

Deerfield Village Community Association

MINUTES OF REGULAR BOARD MEETING

July 23, 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 7:08 PM.

Trustees in attendance were Eric Toureilles (President), Brent Burris (Vice President), Bruce Bott (Secretary), Louis Carpenter, Dave Flick, Geri Hudson and John Murphy. 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. Trustees introduced themselves to the crowd.

II. APPROVAL OF MINUTES

After a review, Brent motioned to approve the June 25th Board Meeting minutes as submitted. The motion was seconded by Louis and passed unanimously.

After a review, Louis motioned to approve the July 9th Special Board Meeting minutes as submitted. The motion was seconded by Dave and passed unanimously.

III. RESIDENTIAL INQUIRIES

- A. A resident submitted a request for a sidewalk to be added from the northwest end of the 18100 block of Longmoor Drive to the greenbelt sidewalk. It was noted that this same request was made in 2016 and the Board was in favor of adding the sidewalk, but no further action was taken. This request will be passed to the Landscape Committee to develop a scope of work and get bids for evaluation and further action in 2019.

IV. PRESIDENT'S REPORT

Eric reported the following:

- A. Welcome to John Murphy as a new Board Trustee.
- B. Mark Klodzinski has resigned as chair of the Landscape Committee. Martha Gonzalez will take his position.
- C. The work to run conduit under the street to the Clay Road entrance sign has been completed. Repairs to the sprinkler system, lighting and landscaping need to be done as soon as possible.
- D. The Annex stair replacement project will complete on July 24th.

V. TREASURER'S REPORT

None.

VI. MANAGER'S REPORT

Tina reported the following:

- A. The pool area landscape drains have been cleaned of debris.
- B. Several residents have reported issues with low tree limbs over roads in the subdivision. Landscape will look into this. County will be called for trimming.
- C. The lock has been changed out on tennis courts 1&2. This may be covered by warranty.
- D. Arrangements are being made for a Volunteer Appreciation dinner to be held in November. Committee chairs will be asked to provide the office with email addresses for all members.

VII. STANDING COMMITTEES

A. Deeds Committee

The owners of 5127 Manorhaven attended to appeal the Committee's decision that they must remove the 8-foot wooden screen they erected in their backyard parallel to the existing fence. They acknowledged that they did not submit an architectural approval form for this project. The owners are trying to address the noise and privacy issue that is the result of the increased traffic on Barker Cypress. Eric advised that the Board will evaluate the information they provided and try to find a fair and equitable resolution.

The Deeds Committee continues to make progress on revamping the architectural approval form. There has been no activity by the exterior fence subcommittee and it appears this group will be dissolved, due to lack of leadership.

The Harris County Health Department did not receive a response from the owner of the Widcomb house by the deadline and they have filed charges. A court hearing is now scheduled for August 15th.

B. Landscape Committee

The Committee proposed to add two new purple martin houses in the tennis court and volleyball court area. The Board supports this action.

The Committee will look into the drainage issue west of the pool house.

Post-meeting: On July 27th the Committee approved and submitted a proposal to the Board from CJ's Yardworks for \$9,682.04 to do the sprinkler system and electrical repair and landscaping at the Clay Road entrance. Eric forwarded the proposal to the Board for discussion and a vote via email. Louis motioned to

approve the proposal. The motion was seconded by Brent and passed with 7 votes in favor.

C. Security Committee

Vehicle break-ins were down significantly in July. All Committee members have signed the SEAL Report Distribution Policy. Parking issues will be the subject for the next newsletter article.

D. Community Services Committee

No report. Eric noted that the \$13,000 expense for the Annex stairs project will be charged to the Community Services budget.

E. Recreation Committee

No report.

F. Swim Pool Committee

No report.

A question was asked about insurance coverage for the potential “swim at your own risk” access to the pool. Eric stated that our insurance was contacted, and an increase between \$1,250 - \$1,500 per year would cover this risk. No decision was made, as other factors need to be considered.

Brent will attend the next Committee meeting to raise the issue of revamping/replacing the pool house. It was noted that there is no “master plan” for the Rec Center/pool/tennis courts/playground area.

G. Tennis Committee

The Committee will address the request for striping one of the tennis courts for two pickle ball courts and nets in their next meeting. The court can still be used for tennis, but there is concern the league will not want to use it. However, it is the best outcome for the residents of Deerfield.

H. Financial Services Committee

Collections stand at 97.2%, the same level as this time last year. The budget and monthly expenditures continue to be in good shape. The reported over-budget position is a timing issue.

The 2019 budget planning packet has been completed and issued to all of the Committee chairs. The individual Committee budgets are due in September.

VIII. OLD BUSINESS

A. Towing Company Agreement

This item will be addressed in the August meeting.

IX. NEW BUSINESS

A. Code of Conduct for Committee Members.

After discussion, Brent motioned to approve the Code of Conduct for Committee Members (see Attachment I) as corrected and amended. The motion was seconded by Eric and passed unanimously.

X. EXECUTIVE SESSION

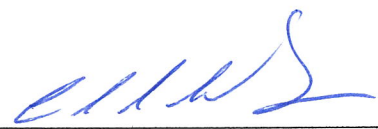
At 10:16 PM Eric made a motion to go into Executive Session to discuss a deeds issue. Brent seconded, and the motion passed unanimously. The session ended at 11:00 PM. Discussions during the session were informational in nature and did not require a vote of the Board. It was decided that Bruce will contact residents on the north end of Manorhaven to gain additional information on the noise/privacy issue from the vehicle traffic on Barker Cypress.

XI. ADJORNMENT

Brent motioned to adjourn the meeting. Eric seconded, and the motion passed unanimously. Eric called the meeting adjourned at 11:00 PM.



Submitted by: Bruce Bott
DVCA Secretary



Accepted by: Eric Toureilles
DVCA President

DVCA Committee Business Code of Conduct ¶

7-23-2018 ¶

¶
This Code of Conduct documents the behaviors expected when attending DVCA Committee or Board Meetings and when working with others on DVCA related business. As a member of a Standing Committee of Deerfield Village Homeowners Association (DVCA), I agree that I will: ¶

- Work to represent the interests of the residents of DVCA ¶
 - Encourage other residents to actively participate on DVCA committees ¶
 - Communicate to other residents about the work of the committees ¶
- Participate in meetings in an authentic and active way ¶
 - Act honestly, truthfully and with integrity in all my dealings ¶
 - Be responsible, transparent and accountable for all my actions ¶
 - Exercise my best judgment when making a decision ¶
 - Vote according to my conviction of what I believe is best for DVCA and its residents ¶
 - Work with a spirit of cooperation ¶
 - Be dependable with my assignments ¶
 - Attempt collaboration or compromise before conflict ¶
- Treat all individuals with a sense of dignity, respect, and worth ¶
 - Exercise consideration and respect in my speech and actions ¶
 - Avoid profane and abusive language and disruptive behavior ¶
 - Refrain from demeaning, discriminatory, or harassing behavior and speech ¶
 - Not pressure anyone to accept my political, cultural, or religious beliefs ¶
 - Not use, possess, or be under the influence of alcohol or illegal drugs during a meeting ¶
- Adhere to the DVCA Social Media Policy (attached) ¶
- Respect all confidential information and maintain the confidentiality of all proprietary or privileged information to which I am exposed to ¶
 - Not share or discuss confidential information with others not on the committee, Board, the Office Manager or actual vendor ¶
 - Not share vendor information with another vendor ¶
- Avoid conflict of interest situations (as described) and refrain from actions that may be perceived as such ¶
 - Reveal and appropriately handle any potential or actual conflicts of interest as they arise ¶
 - Before speaking, explain the conflict and why it may exist ¶
 - Not vote on any matter in which there is a conflict of interest ¶
 - Address ethical concerns by speaking directly with the person with whom I have the concern; and when necessary, report it to the Chairman or Trustee Representative (or another Trustee if necessary) ¶
 - Alert Chairman or Trustee Representative (or another Trustee if necessary) if you are aware of violations of this Code of Conduct, even if they seem minor ¶

¶
I certify that I have read, fully understand and agree to my responsibility to comply with the DVCA Committee Business Code of Conduct and that any violation of this code will be dealt with as described in this document. ¶

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Signed by: _____ Date: _____

→ ¶

Name: _____ → → → →

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DVCA Committee Business Code of Conduct ¶

7-23-2018¶

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Conflicts of Interest¶

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A committee member shall be considered to have a conflict of interest if:¶

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(a) such member has an interest in a transaction which might reasonably impair their independent, unbiased judgment in the discharge of his or her responsibilities to DVCA, or¶

(b) such member is aware that a member of his/her family (such as a spouse, parents, siblings, children, and any other relative), or any organization in which such member (or member of his or her family) is an officer, director, employee, member, partner, or Trustee, or has a controlling interest, or has an existing or potential financial or other interest that is or may be involved in a transaction with DVCA.-----¶

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All members shall avoid conflicts of interest, and disclose to the Committee any conflict of interest at the earliest time possible and before any vote on the matter. No member shall speak on any matter under consideration at a meeting without first disclosing the conflict of interest and no member shall vote on any matter in which there is a conflict of interest. The minutes of such meeting shall reflect that a disclosure was made and that the member abstained from voting. Any member who is uncertain whether a conflict of interest may exist in any matter may request the Committee to resolve the question by majority vote.¶

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Potential consequences of violating the Code of Conduct¶

o→ Unacceptable behavior will not be tolerated.¶

o→ Anyone approached about violating the Code of Conduct is expected to comply immediately¶

o→ DVCA has the right, after careful review, to take any actions deemed appropriate¶

•→ From a simple discussion and warning.¶

•→ To a temporary loss of voting rights or suspension.¶

•→ To being removed from the committee/committees.¶

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Procedure for Responding to Breaches of the Code of Conduct¶

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1. → Should evidence or allegations of a Code of Conduct violation be presented, the Chairman and Trustee representative of the committee will investigate, and if after review, there appears to be a violation, they will meet with the committee member and discuss the matter to understand if there are additional facts or another perspective to consider and then will seek a mutually agreeable resolution. If a violation is found, at minimum a warning will be given and the situation and action will be documented. If the Chairman or Trustee representative is the violator, an alternate leadership team (with a different Trustee or Trustees) will be assigned.¶

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2. → Should the Code of Conduct continue to be violated after the discussion in 1. above, the Chairman and Trustee representative (or alternate leadership team if required) shall bring the situation to the President for additional direction and assistance on how to address it. A decision will be made to either 1) have another discussion with the violator with a sterner warning and penalty or 2) take the matter to the full Board of Trustees in executive session to determine an appropriate action. If the full board determines to take an action, the violator will be offered the chance to meet with the Board to provide an explanation of their conduct. If the Board still decides to take an action, the matter will be placed on the agenda of a duly called Board Meeting, where they will discuss the matter and then vote on a course of action. A member may be removed from the committee by a greater than 2/3rds majority of the Trustees. (as long as there is a quorum present.)---¶