

Deerfield Village Community Association

MINUTES OF REGULAR BOARD MEETING

June 25, 2018

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 7:07 PM.

Trustees in attendance were Eric Toureilles (President), Brent Burris (Vice President), Bruce Bott (Secretary), Louis Carpenter, Dave Flick and Geri Hudson. Chris Saldana (Treasurer) and David Olivo did not attend and did not provide proxies.

I. DETERMINATION OF A QUORUM (6 required)

Eric Toureilles determined there was a quorum.

II. APPROVAL OF MINUTES

After a review, Brent motioned to approve the May 29th Board Meeting minutes as submitted. The motion was seconded by Dave and passed unanimously.

III. RESIDENTIAL INQUIRIES

- A. A resident reported difficulties with the stairs going up to the Annex, noting that they are steep and narrow. Eric stated that the Men's Group is looking at possible solutions to reconfigure the stairs for easier access. The Board will also look at solutions as this is considered a safety concern.

IV. PRESIDENT'S REPORT

Eric reported the following:

- A. The usual summer uptick in security issues has occurred with an increase in the number of vehicle break-ins. The newsletter and marquee sign will be used to remind residents to lock their vehicles.
- B. The pickleball info/demo event was well attended.
- C. A Special Board Meeting will be held on July 9th to review applications that have been received for the vacant Trustee position.

V. TREASURER'S REPORT

None.

VI. MANAGER'S REPORT

Tina reported the office staff is working to revamp the Deeds Committee report on violations of the protective covenants. She also expressed her thanks to Board Trustees and Committee Chairs for their timely submittal of articles for the newsletter.

VII. STANDING COMMITTEES

A. Deeds Committee

The Chair reported that the Committee is functioning well and making progress on organizing and enforcing the protective covenants. Two residents attending the last meeting expressed thanks to the Committee for their efforts.

The Architectural Approval form is being updated with the goal to have version available on-line that will generate a project specific (roof, fence, etc.) request based on input from the resident.

The Committee is also spending significant effort on how to address repeat trash offenders (cans and refuse on curb for multiple days) and will resume monitoring the perimeter fence.

Widcombe house: The 30-day deadline has passed with no response or activity to address the issues cited by the Harris County Health Department. HCHD was at the house on June 25th and gathered additional documentation on the conditions. They will proceed with the process to file charges against the owner.

B. Landscape Committee

No Committee representative attended. Agenda proposal was not discussed or approved, due to no representative available to answer Board questions.

C. Security Committee

The Committee Representative reported a home burglary and several vehicle break-ins during the month. All of the vehicles were unlocked. Two residents have responded with positive comments regarding their recent contact with SEAL.

The Committee policy regarding VSS system reporting was reviewed (see Attachment I). Bruce motioned to approve the policy as submitted. Dave seconded, and the motion passed unanimously.

The Committee policy regarding SEAL Report distribution was reviewed (see Attachment II). Eric motioned to approve the policy as submitted. Geri seconded, and the motion passed unanimously

D. Recreation Committee

The Chair and a Committee Member reported on extensive plans for the July 4th family pool party.

A proposal for a volunteer recognition event was submitted to the Board for review. Eric motioned to approve an expense budget for the event not to exceed \$1,800 with the details to be worked by the Committee. Geri seconded, and the motion passed unanimously. The Office Manager will take on this effort, so our volunteers do not have to work on their own recognition event.

E. Swim Pool Committee

The Chair reported that the Swim Team season is now over and was very successful. Additionally, the county inspection was done in early June and the pool and facilities passed.

A Committee Member outlined a proposal for a new music system for pool. This would involve a Wi-Fi device and several speakers linked to a music subscription service. The system cost would be approximately \$500. The Board voiced it's support for the system.

F. Tennis Committee

The proposal for resurfacing courts 1&2 for a cost of \$6,980 was deferred. The Committee was asked to investigate the cost of rebuilding courts 3&4 so that they would be at the same standard of construction as 1&2.

G. Financial Services Committee

Collections stand at 96.9%, slightly above the same time last year. The budget and monthly expenditures continue to be in good shape.

Discussion was held on the Committee's request to use a 2-year term rather than a 3-year term to begin attorney pursuit of filed liens for non-payment of annual assessments. Bruce motioned that a 2-year term should be used. Eric seconded, and the motion passed unanimously.

H. Community Services Committee

Per Committee meeting notes. It was noted that the Committee now has another new member.

VIII. OLD BUSINESS

- A. Eric reported the pickleball survey had 14 responses. 12 were in favor of providing a pickleball court. Two were unfavorable, but only one could be verified as a Deerfield resident. Approximately 50 people attended the June 24th info/demo session, and all enjoyed the event. Eric expressed his thanks to the Tennis Committee members who attended.

The vision is that one of the tennis courts would be permanently striped with the lines for two pickleball courts. Deerfield would provide the portable nets. Individual players would provide their own paddles and balls.

The Tennis Committee now needs to decide on and propose a path forward.

IX. NEW BUSINESS

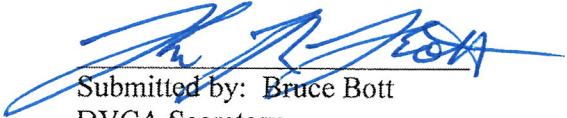
- A. The draft agreement with Archer Transport to provide vehicle towing services to DVCA was reviewed and discussed. Eric will modify the draft based on the input from the Board and issue it to the Trustees for review/vote.
- B. A proposal was reviewed for a Baseball Camp to be run by a resident and held on the north athletic field. The Board cannot support this proposal due to issues with the proposed fee, liability, use of DVCA assets by non-residents, etc.

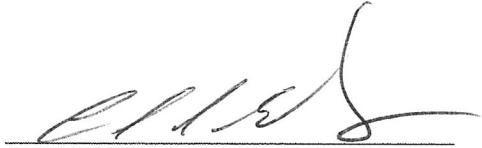
X. EXECUTIVE SESSION

No Executive Session was held.

XI. ADJORNMENT

Eric motioned to adjourn the meeting. Bruce seconded, and the motion passed unanimously. Eric called the meeting adjourned at 10:08 PM.


Submitted by: Bruce Bott
DVCA Secretary


Accepted by: Eric Toureilles
DVCA President

Attachment I

Video Surveillance System (VSS) video log guidelines for confidentiality and distribution

- The physical VSS system should only be accessed or maintained by people that have been approved by the Security Committee to work on it (the VSS Support Team). Exceptions for the Office Manager, SEAL or Law Enforcement can be made as appropriate,
- All DVCA video recordings and logs belong to and are managed by DVCA
- DVCA video recordings and logs are generally to be used to protect DVCA and liabilities associated with DVCA
- Any use of the DVCA video recordings and logs for non-DVCA related business or issues must be approved prior to the VSS being accessed.
 - Guidelines for this approval are:
 - Access to the VSS system, recordings or logs needs to be approved by either the Security Committee Chairman or the President of DVCA
 - Access for use by the Board and/or Security Committee for official DVCA incidents should be approved
 - Access for use by anyone not on the Security Committee or the Board President requires approval
 - Access for anything other than official DVCA business or incidents requires approval
 - Providing any digital copies, pictures or other documentation requires approval and must be documented in the VSS Information Release Log kept in the DVCA office
 - Any request to provide information to a member/resident requires approval and must be documented in the VSS Information Release Log kept in the DVCA office
 - A VSS Information Release Log will be maintained and kept by the DVCA office. It will document any and all requests for VSS information and will include at a minimum: who requested and what was requested, the response to the request and a detailed description of any information that was released or provided to the requestor.

Motion to approve – Marie, Second – Ben, vote unanimous

Attachment II

SEAL Report guidelines for confidentiality and distribution

Original SEAL Reports

- All reports from SEAL are considered "DVCA Confidential" and available only to the voting members of the Security Committee, the Trustees of the DVCA Board, the DVCA Office Manager and any others that have been pre-approved (by the SC or the Board) to receive them. This group will be known as the "SEAL Report Approved List" or SRAL.
- The general distribution of reports from SEAL will be managed by the Security Committee Chairman or the President of DVCA or their pre-approved designate.
- The members of the SRAL shall not distribute any original SEAL reports (by forwarding, using "cut and paste", printing or any other means) except to another member of the SRAL.
- Distribution of an original SEAL report should only be done by the Chairman of the Security Committee or the President of the Board, unless an "emergency situation" occurs.
 - All "emergency situations" will be later audited as to
 - The validity of the emergency, and
 - whether the Reports should have been distributed

Information in SEAL Reports

- The information contained in the reports from SEAL are also to be considered "DVCA Confidential" and not to be disseminated outside of the SRAL without prior approval of the Security Committee Chairman or the President of DVCA.
 - Guidelines are:
 - Reports and summaries to the Board and Security Committee are approved
 - The summary statistics report in the newsletter is approved
 - Reports and summaries outside of the SRAL require approval
 - Providing any pictures or other documentation outside of the SRAL requires approval and must be documented in the SEAL Reports Information Release Log kept in the DVCA office
 - Providing information to a member/resident requires approval and must be documented in the SEAL Reports Information Release Log kept in the DVCA office
 - A SEAL Reports Information Release Log will be maintained and kept by the DVCA office. It will document any and all requests for SEAL information and will include at a minimum: who requested and what was requested, the response to the request and a detailed description of any information that was released or provided to the requestor.

Code of Conduct Updates for SRAL members with regard to SEAL Reports

- Members of the SRAL will agree to follow the "SEAL Report guidelines for confidentiality and distribution" or they will not receive any SEAL Reports
- Any violation of the "SEAL Report guidelines for confidentiality and distribution" will be cause one or more of the following to occur (depending on the number of occurrences and severity of violation):
 - A discussion and warning (typical for a first minor violation)
 - Having Reports withheld for a period of time (from temporary to permanent)
 - Being removed from the Security Committee, the Board or employment by DVCA

Motion to approve – Philip, Second – Ben, vote unanimous