

Deerfield Village Community Association
REGULAR BOARD MEETING
Monday, August 25, 2025
7:00 PM

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

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

I. Determination of Quorum (6 Required)

Eric determined that a quorum was present with 8 members attending.

II. Approval of Minutes

The June minutes were approved as submitted. Brent made a motion to approve the minutes, seconded by David. The motion was approved unanimously.

III. Residential & HC Inquiries

Bob Shortle advised that there are 2 large spools of cable left on Ravenfield Ct., which are EZ Fiber property. Resident Bob Franknecht addressed the board on setting up a sidewalk subcommittee to address sidewalks in Deerfield. A solution to this request will be further discussed at the next board meeting on 9/22.

IV. President's Report

There are continued complaints with Best Trash service. We need more residents to attend MUD meetings to address the need for better service. Only 1 member was at the last meeting. Many trash cans have had to be replaced by residents due to damage caused by Best. The next meeting is scheduled for 9/11 at 6:00 at the DVCA Rec Center. EZ Fiber continues to cause damage throughout DVCA, including a gas line damaged on Windsong Trails. A proposal for a vending machine has been received. The Community Services Committee

advised the board they felt this should be denied, and the Board decided to get a legal opinion. The Supplemental Guidelines that are in place states that the park areas close at 10:30 PM, including the athletic field. The Board has asked that signage be put up at the Recreation Center area.

V. Manager's Report

There were 10 AA's in August, 8 rentals. A Gulf Coast Blood Center has asked if we would be interested in hosting a blood drive. We will work through Roger Wilson to implement this. There have been 8 title closings through Homewise this month which have been responsible for \$2,200 additional income to DVCA. There have been quite a few SAYOR requests. eUnify portal is continuing to be implemented

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

A. Tennis Committee

Resurfacing of courts 3 and 4 have been completed. Pickleball courts have been re-lined, increasing the number of pickleball courts to 4. Pickleball interest has picked up quite a bit.

B. Deeds Committee

Buddy advised that besides the continuing AGC work, there is nothing else going on.

C. Security Committee

Another quiet month. Some typical noise complaints. Committee is working on No Trespassing signs for DVCA. They will also replace several SEAL security signs throughout the community.

D. Swim Pool Committee

Carissa announced DV won AB Pool Service Platinum Pool Award, as well as pool management award. Attendance at the last teen pool party was around 60 teenagers between the ages of 10-18. New pool service bids have been received from both AB Pools (Current

Vendor) and TEA Pools. Two other quotes have been requested. The AB quote is close to expiring at \$58,000.

- a) **Deep End Step Repair Proposal-** Quote of \$1,490 has been received to repair one of the deep end steps. This will include draining the pool prior to the repair and installation. Work will be conducted sometime after SAYOR closes in November. Eric made a motion to proceed with the \$1,490 quote, Brent seconded, and the motion was approved unanimously.

E. Recreation Committee

Upcoming events include Labor Day pool party 9/1, Music on the Green with Bayou Junction Band on 9/13, Pancake Breakfast on 9/20. On October 11, three activities will be conducted- DVCA Garage sale, annual paper/electronic shredding, and another Music on the Green that evening.

- a) **Cluster Mailbox Project (CMB)-** There are 3 separate CMB's in DVCA- NW section north of Mountfield, SE section south of Widcombe and west of Bear Lodge, and every cul-de-sac in the Patio Homes. There are a total of 30 CMB's. Currently the CMB of SE side needs attention as this has had several reports of vandalism.

F. Landscape Committee

- a) **Summer tree trimming proposal-** Many trees throughout DV are in need of trimming, mostly of limbs that are very low. The green belt is in particular need of trimming.
- b) **Update on Flagstone project-** The area that will be worked on is behind the pool house and adjacent to the basketball court. Possible solutions include stamped concrete, reworking the existing flagstone, or using pavers. The preferred quote is for stamped concrete. Landscape committee will review all quotes, and a proposal will be presented at the September meeting. The project will be performed from the 4th quarter of 2025 through 1st quarter 2026.

G. Community Services Committee

Rick advised on several items that need to be completed. The first is to replace the annex stairway on an emergency basis. The recommendation was to go with a concrete stairway, to include fabrication, installation and demolition of the current stairway. There is a 6-week lead time needed. Quoted cost is with Stairways, Inc. for \$12,800. Eric made a motion to approve this amount, seconded by Brent, and was approved unanimously. A second project is for annex interior repairs, including sealing gaps in walls and ceiling panels, repairing and repainting ceiling panels. The quote discussed is for \$3,100 through Custom Painting. Kim made a motion to approve this quote, seconded by Terry. The motion was approved unanimously. Rick also advised the 2026 budget will increase approximately 4% with most of this being additional electricity cost.

H. Financial Services Committee

Estimated unencumbered cash as of 7/31 is \$148,812. Estimated year end unencumbered cash is 71% of targeted safety reserve. All payment plans have been completed. 95% of homeowners have paid their 2025 assessments. 18 homeowner letters were sent for no assessment payments; these will have an attorney letter sent. Budgets for all committees should be in by 9/2.

I. Architectural Guideline Special Committee

Next meeting is 8/26.

VII. Old Business

A. HOA software update

Eric has sent a letter to all DVCA members. This letter is to introduce the new portal, called eUnify. This information is also on page 1 of the September newsletter. The program will make it much easier for residents to do things online in lieu of everything being done by paper. You can access the new portal by going to <https://deerfieldvillageonline.com>. The link is located on the right

hand side of the homepage. Further information will be communicated to all residents as we proceed to the next phase.

VIII. New Business

A. Set Special Budget Meeting

The special budget meeting is set for October 20, at 7 PM in the community center.

B. Deeds Matrix- review/preliminary approval

This will be discussed at the next board meeting on 9/22. This allows time for the matrix to be reviewed another time by Deeds. The Matrix is important to the setup of the new system.

IX. Executive Session (Property discussions, referrals, legal, personnel)

Eric motioned to enter Executive Session at 8:56, seconded by Kim. Motion was approved unanimously.

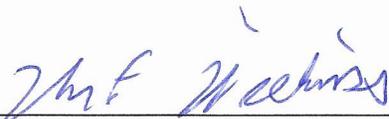
A. Property referrals/liens requested by Finance or Deeds. The Board discussed houses A, B, and C.

The Board exited the Executive session at 9:05 PM

A Motion was made by Eric to send an attorney letter to house A, and it was seconded by Brent. The Motion was approved unanimously.

A Motion was made by Brent to send an attorney letter to house C, and it was seconded by Bill. The Motion was approved unanimously.

X. Adjournment- Eric made a motion to adjourn the meeting at 9:07, seconded by Amy. The motion was approved unanimously.



Submitted by: Bill Wilkinson
DVCA Secretary



Accepted by: Eric Toureilles
DVCA President

Deerfield Village Community Association
SPECIAL BOARD MEETING
Wednesday, August 20, 2025
7:00 PM

The special meeting of the Board of Trustees of Deerfield Village Community Association was held at the Community Center. President Eric Toureilles called the meeting to order at 7:05 PM.

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

I. Determination of Quorum (6 Required)

Eric determined that a quorum was present with 8 members attending.

II. Hearing Requested by Ben Sommers

Mr. Sommers received 3 violation letters for his property at 4004 Heathersage Drive. The first letter was sent on 6/2, with the violation showing high grass/weeds. The second letter was sent on 6/23 noting graffiti on the fence at the same location. The third letter was sent on 7/14 noting high grass/weeds/shrubs at the same location. Mr. Sommers felt the letters were not very friendly and he feels changes could be made to make these letters more friendly. Mr. Sommers discussed these concerns with the Board, in a point-by-point conversation. We agreed that the violations were not in dispute, but the wording of the letters could be softer. There were roughly 15 changes he felt could be made to the process to have a softer tone. The Board advised him that many of these items will be addressed when the new eUnify system, which includes a closed loop process. Letters will go faster, mitigating a second or third letter, if fixed by a specific date. The Board thanked Mr. Sommers for his feedback and will take action accordingly.

III. Adjournment

Eric made a motion at 8:00 to adjourn the meeting, seconded by Brent. The motion was approved unanimously.

Submitted by: Bill Wilkinson
DVCA Secretary



Accepted by: Eric Toureilles
DVCA President

Handout from Ben Sommers

Recommendation for some things to clean up the Deeds Process:

1. A real friendly letter:
 - a) Remove the word Violation and the all caps from the top of the letter.
 - b) Move the picture to the bottom, for general, friendly lawn care letters, it's probably not needed at all. If you are going to put a picture in any letter, note the date of the picture and make sure it is big enough and clear enough that the details referenced in the letter are shown.
 - c) Remove the Protective Covenant Language, instead direct the owner to the Deeds Primer on the website for more information about the DVCA Deeds processes and expectations.
2. Make sure all letters are timely and accurate to the current facts and situation; pictures should match complaints.
3. For lawn maintenance Deeds enforcement in particular:
 - a) Some common sense and leniency when the weather makes scheduling lawn care difficult for an extended period while also causing plants to grow more rapidly.
 - b) For second or follow up situations, compare to other properties to see if its generally in line with the rest of the street, rather than microscopically looking for perfection.
4. Resident Complaints should not be a trigger for an immediate letter, nor should it be mentioned in letters or in the office as an excuse for sending a letter, rather resident complaints should be a starting point for a deeds investigation, the deeds process should decide if a letter is appropriate.
 - a) If Deeds continues send letters based only on complaints, without looking at a fair and equal treatment of all properties, enforcement will continue to be inconsistent and unequal and the HOA will become a bully for hire, ending up in the middle of neighbor disputes that will put the HOA at risk.
5. Close the loop
 - a) At every step of the process, a homeowner should be encouraged to contact the HOA for clarification or to advise deeds that they have resolved the problem. One of the problems that occurred in this case is that I followed directions to "ignore this letter."
 - b) Once an owner has advised the HOA that the problem is resolved, there should be timely follow-up.
 - Within 1 business day there should be at least an acknowledgment from the office, explaining that there should be confirmation of resolution in the near future.
 - In a timely fashion and after an inspection of the property, a response that indicates either:
 - 1) yes, the matter is resolved (a thank you would be a nice touch, especially if it has not gone past the friendly stage)
 - 2) I'm sorry, but the issue has not been resolved to the satisfaction of the HOA.
6. Get the process going sooner with a truly friendly, neighborly letter.