

Deerfield Village Community Association

ARCHITECTURAL GUIDELINES COMMITTEE MEETING MINUTES

Wednesday, April 17, 2024, 7:00 pm

Deerfield Village Clubhouse

Members in attendance were Terry Gray (Chairman), Kristine Spiller (Secretary), Eric Toureilles (Member), and Brent Burris (Member). Janelle Meyer (Deeds Committee Representative) was not present.

The meeting of the Deeds Guidelines Committee of the Deerfield Village Community Association was held at 4045 Deerfield Village Drive in Houston, Texas 77084. Chairman Terry Gray called the meeting to order at 7:00 pm.

I. DETERMINATION OF A QUORUM (3 required)

Terry determined there was a quorum.

II. SEAT NEW MEMBERS AND ASSIGN POSITIONS

- a. Terry resigned as Chairman and will assume the open position of Vice-Chair. Terry nominated Eric to be Chairman and Brent seconded. Approval was unanimous.
- b. Introduced residents attending the meeting. All new committee members are required to sign DVCA "Code of Conduct" form if one is not already on file.
- c. Kristine resigned as Secretary due to time obligations. It was suggested that there be two people covering the Secretary position in the event that one person was unable to attend. Ruth volunteered as primary, and Laurie volunteered as a backup. Eric nominated both and Glenn seconded. Motion carried unanimously. Elaine volunteered to be a back-up if needed.
- d. Eric has asked for volunteer to document changes to the master document. Eric nominated Deborah as primary and Robin as backup. Glenn seconded and the Motion carried unanimously.

III. REVIEW OF PREVIOUS AGC DOCUMENT AND STRATEGY

- a. Eric discussed committee duties and responsibilities. "AGC Charter and Guidelines" document was available as a handout.
- b. Discussed committee strategy and purpose going forward.
- c. Reviewed neighborhood documents relating to deed restrictions. Eric requested that all members read the documents in their entirety prior to next meeting.

IV. RESIDENTIAL INQUIRIES

- a. Resident suggested committee name change to reflect the purpose of the committee (to include “Protective Covenant By-Laws”). Will be discussed as New Business at next meeting.
- b. Eric reviewed the top concerns mentioned at the town hall.

V. MEETINGS AND FREQUENCY, INCLUDING SUBCOMMITTEES

- a. Meetings shall be on the second Wednesday and fourth Thursday of each month, 7-9 pm. Glenn motioned to approve this schedule. Brent seconded. Motion carried unanimously.
- b. Weekend meetings was suggested as needed.

VI. ADJOURNMENT

The next meeting will be Thursday, April 25th at 7 pm. Eric motioned to adjourn the meeting at 9:04 pm. Glenn seconded, and the motion passed unanimously.

Signed: Kristine Spiller

Date: 4/17/2024