

Deerfield Village Community Association

MINUTES OF ANNUAL MEETING OF THE MEMBERS

July 14, 2020

The Annual Meeting of the Members of the Deerfield Village Community Association was held via conference call in order to minimize risks from the on-going Covid-19 pandemic. The dial-in number and access code were provided for all Board Trustees, Committee Members and Residents in the published meeting agenda. President Eric Toureilles called the meeting to order at 7:21 PM after overcoming some technical issues with the conference call system.

Trustees in attendance were Eric Toureilles (President), Brent Burris (Vice President), Bruce Bott (Secretary), Terry Gray (Treasurer), Dave Flick, John Murphy and Kristine Spiller. Bob Shortle resigned from the Board during the June 22nd Board Meeting Executive Session. All Trustees and participants attended via conference call.

I. CALL TO ORDER

President Eric Toureilles called the meeting to order, welcomed all of the participants and led the introductions of the current Board Trustees. He explained the purpose of the meeting, and asked everyone give our members their full attention, place phones on mute, and hold all questions until the end of the reports, under resident inquires.

II. ANNUAL CONDITION OF THE ASSOCIATION

A. President's State of the Association

Eric noted the following items:

1. Thanks to all of the Board Trustees, Committee and Group Members and other volunteers that serve and support the Deerfield community.
2. Thanks, and best wishes to Bruce Bott who tonight ends his six years of service on the Board, the last four as Secretary.
3. Thanks to Bob Shortle for his recent service on the Board.
4. The DVCA is in good financial shape. **Further details will be included in the Treasurer's report.**
5. The Board has taken numerous actions and put in place several new procedures in response to the Covid-19 pandemic and we will continue to monitor and comply with government guidelines. Teleconferences will continue until it is safe to meet in person.
6. We have made great strides on the perimeter fence project, including feedback/vote from the community to confirm this is a project our residents want to see move forward. We had 540 residents that voted and 496 were for the project 92% and 44 residents against 8%. Additionally, we have 92% of the perimeter owners that have provided the Association an easement agreement and we have 9 remaining residents that we still need an agreement. **The Fence Committee chair will share more details in their report.**

7. The DVCA continues to support BSA Troop 120, The Men's Group, the Deerfield Christmas Bazaar and the Deerfield Dolphins.
8. We will continue our contract with Seal Security going forward and have been pleased with their services.
9. The construction now ongoing at Wilson Elementary will include an ornamental fence facing Deerfield. Thanks to Clint Lacewell, Roger Wilson and other residents for bring this matter to the Board's attention, and to CFISD for their willingness to work with us on enhancing the scope of their project
10. We will continue to review our policies and procedures and update them as needed in 2020/2021, as COVID-19 has already forced us to make changes.
11. We have added PayPal for electronic payments on the Deerfield website and tested it with sign-ups for the Garage Sale. We will look to expand the system for other transactions, with a focus on Assessments for 2021.
12. As always, we welcome all residents to volunteer and serve on one or more of the many Committees that serve our community.

B. Treasurer's Report:

Terry noted the following items:

1. The DVCA is in sound financial shape on both budget and the balance sheet.
2. The 2020 assessment collection rate is running slightly below the 2019 rate. Several payment plans have been put in place and the majority are being followed.
3. Going forward the Committee will continue to monitor the COVID-19 pandemic situation for potential impacts to our finances.

The complete Treasurer's Report can be found in Attachment I

C. Manager's Report:

Cat noted the following items:

1. Due to the pandemic, numerous changes have been implemented to office procedures and the physical layout to protect both staff and visitors. Office operations continue to run smoothly.

Eric expressed his thanks to Cat for keeping the office up and functioning during the many changes that have occurred.

III. STANDING COMMITTEE REPORTS

A. Landscape Committee

Martha Gonzalez, Committee Chair, noted that the Committee is responsible for the common ground areas in the subdivision. This includes maintaining the grass, trees, landscaping and sidewalks. In 2019 the Committee conducted a review of our landscaping contract and put it out for bids. The low bidder was our existing provider and a new two-year contract has been signed. In 2020 a project is underway to upgrade the playground equipment at the north end of the greenbelt.

B. Swim Pool Committee

Brent Burris, Committee Board Rep, noted the 2019 implementation of the Swim-At-Your-Own-Risk (SAYOR) program and favorable feedback from its many users. In 202 the Committee reviewed numerous options and worked with our pool contractor to successfully open the pool for the 2020 season. Future plans include investigating a splash pad for the pool area. The Committee would welcome more members to join to support their efforts.

C. Financial Services Committee

Bill Lessels, Committee Chair, echoed Terry's report that the DVCA is in good financial shape. The Committee continues to manage the annual budget and monitor our monthly costs and revenue. Some new members joined the Committee in 2020, but all are welcome to join, and no finance background is required. The 2021 budget process will begin at the end of July.

D. Community Services Committee

Susan Wolfe, Committee Member, reported that 2019 accomplishments included new interior paint and furniture in the Clubhouse and an update to the rental agreement. In 2020 they plan to address the exterior lighting at the Rec Center, the floor in the breezeway and interior paint in the Annex. Additional volunteers are needed to serve on the Committee.

E. Security Committee

No report.

F. Deeds Committee

Bruce Bott, Committee Board Rep. reported that the Committee is working well and continuing to address both Architectural Approvals and violations of the protective covenants. An exceptional number of AA's have been reviewed and approved in the past few months. The Committee would welcome any volunteers who wish to join.

G. Recreation Committee

Roger Wilson, Committee Chair, noted that Peter Howell had recently stepped down and he had just taken over the chair position. Rebecca Bivens remains the head of the YES sub-committee. The Committee planned, arranged and conducted approximately 30 community events in 2019. There has been good feedback on the family events and most of the event costs have been covered by donations. In 2020 the Deerfield Daytrippers held their first event. The Committee serves as the liaison to the Men's Group which installed additional wiring at the Clay entrance for Christmas lights along with putting pet waste bag dispensers at all of the trash cans along the greenbelt. In 2020 the group will assist with an Eagle Scout project to build a bocce ball court at the Rec Center and look into building a horseshoe pitch for community use.

H. Tennis Committee

Mark Tinne, Committee Chair, reported that 2019 projects included new light poles and resurfacing of courts 3&4. In 2020 courts 1&2 were resurfaced along with extensive maintenance on the lights. Our preferred vendor did the

resurfacing project at 2019 pricing. The Committee is now planning 2021 projects for the budget cycle. Mark noted that the bulbs for all of the court lights are becoming difficult to get. A switch to LED's will need to be considered at some time in the future.

I. Fence Committee

Larry Vickers, Committee Chair, reported that in 2019 their efforts focused on preliminary scope definition for the perimeter fence, legal review, potential materials, an initial cost estimate and multiple town hall meetings to socialize the project concept within the community. 2020 efforts will be focused on contracting for professional services to further develop the plan and prepare a bid package. The Committee anticipates completion of the project by the end of the year.

IV. ELECTION COMMITTEE REPORT

The committee Chair, Terry Gray, thanked the committee members Alan Vera, and Bruce Bott, the Administrator Cat Guiberteau and the Observer Deborah Plattsmier for their work in conducting the 2020 DVCA election in the face of numerous challenges provided by the COVID-19 pandemic. He provided a summary of the election process and timeline, and reported the following results:

John Murphy	49
John DeVine	47
Brent Burris	33
Richard Polk	28
Sharon Carpenter (write-in)	1
Steve Nelson (write-in)	1
John Reyes (write-in)	1

The results of the election are that John Murphy, John DeVine and Brent Burris are elected to the DVCA Board for three-year terms.


The complete Election Committee report can be found in Attachment II.


V. RESIDENT INQUIRIES

1. None.

VI. ADJORNMENT

There were no further agenda items or matters for discussion. Eric called the meeting adjourned at 8:07 PM.


Submitted by: Bruce Bott
DVCA Secretary


Accepted by: Eric Toureilles
DVCA President

Deerfield Village Community Association

ANNUAL MEETING OF THE MEMBERS - Teleconference

Tuesday, July 14, 2020

7:00 PM

Dial-in Number: (646) 749-3112 Access Code: 851-166-757

Treasurer's report:

1. Budget – We are doing fine regarding actual vs budget, and ahead to date. The expense budget is \$28K under. Income budget, we are 11k better than projected. Very good shape.
2. Collection rates 96.5%, which is 7/10th below last year.
3. We had 30 payment plans this year, with 15 that are now paid off, 12 paying as agreed, and 3 which are behind.
4. We have a little over 1 million in investment accounts, and \$844K allocated in reserves.
5. We keep monitoring the Covid-19 pandemic situation for 2021 and staying cautious with expenses. Any residents can pay for 2021 in advance or make payments monthly to ease the burden of one lump sum in December 2020/January 2021.
6. Strategically, we are looking at accepting electronic payments for 2021 assessments, with a convenience fee to cover charges not related to the Assessment.

Terry Gray
DVCA Treasurer

DVCA ANNUAL MEETING OF THE MEMBERS**July 14, 2020****2020 DVCA TRUSTEE ELECTION SUMMARY**

The following is a brief summary of the 2020 DVCA elections for the Board of Trustees. The election was delayed due to COVID concerns following adjusted procedures established by Governor and Attorney General of the State of Texas while still conforming with DVCA Election requirements. The election was completed on June 27, 2020 and ballots were counted on June 28, 2020 with all 5 members of the Election Committee participating.

1. Total number of envelopes in the sealed ballot box	56
2. Total number of normal envelopes.....	56
3. Total number of provisional envelopes	0
4. Total number of normal envelopes rejected for not following the voting process, not written across the seal, etc.	0
5. Total number of provisional envelopes rejected (no valid proof of Deerfield ownership, etc.)	0
6. Number of valid ballots	56
7. Number of ballots cast for each candidate, including write-ins	

John Murphy	49 (elected)
John Devine	47 (elected)
Brent Burris	33 (elected)
Richard Polk	28
Write-ins	
Sharon Carpenter	1
Steve Nelson	1
John Reyes	1
Total Votes cast	160

8 Reconciliation of total votes cast with total ballots

Total votes cast	160
Undervotes (2x1, 3x2)	8
Total	168
Reconciliation (56 x 3)	168

Submitted by The Election Committee (Terry Gray, Chairman, Alan Vera, Vice-Chairman, Bruce Bott, Katherine, Deborah)