

Deerfield Village Community Association

ARCHITECTURAL GUIDELINES COMMITTEE MEETING MINUTES

Wednesday, May 8, 2024, 7:00 pm

Deerfield Village Clubhouse

Members in attendance were Eric Toureilles (Chairman), Terry Gray (Vice-Chair), Ruth Delaunay (Secretary), and Brent Burris (Member), Alan Copeland, Steve Gunzelman, Robin Haworth, Laurie Johnson, Deborah Plattsmier, Buddy Scott, and Glen Williams. Absent were Philip Lanham, Elaine Mills, Lisa Rice, Nick Rothaupt, Glenn Sommers and Kristine Spiller.

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 Eric Toureilles called the meeting to order at 7:05 PM.

I. DETERMINATION OF A QUORUM (8 required)

Eric determined there was a quorum.

II. MEETING MINUTES

Two revisions to the meeting minutes were proposed by Deborah Plattsmier, replacing the word *at* with *as*. And correct the meeting time from 7-10 PM to 7-9 PM. A motion to accept the meeting minutes was made by Eric Toureilles and seconded by Terry Gray. Unanimously approved.

III. SEAT NEW MEMBERS

- a. Resident attending the meeting – Michael Fredette. New committee members Buddy Scott and Deborah Plattsmier were presented and seated. All new committee members are required to sign DVCA “Code of Conduct” form if one is not already on file, and both members had them on file.

IV. REVIEW OF AGC DOCUMENTS

- a. Update from Board on any Charter changes and approval. Eric stated that we will be using the Charter as a guiding document for the new AGC guidelines.
- b. Continued identifying the Deeds issues that the committee will be addressing to develop a comprehensive guideline document. In addition, Eric and Steve reviewed the top concerns mentioned at the town hall and committee members provided additional insight on these issues. Deborah Plattsmier is maintaining the master document.
- c. Discussion continued to create a subcommittee of Patio Home Homeowners to provide Patio Home recommendations, with parking as an area of interest. Eric requested two individuals from the current committee to join Lisa Johnson and Lisa Gilpin to participate on this subcommittee. Steve Gunzelman, Alan Copeland, and Eric Toureilles volunteered to join the subcommittee. A motion was made by Eric to create the patio subcommittee and seconded by Terry Gray. Unanimously approved.

Laurie developed a one-page document that was shared with the committee to serve as tool to communicate with Deerfield residents of the AGC process and to keep them informed of the committee's progress. It shares a shortcut to the Deerfield HOA website and Eric Toureilles previewed the website with the committee. The committee will review and approve use of the one-pager at the next meeting.

Deborah Plattsmier will be writing the next article for the Deerfield newsletter.

Eric discussed strategies to develop the guidelines. The committee agreed that the first phase is to identify which concerns need to be individually addressed. Committee members will be assigned identified sections to develop verbiage to present to the committee for final inclusion into Section 6's PC and develop AGC guidelines with the goal to present a unified PC for all Deerfield sections to its residents.

Steve Gunzelman suggested the architectural control guidelines (ACG) be developed as a separate document from the new Unified Protective Covenants (UPC) and that the UPC focus on the most significant issues (similar to the existing protective covenants) and that the new UPC reference the separate AGC. This recommendation was to be further debated and agreed on at the next meeting.

V. ADJOURNMENT

The next meeting will be Thursday, May 23rd, 2024, at 7 pm. Terry Gray motioned to adjourn the meeting at 9:02 pm. Steve Gunzelman seconded, and the motion passed unanimously.

Signed: 

Date: May 8, 2024