

Deerfield Village Community Association
ARCHITECTURAL GUIDELINES COMMITTEE MEETING MINUTES
Thursday, September 5, 2024, 7:00 pm
Deerfield Village Clubhouse

Members in attendance were Eric Toureilles (Chairman), Terry Gray (Vice-Chairman), Laurie Johnson (Secretary), Brent Burris, Alan Copeland, Steve Gunzelman, Robin Haworth, Elaine Mills and Glenn Sommers. Deborah Plattsmier, Buddy Scott and Glen Williams were absent.

The meeting of the Architectural 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 7:06 PM.

I. DETERMINATION OF A QUORUM (8 required)

Eric determined there was quorum present.

II. MEETING MINUTES

Eric moved that we approve the minutes from the meeting on August 27, 2024. Terry Gray seconded the motion; passed unanimously.

III. RESIDENTIAL INQUIRIES

There were no residents present, nor inquiries to address.

IV. OLD BUSINESS

A. The group reviewed the **Deeds and Guidelines Issues** sheet to determine if those topics are included in the new unified Protective Covenant document. Eric continued adding details to the red-line version of the new PC based on group comments.

1. There was discussion about format – to include a separate section for topics that are state-driven or indicate those in some other manner. Eric prefers to work with a separate section during the draft process, but we will revisit format before finalizing the PC document.
2. Many of the topics on that sheet are already in the working document but need further details; we will expand during a second review.
3. Some topics are not included individually but can be considered under a broader subject; in particular, sunshades and sails generated more discussion and will be revisited with Outdoor Structures.
4. It was agreed we won't try to address the number of dogs in a household.
5. Brent responded to Eric's earlier inquiry about common dimensions of commercial backyard sheds. A typical configuration would have a 98.5" peak height with 72" side walls. An additional 6" would be needed for a floor/base, resulting in a total height of ~ 105".

- B. We deferred starting on detailed updates for the topics we agreed should be covered in the new PC.

V. NEW BUSINESS

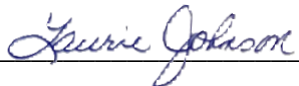
- A. We deferred going through the items on the tabled AGC document that was rejected at the March town hall meeting.
- B. Terry asked if we should consider adopting a Fine Policy prior to completing the new unified PC document.
 - i. His thought was that a Fine Policy could help Deeds to step up enforcement in the meantime.
 - ii. That generated additional discussion about whether it would require two separate community votes, and differences of opinion on whether the Board could/should implement Fines without a vote.
 - iii. The group agreed that it's prudent to maintain the status quo while we continue to refine the unified PC document and have a single community vote at the end of the process that will likely include a Fine Policy.
 - iv. Discussion also touched on the Deed enforcement process, which was generally acknowledged to be lagging. Hiring the new Deeds Coordinator and the probable adoption of new software by DVCA to streamline communications and AA forms are expected to improve that situation.
 - v. The group mentioned other topics that impact Deeds enforcement.
 - 1. A simple violation letter no longer carries the weight and incentive for the homeowner to comply that it did in decades past.
 - 2. DVCA now receives direct notification of new ownership when a home sells. Rentals are supposed to be reported as well; if we can capture that information, we could provide Welcome Packets targeted to both new owners and new renters.
 - 3. Demographic shifts in the area suggest we should try to provide information in Spanish as well as English. Additional volunteer support to create and distribute those resources would be needed.
- C. We deferred detailed discussion of the Section I AA Process and Requirements in the tabled AGC document. However, there was initial conversation about how to define a "major change" that means a project requires an AA form to be submitted, and how to make that clearer to the community.
- D. Steve proposed we plan to add a paragraph to the updated PC or related document that defines "exterior" (as in, readily visible from the outside) changes versus "interior" changes (as in, back and side yard features that are more screened from

view, or possibly interior of the home). The definitions would be part of a future discussion. The purpose would be to provide more clarity to homeowners regarding the scope for HOA involvement. His proposal was to begin with the definition of “exterior” from the tabled ACG document we will be reviewing.

- E. Eric and Glenn requested that committee members come to the next meeting prepared with specific details they believe should be added to the individual topics in the working copy of the revised Section 6 PC document.
- F. Steve and Alan mentioned it would be helpful to have a single document with the text of the revised Section 6 PC with the corresponding sections of the tabled AGC proposal copied side by side or otherwise cross referenced, to facilitate comparison. Eric will try to produce that.

VI. ADJOURNMENT

Terry Gray moved to adjourn the meeting at 8:59. Laurie Johnson seconded the motion; passed unanimously. The next meeting will be Tuesday, September 24, 2024, at 7:00 PM.

Signed:  Date: 09/21/2024
Secretary: Laurie Johnson