

**Deerfield Village Community Association**  
**REGULAR BOARD MEETING**  
**Monday, February 24, 2024**  
**7:00 p.m.**

The regular meeting of the Board of Trustees of Deerfield Village Community Association was held at the Community Center. Vice-President Brent Burris called the meeting to order at 7:05 PM.

Trustees in attendance were Eric Toureilles (President), Brent Burris (Vice President), Bill Wilkinson (Secretary), Terry Gray (Treasurer), David O'Brian, Kim Samman and John Murphy. Jaydi Richter and Amy Lee were absent. Brent Burris had Amy's proxy.

**I. Determination of Quorum (6 Required)**

Brent determined that a quorum was present with 7 members attending.

**II. Approval of Minutes**

January minutes were amended to show that John Murphy was present at the January meeting. In addition, under Item F. "Deeds Committee", a sentence was duplicated, so the duplicate of "a letter will be sent to homeowner to cease and desist" was deleted. Brent motioned that the amended minutes be approved, David O'Brian seconded, and the motion was approved unanimously.

**III. Residential & HC Inquiries**

There were no Residential Inquiries. Harris County representative Meagan Blackwell was present. She advised that there is a paid 9-week internship available for Precinct 4 student residents with a GPA of 3.0 or higher. The pay is \$15/hr. This program will introduce the individual to Precinct 4's unique environment, community, and culture. Applications are available online at [bit.ly/cp4internship](https://bit.ly/cp4internship).

**IV. President's Report**

Eric advised that Jaydi Richter has resigned from the DVCA board as she is attending medical school. (Good luck Jaydi)! Also, the fencing repair work has begun on Windsong Trails, with residents along Windsong Trails being notified.



**V. Manager's Report**

Cat reported that the office has been working with various committees on tasks needing completed. There has been positive feedback from the residents on the new trash company, Best Trash. The office has been working on 2025 payment plans.

**VI. Standing Committee Reports (Including Funding Requests and Board Authorizations)**

**A. Community Services Committee**

Rick advised that the repair and refurbishing of the restrooms are complete. The committee is in the process of acquiring new furniture for the clubhouse. Paint has been purchased for the A/C and trash cans fence. The Committee is working on updating room rental policies.

**B. Security Committee**

Angela reported another quiet month, with most of the complaints being noise related. Zero burglaries. The committee is requesting additional members.

**C. Swim Pool Committee**

The annual pool walk through will be on 3/2. No changes are being planned for pool hours in 2025. The Pool will open on the last day of CFISD school year. The pool will continue to be closed on Mondays. SAYOR will run from 4/1-10/1. The 2025 schedule will soon be sent for posting in the newsletter and on DVCA webpage.

a) **Approve Officers-** Officers for 2025 are Carissa Lamkahouan, Chairman; Scott Bevins, Vice Chairman; Erin Brown, Secretary. Motion was made by Eric to approve, seconded by Terry. Motion was approved unanimously.

**D. Recreation Committee and YES Committee-**

The pancake breakfast will be held on 3/22. This will also serve as the Meet the Candidates breakfast. Candidates for the 2025



open board seats will be present. The Men's group is doing work on the Clay Rd. entrance. Roger expressed his appreciation for the two new members that have joined the committee.

- a) **Approve Officers-** Officers for 2025 term are Roger Wilson, Chairman; Peter Howell, Vice Chairman; Pat Wilkinson, Secretary. Motion was made by Bill to approve, seconded by David. Motion was approved unanimously.

**E. Tennis Committee**

No report.

- a) **Approve Officers-** Officers for 2025 are Mark Tinne, Chairman; Kay McGuyre, Vice Chairman; Charlotte Benincasa, Secretary.

- F. **Landscape Committee-** The Vanbury playground area will soon be receiving four 45-gallon trees for planting. These trees are roughly 10-12 feet tall. Quotes are being received to grind 27 stumps. The Men's Group will be spring planting along the east and west sides of Clay Rd. entrance.

- a) **Mulch Proposal-** Installation of 3 inches of mulch at the Rec Center. The estimated area is 4,800 sq. ft. The materials to be used are 40 yards of Kiddie Cushion engineered wood fiber mulch. 20 yards of this will be installed by Green Masters, and 20 yards by the Men's Group. The total price is \$2,590. Eric motioned to approve this project at the proposed cost, Terry seconded. The motion was approved unanimously.

- b) **Approve Officers**

Officers for 2025 are Tom Choate, Chairman; Jan Dickenson, Vice Chairman; Jay Singleton, Secretary. Terry made a motion to approve these officers, seconded by Amy. The motion was approved unanimously.

**G. Deeds Committee**

Buddy reported that the committee has had one member resign, leaving 8 members. Due to this, any AA's will needm to have 6 approvals in lieu of the current 7.



**H. Financial Services Committee**

As of 1/31/25, collection percentage is 78.3 %. The year-end unencumbered cash is 92%. Trended Accounts Receivable is 97.25% Currently 30 properties did not make any 2024 payments, which is unchanged from last year. All pay plans for 2024 have been paid off. Payment plans for 2025 show 62 plans in effect, with 2 having already paid off.

Changes to revise current payment plans were discussed. A \$50 fee will be implemented to start payment plans (currently no fee is charged). Interest will be accrued. Late fees will be waived if plan goes into effect before 2/1. Down payments will be 20% with 4 monthly payments. These changes will be sent to attorney for approval.

**I. Election Committee**

Ballots were seeded on 2/20. The order drawn were 1) David O'Brian; 2) Terry Gray; 3) Bill Wilkinson. 2025 elections will be held from Tuesday, March 25 through Saturday, March 29. A pancake breakfast will be held on Saturday, March 22, which will include a "Meet the Candidates" time to listen to the candidates as well as ask any questions.

**J. Architectural Guideline Special Committee**

Eric reported that the maintenance portion of the guidelines has been completed. The architectural and admin portion remains to be completed. The next meeting will be held at 7 PM, March 6<sup>th</sup>.

**VII. Old Business**

**A. Easement Agreement for RCUD** – Negotiations are still ongoing. The last meeting was 2/7. The next meeting will be 3/7.

**B. HOA Software Recommendations/Approval** – The board discussed two different program software that will enable DVCA to modernize our accounting. Terry made the following motion; "I make a motion to authorize Eric to execute contracts with eUnify (at a monthly cost of less than \$1,100/month) and Homewise (at no monthly cost) and implement



our conversion to the resulting in-house financial/community management system, allowing him to cancel our existing financial management agreement with CMS (currently costing \$1,630/month) when the conversion is completed and functioning properly." The motion was seconded by Eric. The motion was approved unanimously.

**VIII. New Business**

A. None.

**IX. Executive Session (Including property discussions, referrals, legal and personnel-**

The board entered Executive Session at 8:30, seconded by Terry, and was approved unanimously.

**A.- Property referrals/liens requested by Finance or Deeds.**

**B.- Lawsuits- Follow-up.**

The Board left Executive Session at 8:50PM.

**X. Adjournment**

Brent made a motion to adjourn the meeting at 8:50 PM. Motion was

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Submitted by: Bill Wilkinson  
DVCA Secretary



Accepted by: Eric Toureilles  
DVCA President