

Deerfield Village Community Association

MINUTES OF ANNUAL MEETING OF THE MEMBERS

April 9, 2019

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 7:01 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. CALL TO ORDER

President Eric Toureilles called the meeting to order and led the introductions of the current Board Trustees.

II. ANNUAL CONDITION OF THE ASSOCIATION

A. President's State of the Association:

1. First, I want to thank all the volunteers that give their devotion and time to make DV better – We would not have such a great community without you!!
2. Second, I want to personally thank Louis Carpenter and Geri Hudson for their time on the Board. They will be missed.
3. The overall operations of the Association, including financials are doing very well, and we are fiscally strong. Collections are in line with last year.
4. In 2018, we completed the following:
 - a. Created multiple new deeds policies and processes to give better direction to our volunteers in Deeds.
 - b. We introduced a Code of Conduct for Committee members.
 - c. A social media policy
 - d. Complete much needed electrical work in the pool area, clubhouse, office and outside receptacles. Most of these for safety and security.
 - e. Introduced new amenity for all ages called "Pickle Ball".
 - f. Executed agreement with Archer Towing to enforce our towing policy.
 - g. Introduces a quarterly social on Saturdays to accommodate the residents that can't come to the Friday morning event.
 - h. Created a 5-person Fence Committee to review possible options.
5. In 2019, we will:
 - a. Continue to charter our Troop 120 Boy Scouts
 - b. Partner with our swim team, the Deerfield Dolphins
 - c. Support our Men's group
 - d. Continue to contract with SEAL for Neighborhood Security
 - e. Update furniture in the Clubhouse
 - f. Provide shared guest Wi-Fi for renters, and organizations needing internet access at the Rec Center
 - g. Publish a 2019 Directory (Completed)

- h. Finalize decision on Open Swim/SAYOR, to provide more access to residents wanting to participate.
- i. Continue the printed newsletter to your mailbox
- j. Provide residents an update and a vote regarding options for a community fence.
- k. Provide residents an update on Windsong Trail road construction, specifically on traffic management. The Mud President and I are requesting a townhall to be held.
- 6. Strategically, we will:
 - a. Continue to focus our attention on updating policies and guidelines, including processes, and provide training to our Committees.
 - b. Review our insurance position, upgrade umbrella policy. (Completed)
 - c. Complete website enhancements to provide a simpler way to find important Deeds information and post online directory.
- 7. The Association continues to need volunteers, and need more involvement from residents in some of its committees.

B. Treasurer's Report:

- 1. None.

C. Manager's Report:

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

- 1. Organized and held the annual volunteer appreciation dinner.
- 2. 50% of the newsletter production and distribution cost is now covered by ads.
- 3. The 2019 Directory cost was covered by ads.
- 4. The effort to return all tennis court key deposits is nearing an end.
- 5. 2019 focus will be on updating the office procedures manual.

III. STANDING COMMITTEE REPORTS

A. Landscape Committee

2018 accomplishments included rebuilding the subdivision entrance on Clay road and two residents joining the committee. 2019 plans include an upgrade to the Danbury playground, addressing sinkholes and subsidence in common areas and repair/replacement of common area sidewalks.

B. Swim Pool Committee

Major effort in 2018 was the re-plaster of the pool and upgrades/repairs to the bathrooms. 2019 plans include neighborhood swim lessons by a local contractor and replacement of some of the pool furniture.

C. Financial Services Committee

Work was completed in 2018 to produce revised budget worksheets and better cash flow projections. In 2019 the Committee will look to add two members and determine the best option for records retention – paper vs. electronic.

D. Community Services Committee

The Committee provided a summary of their duties including upkeep on the Rec Center buildings and contents, managing the mosquito contract and common area

lighting. The Committee has only 4 members and would welcome more. Upgrades to the Rec Center furniture and exterior lighting are planned for 2019.

E. Security Committee

Deerfield saw a relatively low number of security/criminal events in 2018. We continue to get favorable comments on SEAL and saw good response times from HCSO when called. Effort will be focused in 2019 to try and address the most common issue which is burglary of vehicles.

F. Deeds Committee

In spite of being approximately 45 years old, overall the subdivision looks good. The Committee made significant progress in 2018 on updating the architectural application process and form. In addition, there were improvements to the meeting process and distribution of information via the newsletter. New policies were developed for fences and outbuildings and a deeds quick reference was added to the Deerfield website.

G. Recreation Committee

21 major neighborhood events were held in 2018. 2019 events will include a chili cookoff and a dog show. Great support was provided to the neighborhood by the Men's Group who worked on issues involving trash, drainage, and other subdivision maintenance. They also assisted some individual homeowners with maintenance issues. The YES subcommittee is developing some events focused on teens and working with local vendors to sponsor a snow slide at the winter snow party.

H. Tennis Committee

The Committee continues to maintain the courts at a high level and receive complements from both residents and visitors on their condition. A major project is now underway and nearing completion to replace the lighting poles on courts 3&4. Goals for 2019 include resurfacing courts 3&4 and gathering quotations to replace the courts 1&2 lighting with LEDs.

IV. ELECTION COMMITTEE REPORT

The committee Chair, Bruce Bott, thanked the committee members Alan Vera, and John Murphy, the Administrator Tina Mion and the Observer Glenn Sommers for their work in conducting the 2019 DVCA election. He provided a summary of the election process and timeline, and reported the following results:

Terry Gray	56
Bob Shortle	55
Dave Flick	52
Write-in (Scott Bivens)	1

The results of the election are that Terry Gray, Bob Shortle and Dave Flick are elected to the DVCA Board for three-year terms.


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


V. RESIDENT INQUIRIES

1. A resident asked who is responsible for maintaining the sidewalks in front of individual homes noting that some are in very bad shape due to tree roots, subsidence, etc. Eric responded that those sidewalks are the responsibility of individual homeowners. It was also noted that they are not currently monitored by the Deeds Committee.
2. A resident noted that the county was very responsive in addressing a drainage issue and broken curbs in the 18200 and 18300 blocks of Spellbrook.

VI. ADJORNMENT

Eric called the meeting adjourned at 8:17 PM.


Submitted by: Bruce Bott
DVCA Secretary


Accepted by: Eric Toureilles
DVCA President

Deerfield Village Community Association

ELECTION COMMITTEE REPORT TO THE ANNUAL MEETING OF THE MEMBERS

April 9, 2019

The 2019 Election Committee of the Deerfield Village Community Association, in accordance to applicable state laws and DVCA By-Laws and policies, conducted the 2019 DVCA election to fill the expiring terms of three Board Trustees.

The call for Trustee applications was published in the November, December, January and February newsletters and closed on Monday, February 11th.

Applications received by the February 11th deadline were posted at the DVCA Office. They were also published in the March 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, March 26th through March 29th between 9:30 AM and 1:30 PM and on Saturday March 30th between 10:00 AM and 2:00 PM. Voting was also held on Thursday March 28th between 4:30 and 7:30 PM.

Examination and certification of the envelopes and ballots and counting of the votes was conducted in the Deerfield Village Clubhouse at 2:00 PM on Sunday, March 31st.

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

After verifying and breaking the seal, and removing the lock, 65 envelopes were removed from the ballot box. The box contained 63 regular envelopes and 2 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. 1 was rejected as it had no written address.

The regular envelopes were examined for an address written across the seal. 1 envelope was rejected as the writing did not cross the seal.

The 2 provisional envelopes were examined for address written across the seal, and the appropriate documentation to validate as a Deerfield owner. Both were accepted as the submitted documentation was deemed to verify ownership in the subdivision.

Of the 65 total envelopes in the ballot box, 2 were rejected. All of the rejected envelopes remained unopened and were placed in a separate large envelope. The 63 remaining envelopes were then opened, ballots removed and the votes counted.

Of the 63 ballots examined for counting, 1 was rejected for "over voting" (more than three votes cast). This resulted in 62 valid ballots.

The vote count had the following results:

Terry Gray	56
Bob Shortle	55
Dave Flick	52
Write-in (Scott Bivens)	1
Under votes*	22
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Total	186

The total number of votes reconciled with 3 votes per ballot ($3 \times 62 = 186$)

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


After the vote count was completed the results were posted outside of the DVCA office.

All of the voting materials (envelopes, ballots, proxies, provisional documentation, etc.) have been retained and are stored in the DVCA office. They are due to be destroyed after the 2020 DVCA election.

Thanks to the Committee members Alan Vera and John Murphy, the Committee Administrator Tina Mion, and the Committee Observer Glenn Somers for their time and 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.

For the Committee,


Submitted by: Bruce Bott
2019 DVCA Election Committee chairman