haunted river island!

April 2018- Camporee-Camp Brosig, Sealy TX, District competition event for our scouts to measure their abilities against other troops in various competitions.

May 2018- Conservation Campout-San Marcus TX, Working in the San Marcus River with other scouts to clean up the area and remove debris. The float trip is pretty fun too!

ATTACHMENT III

Landscape Committee

2017 Accomplishments

- New Playground for Rec. Center
- Picnic Tables and benches around Rec. Center
- Repaired and painted wrought iron fencing at 2 Barker Cypress entrances
- Repaired and painted fence around Rec. Center A/C
- Replaced tops of columns along Deerfield Village Dr
- Added additional trash cans around Deerfield Village
- Refurbished benches and trash cans throughout DFV (thanks to Men's Group)
- Completed spring/summer and fall/winter plantings of local color
- Completed tree plantings/trimming
- Removed palm tree from the pool area
- Continued maintenance of irrigation system and scheduled waterings
- Re-negotiated landscape contract

2018 Goals

- Sidewalk repair has been completed
- Additional mulch has been added to north playground (with help of Men's Group)
- Work to attract more homeowners to get involved in the Comm. by planning fun activities
- Planting for spring and fall
- Adding mulch around trees at the Rec. Center
- Tree trimming was completed in January and another one is scheduled in the fall/winter
- Rehabilitate the main entrance to Deerfield Village
- Refurbish the deck in front of the Clubhouse

Under consideration: LC needs to decide what to present to community

- Community Vegetable garden
- Christmas lighting – involve homeowners who have outstanding Christmas decorations to participate
- Plant more wild flowers
- Invite special guests to speak on landscape topics

ATTACHMENT IV

Swim Pool Committee

1. The Deerfield Swim Pool Committee (SPC) has a purpose of assisting the HOA Board by submitting pool service contracts and bids, monitoring services, recommending pool hours, pool rules, and dates of opening and closing. The SPC also enforces established pool rules all while coordinating related pool activities which includes the Deerfield swim team, special events, etc.

2. Projects accomplished in 2017:

- Installation of two large pool umbrellas with off-season covers
- Installation of a new water fountain
- Various electrical repairs for safety
- Slip resistant surface added to the pool restroom floors
- Purchase of four new picnic tables for under the pool pavilion
- Established a new 2 year pool contract with AB Pools
- Major pool maintenance which included the removal and new installation of all the pool plaster, tile, coping, drain covers, and bell anchors for lane ropes

3. Projects for 2018:

- Completion of various pool house repairs
- Purchase 10 new pool furniture loungers
- More to come

Glen Brosch

DVCA Finance Committee

3/20/18 Deerfield Annual Meeting Report

1. **Duties:** We regularly review the financial status of the Deerfield HOA. This includes reviewing the ongoing collection of assessments and other revenues, payments for operating expenses, and investments in capital assets. We develop budgets every year to guide our financial activities.
2. **Projects completed last year** include: (a) renewal of our electricity contract; (b) evaluated the adequacy of the patio home street maintenance reserve; (c) overhauled and simplified the budget process.
3. **2018 Objectives** include (a) review of DVCA assets for accurate valuations and adequacy of replacement reserve funds; (b) working with our committees to improve the match between the budgets and the timing of actual expenses.

ATTACHMENT VI

Security Committee Highlights – 2018 DVCA Annual Meeting

In general: another quiet year from a Security standpoint

- SEAL is doing very well and our residents are very favorable of SEAL
 - About 840 calls in last year, average of 70/month, range of 56-93
 - SEAL reports document that SEAL does a lot of different things for our residents, not just security
- DVCA continues to be a safe haven according to CrimeReports.com
- Our residents continue to be vigilant in reporting suspicious activity (about 25% of the calls made to SEAL)
- There were / are a very low number of significant issues
- The most common issues are:
 - Unlocked vehicles in driveway or on street
 - Garage doors left open
 - False house alarms
- CrimeReports.com continues to show that Credit Card and Identity Theft are an issue for our residents

SEAL Status and Update

- Expanded coverage from a “virtual 24x7” to an actual 24x7 in Fall
 - Due to social media publicizing when SEAL was not in DVCA
 - Board had already provided the budget to do this when needed
- Committee has saved DVCA almost \$250,000 over 4 years
 - Due to coverage plan and negotiating no price increases until now
- Renewed agreement for a three year with minimal increase in cost
 - Saving DVCA at least \$42,000
- SEAL continues to be very committed and responsive to DVCA
 - We have an excellent relationship with the company and our officers
 - Our officers have a great relationship with many of our residents

Committee Highlights

- Security Committee is a reasonable size and has been stable
 - Attendance of members is over 83%
 - Attendance of new Trustee Representative is 100%. Thanks!!
 - And we would welcome any resident who wants to join!
- Handled Video Surveillance System issues in house – without the vendor

2018 Plans

- Continue to keep DVCA a safe and quiet neighborhood
- Update some policies around our security information
- Welcome any new members with open arms

ATTACHMENT VII

Deeds Committee Highlights – 2018 DVCA Annual Meeting of the Members

In general, our neighborhood and the homes in Deerfield Village look very good

- Especially considering that we are getting close to 50 years old
- We are aging well
- But there are issues that Deeds needs to enforce to keep it that way
- The issues that keep coming up are:
 - Residents not submitting Architectural Approval Requests
 - Residents not maintaining their yards in a timely fashion
 - Trash related issues
 - Trash bags on the street for days (from the Lawn Service)
 - Trash cans and recycling containers left on the street after pick-up

From a committee perspective - last year was an interesting one for Deeds

- We started with a full committee and ended with a full committee but had some issues during the year
- Our meetings were not always as professional and orderly as they could be
- We handled most Architectural Approval Requests in committee, but referred unusual and more complex ones to the board

Highlights for the year are:

- Improved communications and interaction with the Board (especially referring issues)
- Establishing a subcommittee to evaluate the Protective Covenants of all the sections, to document more clearly what the DVCA restrictions and guidelines are. This will be communicated and put on the web in an organized fashion.
 - To make it easier for everyone to know what the requirements are
 - To provide greater consistency in enforcement of them
- A Deeds Training session with the Board and the DVCA Attorney
 - To provide better understanding and consistency
 - To provide guidelines for better meetings

Goals for 2018

- Continue improving the Deeds Committee meetings by use of a Parliamentary
- Complete the subcommittee efforts and document easier to use guidelines on the Web
- For Deeds to become more resident friendly and responsive
 - Streamline existing processes for greater speed and efficiency
 - Re-initiate "Thank-You" letters to the residents

Thank you!

ATTACHMENT VIII

DVCA Annual Meeting of the Members-March 20th 2018

1. Purpose or Duties of Tennis Committee

- To maintain the Deerfield Village Tennis Courts to the highest standards we can within the budgets we are given.
- The Tennis Committee consistently complies with all the requirements of the DVCA Board regarding Budgets and Approvals for repairs and other expenditures.

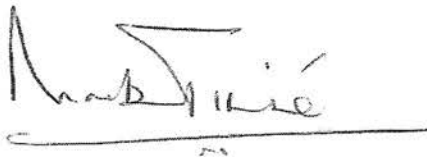
2. Projects or Goals accomplished in 2017

- In 2017 as a result of wear, tear and Harvey wind damage we replaced 10 windscreens in accordance with estimate from CL Sports.
- One new tennis net was replaced last year and many windscreens were put up again after strong winds.

3. Projects or Goals to be completed in 2018.

- To repaint **either** courts 1 and 2 **or** courts 3 and 4. A vote will be taken on this in the next month or 2. We have estimate from CL Sports for this work which would be done at the end of May.
- To repaint the posts around the west, south and east sides of courts 1 and 2 and install a new rail along the top. We have estimate from CL Sports for this work.
- The Tennis Committee has discussed the subject of rebuilding Courts 3 and 4 similar to what was done to courts

1 and 2 in 1997. This would involve a new post tensioned concrete surface after which the courts would be at same level as courts 1 and 2. This is a very extensive and expensive project which cost over \$40,000 in 1997. This will be subject of ongoing discussion and the necessity of undertaking this project will need to be reviewed for different reasons.

A handwritten signature in black ink, appearing to read 'Mark Tinne', written over a horizontal line.

Mark Tinne

Chairman, Tennis Committee

March 20th 2018

ATTACHMENT IX
Deerfield Village Community Association

**ELECTION COMMITTEE REPORT TO THE
ANNUAL MEETING OF THE MEMBERS
March 19, 2017**

The 2018 Election Committee of the Deerfield Village Community Association, in accordance to applicable state laws and DVCA By-Laws and policies, conducted the 2018 DVCA election to fill the expiring terms of three Board Trustees.

The call for Trustee applications was published in the December and January newsletters and closed on Wednesday, January 10th.

Applications received by the January 10th deadline were posted at the DVCA Office. They were published in the February Newsletter and posted on the Web-site at www.deerfieldvillage.net; along with notice of the dates and times for voting and a description of the voting process.

Voting was held in the Deerfield Village office; Tuesday through Friday, February 27th through March 2nd, between 9:30 AM and 1:30 PM and on Saturday March 3rd, between 10:00 AM and 2:00 PM.

Examination and certification of the envelopes and ballots and counting of the votes was conducted in the Deerfield Village Clubhouse at 1:00 PM on Sunday, March 4th.

The results of the certification and vote count were as follows:

After verifying and breaking the seal, and removing the lock, 132 envelopes were removed from the ballot box. 127 regular envelopes and 5 marked as "provisional".

The addresses on all regular envelopes were matched with the list recorded as envelopes and ballots were issued in the office during the vote. 2 were rejected as they had no written address.

The regular envelopes were examined for an address written across the seal. 5 envelopes were rejected as the writing did not cross the seal.

The 5 provisional envelopes were examined for address written across the seal, and the appropriate documentation to validate as a Deerfield owner. 1 was rejected as the submitted documentation did not match the records used to verify ownership in the subdivision.

Of the 132 total envelopes in the ballot box, 8 were rejected. All of the rejected envelopes remained unopened and were placed in a separate large envelope. The 124 remaining envelopes were then opened, ballots removed and the votes counted.

The vote count had the following results:

Chris Saldana	79
David Olivo	68
Doug Landry	41
Eric Toureilles	111
Mark Klodzinski	56
Write-in (Jetta Eller)	1
Under votes*	16
Total	372

The total number of votes reconciled with 3 votes per ballot ($3 \times 124 = 372$)

* - Votes "missing" - less than 3 votes on a ballot

All of the voting materials (envelopes, ballots, proxies, provisional documentation, etc.) have been retained and are stored in the DVCA office.

Thanks to the Committee members (Alan Vera, Dave Flick and Tina Mion) and our observer (Glenn Somers) for their efforts in conducting the election.

Special thanks to Alan Vera for securing the use of the ballot box, lock and seals from the Harris County Clerk for our use. A letter will be sent to the Clerk thanking them for supporting our election process.

For the Committee,



Submitted by: Bruce Bott
2018 DVCA Election Committee chairman