

Deerfield Village Community Association
REGULAR BOARD MEETING
Monday, January 26, 2026
7:00 PM

- I. Determination of Quorum
- II. Approval of Minutes
- III. Residential & HC Inquiries
- IV. President's Report
- V. Manager's Report
- VI. Standing Committee Reports - (Including Funding Requests and Board Authorizations)
 - A. Landscape Committee
 - a) Sidewalk repair proposal.
 - b) Sidewalk flooding proposal.
 - c) Dead tree removal proposal.
 - B. Security Committee
 - C. Community Services Committee
 - a) Parking Lot maintenance proposal
 - D. Swim Pool Committee
 - E. Tennis Committee
 - F. Financial Services Committee
 - G. Deeds Committee
 - H. Recreation Committee
 - I. Architectural Guideline Special Committee
 - J. Election Special Committee
- VII. Old Business
 - A. None
- VIII. New Business
 - A. Administrative Policy Regarding Architectural Review Authority – Updated by attorney
 - B. Supplemental Policy update – Add Trespassing sign and sign section.
 - C. Approve BY-LAW clarification for Deed Restriction Committee.
- IX. Executive session - (Property discussions, referrals, legal and personnel)
 - A. Property referrals/liens requested by Finance or Deeds.
 - B. Personnel benefit review
- X. Adjournment

Deerfield Village Community Association
REGULAR BOARD MEETING
Monday, November 24, 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 7:02 PM.

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

I. Determination of Quorum (6 Required)

Eric determined that a quorum was present with 7 members attending. David O'Brian had Brents Proxy. Kim did not provide a proxy.

II. Approval of Minutes

The October minutes were approved as submitted. Steve Gunzelman made a motion to approve the minutes, seconded by Eric Toureilles. The motion was approved unanimously.

III. Residential and HC Inquiries

None.

IV. President's Report

Eric advised the County is finally repairing the road on Deerfield Village drive and replacing the temporary asphalt patches with concrete slab. This may take up to a week to complete. Eric also wanted to express his thanks to the nice work on the Christmas decorations, in addition to everything they do.

V. Manager's Report

Cat mentioned she had 6 AA and received a few pay plan requests. She is assisting with any Resident Portal questions. She also mentioned that she has a lot of rentals in November & December.

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

A. Landscape Committee

Tom mentioned the Garden Club found Trees for Houston to donate trees for Deerfield and residents, if requested. They did plant about 6 trees in 5-gallon buckets this month.

- a) Eric made a motion to approve the Urgent Tree proposal for \$2,500 that would put us over budget. It was second by Amy. The motion was approved unanimously.

- b) Tom presented the Green Masters contract for Eric's signature which was for 24 months and with a minor increase to last year and in 2026 budget. Eric made a motion to approve the agreement, and it was second by Amy. The motion was approved unanimously.

B. Deeds Committee

Buddy was absent, but Eric presented the Proposed Deeds Matrix for Board approval, that had recently been approved by the Deeds Committee and the AG Committee. This documents our Deeds letter process and adds an administrative fee, before going to the attorney. After a lengthy review and discussion, the Board approved the Matrix and the administrative fee, but will not begin charging the administrative fee until April of next year, so it can be socialized in the Newsletter and with residents. Eric made a motion to approve the proposed matrix and the administrative fee, to be effective no earlier than April 1st, and that it be set at \$50. The motion was second by David and approved unanimously.

C. Security Committee

Eric said that Glenn Sommers worked with SEAL Security on the 2026 Patrol Amendment, to keep costs in line with the 2026 budgeted amount and less than the CPI. Since he was successful, before signing Eric made a motion to approve the new Amendment, and it was second by Terry Gray. The motion was approved unanimously.

D. Swim Pool Committee

Carissa was absent but submitted to the Board a 3-year agreement with A-Beautiful Pools for continued guarded swim and pool maintenance. There was no increase in cost from last year's hourly rate and by locking it in for 3 years, we help control costs. We have a clause to cancel the agreement with 30 days' notice, so no risk to a longer agreement. John made a motion to approve the agreement, and it was seconded by Eric. The motion was approved unanimously.

E. Recreation Committee

Roger mentioned about the Christmas Social and we needed more attendance. He also said the Family Campfire was a success with over 60 people attending and one family camping out. Roger stated the Men's group re-stained all the benches and trash cans. They will also do the Tennis benches in the future.

F. Tennis Committee

Mark reported all is well and that the number of pickleball players has increased. He even indicated that he had participated in a few games. As of last month, we now have 4 Pickle Ball courts vs 2. He will also be purchasing wind screens and there is no November or January tennis meeting.

G. Community Services Committee

Rick was not present, but Steve mentioned that the stairs are still in progress, but that the vendor has fallen 6 weeks behind, so it may be completed in January 2026 at this point. No other issues.

H. Financial Services Committee-

Tom reported that we had 4 Attorney referrals that we are working on, and we are at 96.3% in collections. We still have over 25 homes that have not paid their dues. Tom said that we are at 90% of unencumbered cash with at track to be 100% in 2026.

I. Architectural Guideline Special Committee

Eric mentioned we cancelled the November 25th meeting due to Thanksgiving and the next meeting was December 4th at 7PM in the Clubhouse and this is the last meeting of the year. Eric thanked the Board for approving the Matrix, so he can go to the next phase of the new software that automates the letter process and gives more visibility to residents when a violation is resolved. He then asked and presented a reorganization of two policies, the General policies and the Supplemental policies, so that Deerfield related policy be in the General Policy and the Statutory Deed related policies go into the Supplemental policy but renamed so residents know these are driven by State Law and not the HOA. This way they could always be a way to add share this protection for residents as new laws are created, which requires the HOA to give input. Nothing new was being presented, just a shuffling of paragraphs from the General Policy to the “Renamed” Supplemental policy. This will be very important to the AGC. Eric made a motion to approve these amended policies, appropriately renamed with direction from the attorney and missing Security measures language and edits that was previously approved. This was seconded by Terry Gray and approved unanimously.

VII. Old Business

No discussion under old Business.

VIII. New Business

- A.** Eric reiterated that the December meeting is cancelled due to Christmas, unless we have an urgent issue.
- B.** Eric and Cat brought up the 2026 SAYOR agreement and asked that we extend the SAYOR closure from November 1st to December 1st, with the continued understanding the temperatures below 70 degrees would still be a condition the pool would be closed. However, this change allows a hard date for Cat to disable cards, rather than have to turn them off and back on due to favorable

weather conditions. No other language change was proposed, just the date. John Murphy made a motion to approve the update to the SAYOR form, and it was seconded by Eric. The Motion was approved unanimously.

- C. Eric mentioned we should start the election committee activities and nominate the participants.

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

Eric motioned to enter Executive Session at 8:02 and seconded by Bill. The Motion was approved unanimously.

The Board exited Executive Session at 8:46 PM.

Property referrals requested by Deeds was discussed.

Eric made a motion to send an attorney letter to properties A & C and the motion we second by Steve. The motion passed with 7 Yay and 1 Nay.

David made a motion to provide Property B until January 1st to resolve or demonstrate the issue is resolved or proceed with attorney letter. The motion was seconded by Eric and approved with 7 Yay and 1 Nay.

- X. **Adjournment-** David made a motion to adjourn the meeting at 8:48 PM, seconded by Steve. The motion was approved unanimously.

Submitted by: Bill Wilkinson
DVCA Secretary

Accepted by: Eric Toureilles
DVCA President

Landscape Committee Minutes January 2026

Attendees: Blanca Elder, Debbie Fredette, Tom Gerrity, Steven Shelley, Bob Shortle, Stacie Georgiou, Stephen Gunzelman

The Meeting was called to order at 7:07pm.

Election of Officers:

The Landscape Committee unanimously approved the re-election of the 2025 slate of officers.

The Landscape Committee Officers for 2026 are:

Tom Gerrity- Chairman

Steven Shelley-Vice Chairman

Debra Fredette- Secretary

Code of Ethics: The committee reviewed and received a copy of the Code of Ethics.

Approval of Minutes: One correction was noted and corrected. Bob moved to approve the amended minutes, seconded by Steven and unanimously approved by the Committee.

Project Updates:

1. Tree Trimming: This spring we will be focusing our attention on tree trimming in the Patio Homes section. Debbie will be coordinating this project.
2. Sidewalk Repair: Bob has identified areas of unevenness to be repaired.
3. Deer Repair: Steven is coordinating this project. He is looking for vendors to repair a broken leg on one of the deer and re-coating both deer.
4. Planting: We recently planted Irises at the Rec. Center. They are growing well.
5. Vanbury Dr. Playground Mulch: The Landscape Committee will purchase the mulch and the Men's Group will help lay the mulch around the playground equipment.

Monthly Budget Update:

We have a total budget of \$149,000 for the year.

Chairman's Report:

We need to continue making sure all of our expenses are in the correct budget categories.

Old Business:

None

New Business:

1. Sidewalk Repair. Bob reviewed the Sidewalk Repair Proposal to Install small patches to level joints for safety at multiple locations along greenbelt pathways. *Blanca moved that the committee approve \$2,600 to repair multiple uneven patches along the greenbelt pathways, seconded by Steven and unanimously approved by all.*
2. Greenbelt Flooding. Bob reviewed the Greenbelt Flooding Proposal to Demo and replace a total of 60ft of concrete at three locations and install 12 cross-channel drains, two drain boxes and 40 feet of PVC drainpipe. *Steven moved that the Committee approve \$8,990 to Demo and replace a total of 60 ft. of concrete at 3 locations, install cross-channel drains, 2 drain boxes and 40 ft. of PVC drain pipe, seconded by Stacie and approved by all.*
3. Flagstone pool area project: We have a budget of \$15,000 to complete this project. It will need to be completed this project before Swim Team season in April. Stacie will coordinate this project.
4. Spring Planting: Our proposal for Spring Planting will be presented to the board at their February Meeting.
5. Entryway Semi-circle planting: Blanca will coordinate this project.
6. Bob is working with Harris County to address the flooding in front of the Athletic Field parking lot.

Steven moved to adjourn at 8:25pm, seconded by Blanca and unanimously approved by all.

Committee Proposal to DVCA Board

Greenbelt Flooding – January 2026

Proposal Date: January 12, 2026

Committee Name: **Landscape**

Name of Proposal: **Greenbelt Flooding 2026**

Description of Request / Proposal: **Demo and replace a total of 60 ft of concrete at 3 locations, install 12 cross-channel drains, 2 drain boxes and 40 ft of PVC drain pipe.**

Locations: **3 Locations as shown on attached summary.**

Spec: 4 in. thick 3500 PSI concrete mix; 3/8 re-bar on 16 in. centers; dowel drilled to existing sidewalk;

Date Vote Taken: **Jan 12, 2026**

Vote Results For: 6 Against: 0 Abstain: 0

If a Financial Request:

When submitting to the DVCA Board a copy must be sent to DVCA Finance Committee for review.

Expense Reserve (check one) Amount: **\$ \$8,990**

Budget Code **9323** Name Sidewalk Repair

\$\$ Amount Available in Budget or Reserve : **\$9,000**

Will expenditure require an increase in the operating budget? No

**Leslie Massingill
DBA. Concrete Patios Unlimited**

**5859 Sampley Way
Houston, Texas 77092**

Date: Dec. 16, 2025

Customer: Bob Shortle Home No.: _____
Deerfield Village Subdivision

Jobsite: Deerfield Village Cell No.: 281-799-0711

City/State/Zip: Houston, Texas 77084 Work No: _____

The Contractor proposes to furnish all listed material and labor necessary for the completion of the following job specifications:
The demo..and replace.

GREENBELT FLOODING 2026

(5) 18202 Widcombe / 32'x6'=192 sq.ft. with (4) 4 inch channel drain

(6) 18135 Spellbrook / 1 drain box 12x12 / (5) 4 inch channel drains / 20 ft. 4 inch pvc drain line / 60 ft. saw cut / 30 sq.ft. new concrete

(7) 18135 Spellbrook / 15'x6'=90 sq.ft. / (3) 4 inch channel drains / 1 drain box 12x12 / 20 ft. 4 inch pvc drain under new walk

**12 channel drains / 2 drains 12x12 / 60 ft. saw cut / 40ft. pvc drain line
Total 321 sq.ft concrete repair**

The spec .will consist of 3/8 rebar 15 inch on center / 3/8 dowels in existing concrete. Concrete will be 4 inches thick / 3500 psi. concrete / with brush finish.
Clean jobsite .

Close to traffic for (3 days)

The Contractor proposes hereby to furnish material and labor with above specifications for the sum of: **Dollars (\$ 8,990.00)**.

Payment schedule as follows: A draw of 50% to start and 50% final payment on day of clean up.

All material is guaranteed to be as specified and the work will be completed in a workmanlike manner in accordance to specifications. Any and all alterations or deviations from the stated specifications involving extra costs and materials will be executed only upon written orders. These changes turn into an extra charge, over and above the estimate.

Submitted by: _____

This proposal may be withdrawn if not accepted within 30 days.

Acceptance of Proposal

As stated in the above specifications, the costs, materials and specifications are satisfactory and are hereby accepted. I authorized the contractor to perform the work as specified and payments will be made as summarize above.

Customer Signature: _____ Date: _____

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Thanks for the opportunity
Concrete Patios Unlimited

Notes :

Greenbelt Flooding 2026

Summary

Spend \$8990 from 2026 Reserve 9323 Greenbelt Sidewalk Flooding to complete the proposed solutions (listed below).

Problem

Multiple locations along the green belt experience sidewalk flooding from moderate rainfalls (pictures shown are from a rain of 0.6 inches in 2023). Our experience shows that the problems can be solved by a combination of raised sidewalks with cross-sidewalk channel drains and new drains under existing sidewalks (examples are the Downgate projects 4-2025).

Solutions

5. 18202 Widcombe – The sidewalk above the drainpipe has sunk. Replace 32 feet of sidewalk, positioned higher than the current height, and add 4 cross-sidewalk channel drains to support drainage. **Estimate \$2,600**

6 18135 Spellbrook – North of the Spellbrook connector sidewalk spur, add 5 cross-sidewalk channel drains into the existing sidewalk and add a new drain box east of the sidewalk with 20 feet of drainpipe under the sidewalk to support drainage.

Estimate \$2,800

7 18135 Spellbrook – Near the Spellbrook connector sidewalk spur, install 15 feet of sidewalk, positioned higher than the current height, add 3 cross-sidewalk channel drains and add a new drain box east of the sidewalk with 20 feet of drainpipe under the new sidewalk to support drainage.

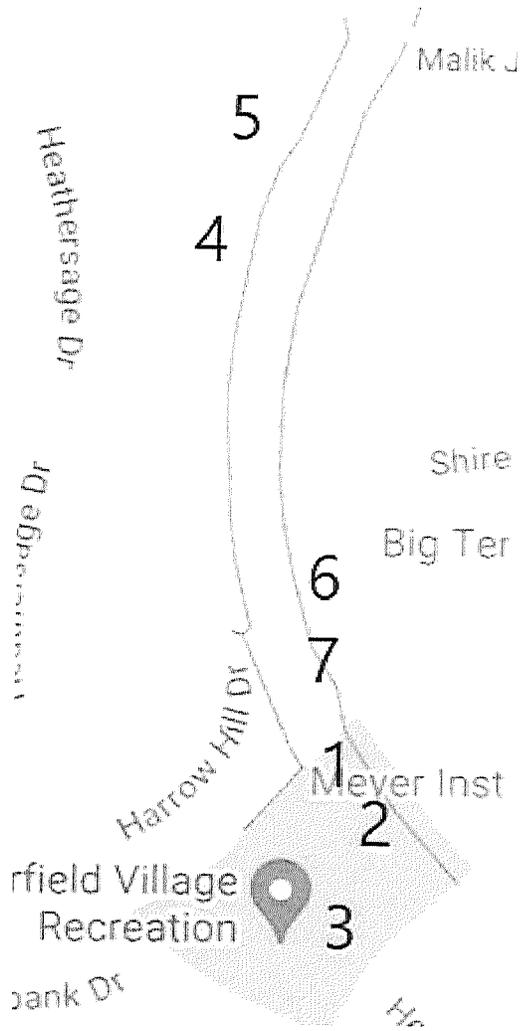
Estimate \$3,200

Locations

	Nearby Address	Light Pole	Description
5	18202 Widcombe	11	At connecting sidewalk spur DRAINS INSTALLED
6	18135 Spellbrook North	62-63	North of connecting sidewalk spur
7	18135 Spellbrook	61-62	At connecting sidewalk spur

The first 4 locations were resolved in 2025.

Maps



Pictures

5. 18202 Widcombe



6. 18135 Spellbrook north



7. 18135 Spellbrook



Committee Proposal to DVCA Board

Sidewalk Repair Proposal – January 2026

Proposal Date: January 26, 2026

Committee Name: Landscape

Name of Proposal: **Sidewalk Repair Proposal 2026**

Description of Request / Proposal: **Install small patches to level joints for safety at multiple locations along green belt pathways.**

Locations: **11 locations as shown on attached summary.**

Spec: 4 in. thick 3500 PSI concrete mix; 3/8 re-bar on 16 in. centers; dowel drilled to existing sidewalk;

Date Vote Taken: Jan 12, 2026

Vote Results For: 6 Against: 0 Abstain: 0

If a Financial Request:

When submitting to the DVCA Board a copy must be sent to DVCA Finance Committee for review.

Expense Reserve _____ (check one) Amount: \$ 2,600

Budget Code 8125 Name Sidewalk Repair

\$\$ Amount Available in Budget or Reserve: \$15,000

Will expenditure require an increase in the operating budget? No

**Leslie Massingill
DBA. Concrete Patios Unlimited**

**5859 Sampley Way
Houston, Texas 77092**

Date: Jan.18, 2026

Customer: Bob Shortle Home No.: _____
Deerfield Village Subdivision

Jobsite Deerfield Village Cell No.: 281-799-0711

City/State/Zip: Houston, Texas 77084 Work No: _____

The Contractor proposes to furnish all listed material and labor necessary for the completion of the following job specifications:
The demo..and replace.

2025 SIDEWALK REPAIRS

- (11) 18118 Mountfield / 2'x6'=12 sq.ft. with (1) 4 inch channel drain / saw cut**
 - (12) 5018 Red Lodge / 11'x6'=66 sq.ft.**
 - (13) 4615 Farmington / 1'x6'=6 sq.ft. / saw cut 6'**
 - (14) 18207 Farnsfield 4'x 6'=24 sq.ft. / saw cut 6'**
 - (15) 4102 Downgate / 1'x6'= 6 sq.ft / saw cut 6'**
 - (16) 4102 Downgate / 1'x6'=6 sqft / saw cut 6'**
 - (17) 18202 Longmoor / 1'x6'=6 sq.ft / saw cut 6'**
 - (18) 1902 Vanbury / 1'x6'= 6'sqft. / saw cut 6'**
 - (19) 5031 Walnut Cove dr 1'x6'=6' / saw cut 6'**
 - (20) 3922 Heathersage / 1'x6'=6' + 1'x6'=6' / saw cut 12'**
 - (21) 5114 Glenworth / 2'x6'=12' sqft x 3 = 36 sq.ft / 18' saw cut**
- Total 180 sq.ft.**

The spec .will consist of 3/8 rebar 15 inch on center / 3/8 dowels in existing concrete. Concrete will be 4 inches thick / 3500 psi. concrete / with brush finish.
Clean jobsite .

Close to traffic for (3 days)

The Contractor proposes hereby to furnish material and labor with above specifications for the sum of: **Dollars (\$ 2,110.00)**.

Payment schedule as follows: A draw of 50% to start and 50% final payment on day of clean up.

All material is guaranteed to be as specified and the work will be completed in a workmanlike manner in accordance to specifications. Any and all alterations or

deviations from the stated specifications involving extra costs and materials will be executed only upon written orders. These changes turn into an extra charge, over and above the estimate.

Submitted by: _____

This proposal may be withdrawn if not accepted within 30 days.

Acceptance of Proposal

As stated in the above specifications, the costs, materials and specifications are satisfactory and are hereby accepted. I authorized the contractor to perform the work as specified and payments will be made as summarize above.

Customer Signature: _____ Date: _____

Visit us at www.concretepatiosunlimited.com

Thanks for the opportunity
Concrete Patios Unlimited

Notes :

2026 Sidewalk Repairs

Summary

Spend \$2,600 from the 2026 sidewalk repair operating budget [8125 Sidewalk Repair.]

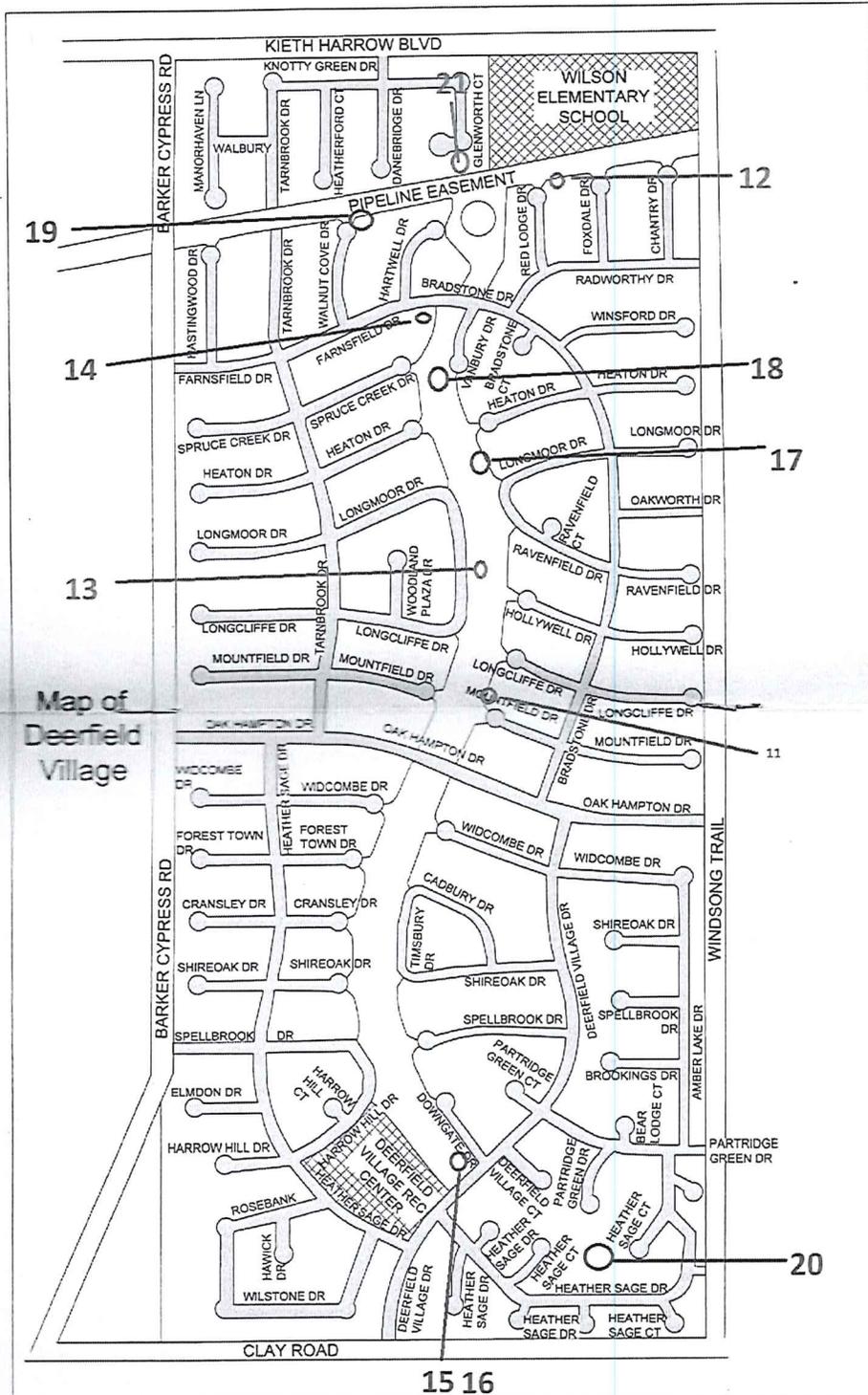
Problems

Multiple locations need repairs for safety considerations.

Safety Locations

11. Install 12-inch patch to level a joint west of 18118 Mountfield, north of the spur junction, north of Light Pole number 53
12. Install 4 feet patch to level a joint behind North of 5018 Red Lodge near twin Pines
13. Install 12-inch patch to level a joint east of 4619 Farnington, near Light Pole number 18
14. Install 12-inch patch to level a joint east of 18207 Farnsfield
15. Install 12-inch patch to level a joint southwest of 4102 Downgate, 20 feet southeast of pole 66
16. Install 12-inch patch to level a joint southwest of 4102 Downgate, 38 feet southeast of pole 66
17. Install 12-inch patch to level a joint north and east of 18202 Longmoor, 50-60 feet north of light pole 20 immediately adjacent to a drain culver.
18. Install 12-inch patch to level a joint on the sidewalk curving around the north end of the green belt drain, between the addresses of 1902 Vanbury and 18207 Spruce Creek
19. Install 12-inch patch to level a joint on the sidewalk at the driveway to the Water lift station at 5031 Walnut Cove Dr.
20. Install a 12-inch patch to level a joint on the sidewalk on two ends of a 12-15-foot sidewalk adjacent to a tree behind the house 3922 Heathersage
21. Install 12-20 inch patches to level 3 joints on the sidewalk west of 5114 Glenworth at 10 feet South, 41 feet South and 95 feet South of Glenworth Street.

Map

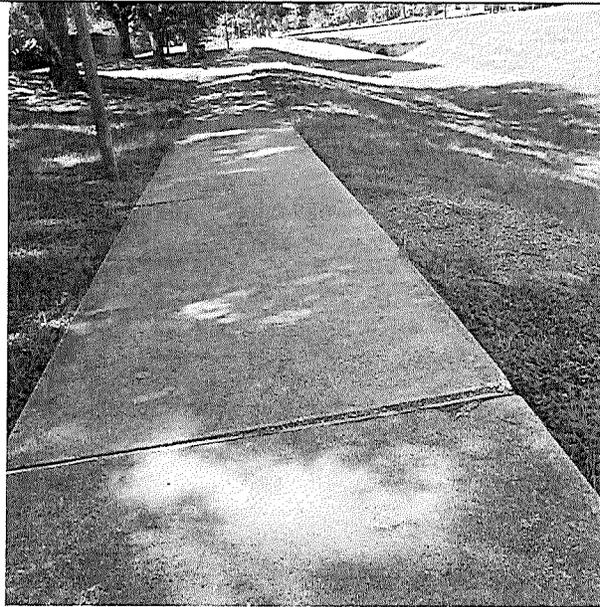


Map of
Deerfield
Village

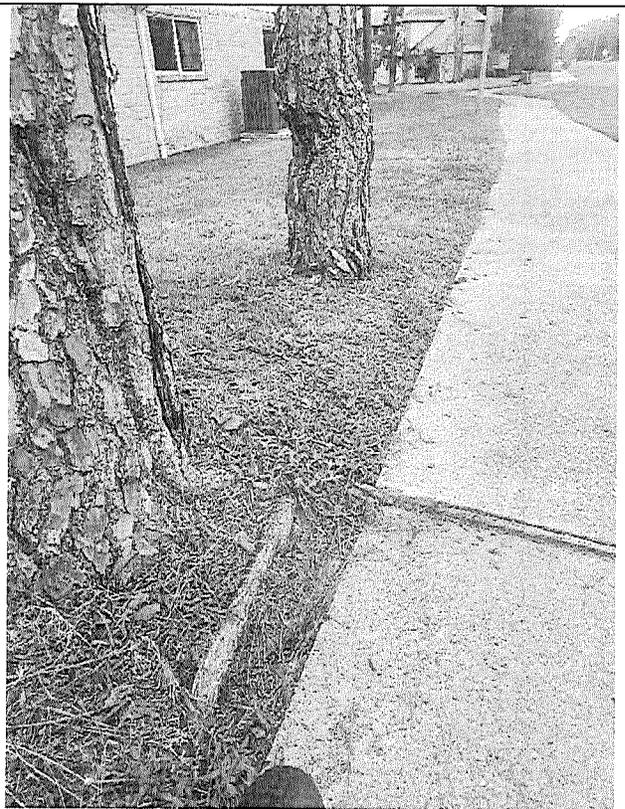
27

26

Pictures



11. Install 12-inch patch to level a joint west of 18118 Mountfield, north of the spur junction, north of Light Pole number 53



12 Replace 4 feet of sidewalk behind 5018 Red Lodge near twin Pines to level a joint



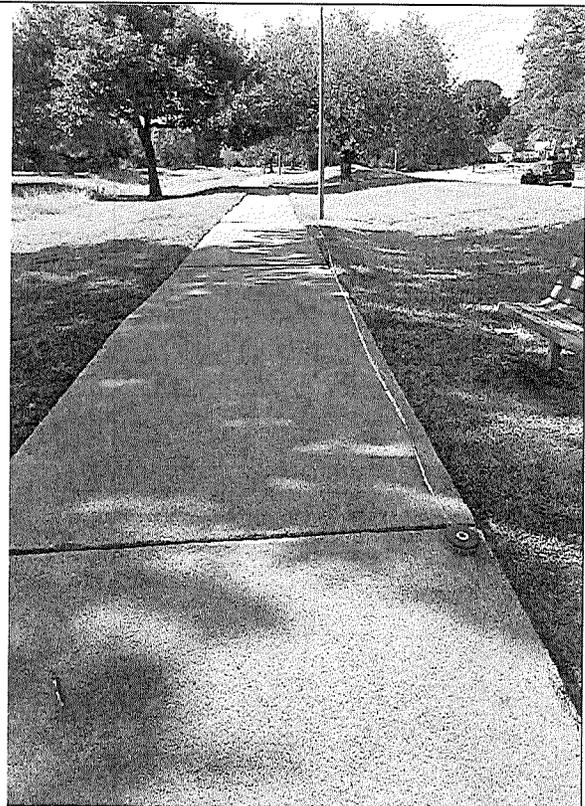
13 Install 12-inch patch to level a joint east of 4619 Farnington, near Light Pole number 18



14 Install 12-inch patch to level a joint east of 18207 Farnsfield



15. Install 12-inch patch to level a joint southwest of 4102 Downgate, 20 feet southeast of pole 66



16. Install 12-inch patch to level a joint southwest of 4102 Downgate, 38 feet southeast of pole 66



17. Install 12-inch patch to level a joint north and east of 18202 Longmoor, 50-60 feet north of light pole 20 immediately adjacent to a drain culver.



18. Install 12-inch patch to level a joint on the sidewalk curving around the north end of the green belt drain, between the addresses of 1902 Vanbury and 18207 Spruce Creek



19. Install 12-inch patch to level a joint on the sidewalk at the driveway to the Water lift station at 5031 Walnut Cove Dr.



20. Install a 12-inch patch to level a joint on the sidewalk on two ends of a 12-15-foot length of sidewalk adjacent to a tree behind the house 3922 Heathersage

21 Install 12-20 inch patches to level 3 joints on the sidewalk west of 5114 Glenworth at 10 feet South, 41 feet South and 95 feet South of Glenworth Street.



Committee Proposal to DVCA Board

Proposal Date: January 22, 2026

Committee Name: **Landscape**

Title/Name of Proposal: **Remove 3 Dead Trees Pines**

Description of Request / Proposal:

Proposal for release of funds for removal, stump grinding stumps and haul away of three dead pines. Two located on the pipeline easement at 5035 Tarnbrook and one behind 3908 Heathersage along the walking path.

Date Vote Taken: January 23, 2026

Vote Results For: 6 Against: 0 Abstain: 0

If a Financial Request:

When submitting to the DVCA Board a copy must be sent to DVCA Finance Committee for review.

Expense Reserve **X** (check one) Amount: **\$ 3,000**

Budget/Reserve Code: **9391** Name: **Tree Removal & Replacement Ongoing**

\$\$ Amount Available in Budget or Reserve: \$ **5,000**

Will expenditure require an increase in the operating budget? No

Committee Proposal to DVCA Board

Proposal Date: January 22, 2026

Committee Name: **Landscape**

Title/Name of Proposal: **Patio Home Tree Trimming**

Description of Request / Proposal:

Proposal for release of funds to: 1) elevate trees over road in 5 of 10 cul de sacs in order to facilitate access for emergency vehicles. 2) Elevate low branches over pathways.

Date Vote Taken: January 23, 2026

Vote Results For: 6 Against: 0 Abstain: 0

If a Financial Request:

When submitting to the DVCA Board a copy must be sent to DVCA Finance Committee for review.

Expense Reserve **X** (check one) Amount: **\$ 3,000**

Budget/Reserve Code: **8115** Name: **Tree Maintenance**

\$\$ Amount Available in Budget or Reserve: \$ **20,000**

Will expenditure require an increase in the operating budget? No

DVCA SECURITY COMMITTEE

January 6, 2026 Meeting Minutes

Attending: Angela Burris, Terry Gray, Ben Sommers
Trustee Rep: Brent Burris
SEAL: Col. Goodman
Guests: None

Angela determined that a quorum was present and called the meeting to order at 7:01 pm.

Minutes from the November 4th meeting were reviewed and accepted unanimously after a motion by Angela and second by Ben.

Resident Inquiries:

None.

SEAL Report:

The committee reviewed the SEAL report for December. There were no serious events, just minor incidents involving noise, solicitors and suspicious activity/persons/vehicles. Another generally quiet month.

Budget/Expenditures:

YTD total SEAL contract expense remained under budget for year-end 2025.

Old Business:

More of the SEAL No Trespassing signs are beginning to fade. The two new ones we ordered are different and smaller than the original ones. The committee will contact SEAL to identify alternatives that may approach the original size. Since the content is basically the same, the committee authorized Brent to replace the badly faded SEAL sign located at the Partridge Green entrance off Windsong. He has done so.

New Business:

The new SEAL contract for 2026 was approved by the committee at its November 4th meeting and the Board approved/signed it at their November meeting. The new contract increases the hourly rate by \$1.00, representing a 2.7% increase, slightly below the cost-of-living change. All other contract provisions remain the same. SEAL has signed the contract.

There was brief discussion about asking SEAL to note and report any non-functioning street lights. It was agreed that the idea would be discussed with SEAL.

Elections

In the absence of anyone else willing to chair the committee, Terry nominated Angela Burris to continue to serve as Chairperson, seconded by Ben. Terry Nominated Glenn to serve as vice chair, seconded by Angela. Terry nominated Ben to serve as Secretary, seconded by Angela. All were elected unanimously.

Meeting was adjourned at 7:25 pm after a motion by Angela, seconded by Ben and passed unanimously.

The next regular meeting is Tuesday, February 3, 2026, at 7 pm in the Clubhouse.

Community Services Meeting: January 5, 2025

The meeting began at 7:00 pm with the following members present:

Rick Johnson, Susan Wolf, Jay Singleton, George Schneider

Regrets: Susan Greer, Board Rep Bill Wilkinson

Our agenda items:

Minutes: The November meeting minutes were reviewed; a motion was made by Susan W to accept as written, a second by Jay, all voted in favor.

Financials: December report not yet available.

Old business:

- a) Emergency Stairs: Annex – Production delay resulted from other equipment being fabricated. Latest estimated completion is mid- to late-January.
- b) Parking lot repairs: waiting for a quote from Leslie Massingill

New Business: None

Dates of upcoming meetings were reviewed.

There being no further business, we adjourned at 7:30 pm.

Committee Proposal to DVCA Board

Proposal Date: 1/19/26

Committee Name: Community Services

Title/Name of Proposal: Rec Center Parking Lot Repair

Description of Request / Proposal:

Concrete at the west side of the Rec Center parking lot has shifted, creating unevenness that is a tripping hazard. The problem is centered around a drainage basin that has fractured and crumbled and is in need of repair. The Landscape Committee is proposing extensive concrete repair work on the sidewalks in the neighborhood in two separate projects. If the parking lot repair is undertaken in conjunction with this work, economies of scale offer a very attractive price for the work. A quote was obtained from the paving contractor on 1/18 and is attached.

Date Vote Taken: 1/19/26

Vote Results For: 4 Against: 0 Abstain: 0

If a Financial Request:

When submitting to the DVCA Board a copy must be sent to DVCA Finance Committee for review.

Expense Reserve XXX (check one) Amount: \$1950

Budget/Reserve Code: 9801 Name: Parking Lots

\$\$ Amount Available in Budget or Reserve: \$25,484

Will expenditure require an increase in the operating budget? No. If yes what is the amount of additional annual expense: _____.

If this is a capital expenditure what is the useful life in years of the replacement/addition:30

**Leslie Massingill
DBA. Concrete Patios Unlimited**

**5859 Sampley Way
Houston, Texas 77092**

Date: Jan.18, 2026

Customer: Bob Shortle Home No.: _____
Deerfield Village Subdivision

Jobsite Deerfield Village Cell No.: 281-799-0711

City/State/Zip: Houston, Texas 77084 Work No: _____

The Contractor proposes to furnish all listed material and labor necessary for the completion of the following job specifications:
The demo..and replace.

2026 Parking Lot REPAIRS

Demo.91 sqft. / saw cut 61 ft. around catch basin.

The spec .will consist of 3/8 rebar 15 inch on center / 3/8 dowels in existing concrete 18 inch on center. Concrete will be 6 inches thick / 3500 psi. concrete / with brush finish.

Clean jobsite .

Close to traffic for (3 days)

The Contractor proposes hereby to furnish material and labor with above specifications for the sum of: **Dollars (\$ 1,950.00)**.

Payment schedule as follows: A draw of 50% to start and 50% final payment on day of clean up.

All material is guaranteed to be as specified and the work will be completed in a workmanlike manner in accordance to specifications. Any and all alterations or deviations from the stated specifications involving extra costs and materials will be executed only upon written orders. These changes turn into an extra charge, over and above the estimate.

Submitted by: _____

This proposal may be withdrawn if not accepted within 30 days.

Acceptance of Proposal

As stated in the above specifications, the costs, materials and specifications are satisfactory and are hereby accepted. I authorized the contractor to perform the work as specified and payments will be made as summarize above.

Customer Signature: _____ Date: _____

Visit us at www.concretopatiosunlimited.com

Thanks for the opportunity
Concrete Patios Unlimited

SPC Meeting Minutes – Jan. 13, 2026

OPEN MEETING – 7:03pm

- Attendance – Obrien, Lamkahouan, Brown, Bivens, Ayer, and Trustee Murphy in attendance
- Determine Quorum -yes

RESIDENT INQUIRIES/SPECIAL GUESTS – none

BUDGET/EXPENDITURES UPDATE- Chairwoman Lamkahouan reviewed recent expenses

- \$993.92 – January maintenance
- \$120.00 – Polar Bear Swim lifeguards
- \$650.00 - Remove and replace the roof vent cover, as well as replaced additional vent cover, roof jack, and missing ridge vent shingles – Chairwoman Lamkahouan discussed in detail
- \$1,490 – deep end step repair

PREVIOUS MONTH'S ACTIONS- Chairwoman Lamkahouan reviewed actions

- Deep end step replaced
- Funbrellas tied up
- 20-30 people attended Polar Bear Swim
- AB contract signed with three-year rate extension and lock in

CURRENT SPC ISSUES/DISCUSSION

- Committee discussed thermometer and if new would be needed before SAYOR begin
- Fans will be installed very soon
- Garbage can wood slats completed recently
- Chairwoman Lamkahouan will secure a power washing quote from Mr. Deeds for deck and bathrooms
- Vote on chairman, vice chairman, secretary- all unanimous votes for sitting positions to continue in 2026. Chairwoman – Lamkahouan, Vice Chairman – Bivens, Secretary - Brown
- Set date for pool walk through – 2/1 2pm with back up of 2/15 2pm
- Discuss contact joint project dates for demo and installation. Materials order has been placed. – hold off on Cat ordering product. Parsons to walk and confirm amount and cost. Decisions for tear out and install all at one time or as needed.

Meeting adjourned at 7:26pm

Next meeting is on Feb. 10, 2026, at 7:00PM

Tennis Committee Meeting Minutes January, 2026

NO quorum.

Only 2 people attended meeting held for January 2026.

Deerfield Village Deeds Committee Minutes
January 13, 2026

The meeting was called to order at 7:08 PM by Buddy Scott, Chairman. Members in attendance were: Elaine Mills, Charlotte Benincasa, Buddy Scott, Terry Frommel and Lisa Johnson. Office Manager Catherine Guiberteau and Deeds Coordinator Rose Rodriguez were also present. Quorum was determined.

Charlotte moved and Elaine seconded that the November 10, 2025 minutes be approved as read. Motion passed unanimously.

Resident Inquiries: None.

Old Business:

1. Open items with Board: Buddy reported that the Matrix has been accepted by to Board and will be implemented starting in April, 2026.
2. DVCA Manager Report: New AAs will be sent via email. See Closed Session for other issues.
3. Yard of the Month update: Lisa reported that the Yard of the Month signs were destroyed due to wind. Therefore, the December and Christmas winners will carry over to January. The winners were 18303 Spruce Creek and 18206 Longcliffe Drive. The judging for Christmas decorations will be done by December 15th going forward.

New Business:

1. Architectural Guidelines Committee update: The Committee is still meeting.
2. Election of Officers: Charlotte moved and Elaine seconded that Buddy Scott remain the Chairman. Motion passed unanimously. Lisa moved and Buddy seconded that Terry Frommel be Vice Chairman. Motion passed unanimously. Lisa moved and Elaine seconded that Charlotte Benincasa remain Secretary. Motion passed unanimously.

Closed Session:

1. Lisa moved and Charlotte seconded the motion to send Pre-Attorney letters to homeowners on Cransley, Heaton, Longmoor and Mountfield.
2. Two homeowners on Oakhampton will receive letters for not submitting AA's for driveway extensions that are not concrete.
3. Home on Oakworth for dead pine trees is at the Attorney level.
4. Letter will be sent to homeowner on Deerfield Village Drive regarding landscaping and realtor sign.

Lisa moved and Charlotte seconded that the meeting adjourn at 8:24 PM. The next meeting will be Monday, February 9, 2026.

Respectfully submitted,
Charlotte Benincasa

Recreation Committee (RC) Meeting Jan.2, 2026

Members present: Roger, Peter, Pat, Toby, Magalie

1. Review of minutes of last meeting No comments. Approved
2. Resident Inquiries/Comments - none
3. Coordinators comments:
 - a. Held the meeting at 10 am.
 - b. Magalie Sikora has joined the RC--now up to 6 members
 - c. Club/Group inventory—We are collecting contact and membership info for the 25 clubs/groups and committees that meet at the Rec Center.
 - d. Event calendar for 2026 is complete— summary in Sect.8.
 - e. Budget 2026-approved at \$14,810, same last year.
 - f. New resident survey postponed for now. Will help update demographics and activities we should focus on or add. Need a leader.
 - g. Rec Comm calendar added to the DV website. Will add monthly/weekly clubs/meetings. Info is in the “Life in the Village” tab. Also. click on the red highlighted date on the calendar and a description of the event will appear, along with the next 6 events. We communicate events 8 ways—website, newsletter, marquee, signs, Facebook, Next Door, flyers and DV email Blast. Look at flyers and texts. Consolidate social media posts.
 - h. Completed an evaluation of the value of services we pay for at events.
4. Team reports:
 - 3 seasonal,-- 3 Pool events -Roge/Peter/
 - Sun. April 13-Easter Egg Hunt 3-5 pm-well attended, great crafts
 - Mon. May 26 Memorial Day-rain delay, 150 attended, food sold out
 - Fri. July 4 Pool Party-slide, food, games-avg. attendance
 - Sat. Aug. 9 Teen party at the pool-great event
 - Mon. Sept. 1 Labor day pool party 2-6 pm slide, food, games
 - Sun. Oct.26 Trunk or Treat 5-6 pm-well attended
 - Sun.Dec.14 Snow Party-snow, Santa, train, crafts-record attendance
 - DFV Social-/Pat/Roge/Peter
 - Monthly outings and a New Years Eve party at Habaneros
 - Feb. 14—Valentines Social-meal, entertainment, \$15/person-sold out
 - June 28-- \$5 Family event- food, games,-karaoke, only 11 tickets sold
 - Aug. 10 Ice Cream Social-2-4 pm with games
 - Nov.15 Family Campfire-65 participants
 - Dec.5 Xmas Social-only 26 tickets sold-magician was excellent
 - Music on the Green Peter Howell/Roger
 - Oct. 12 band CC Rider- now 9 members with horn section
 - April 5 -now May 3 due to rain, May 17/25-CC Rider band-80-90
 - Sept.13—Steely Dan band Oct 11 Mel Bousely band-great night
 - a. Ongoing Events Suzie Bussone-will continue as leader for these 2
 - i. Coffee and Donuts and “Ladies Night Out”-now 1st Th. Of month
 - b. Men’s Group (TMG) Roge
 - i. Men’s Group grilling for all MOGs and Pool Parties in 2026.
 - ii. Food collection drive Jan.12-17

- iii. Pancake breakfasts. June 15-record crowd, Sept. 28, 1/18/25, 3/22-
“Candidates”-60 served, June 14 ,Sept. 20-fire truck, next Jan. 17
- iv. E-cycling/paper shred event Oct. 11/25-record amounts of both
- v. Astros watch parties- monthly in April, May, June, Aug., Sept.11
- vi. TMG trips-went to Shiner brewery. Toyota Tundra plant,. Movie,
.KCM, Transtar, METRO trip, fire station, MFA
- vii. TMG collecting grocery bags for Mesa, KCM and Meals on Wheels.
Also used eyeglasses, used tennis balls, pill bottles, and suitcases.
- c. . Garage sale - April/25-54 sellers, Oct./25 57 sellers-Spring April 11/26
- d. DFV Bazaar Nov.6/7/26

5. New Events

- a. Game night/card night –Roger to contact Windsong re their experience.
- b. Drive in Movie-make cars out of boxes. Peter and the Forbes’ investigating.
- c. Bus trip-coordinate with Day Trippers and Men’s Group
- d. Low Impact Sports-we have bocce, horseshoes, pickleball, volleyball and
cornhole. Looking at shuffleboard, croquet, putting green, badminton.
- e. NEW-Home school theatre group-meets weekly
- f. Mercy church group meeting Sunday at 10:30
- g. Bingo-check with golf course event-combine with karaoke
- h. Toy Drive for Chtistmas-very successful

6. Other Events/Ideas (need someone to lead)

- i. Looking at a “Fun Run” and activities to promote fitness in DFV.
Possibly Community/Senior Olympics. Shed the “quarantine-15”
- ii. Cycling club- in discussion-first ride in Sept.
- iii. Karaoke , bingo
- iv. Neighborhood night out. /Block Party
- v. night, crawfish boil, pig roast
- vi. Kids art display or mask decorating
- vii. Gardening Club-first meeting July 8/25-14 attended
- viii. Xmas “Carol-oke”, pajamboree
- ix. Low cost events-

7. Officers for 2025 Chair-Roger, Vice-Peter, Sec. Pat Wilkinson

8. 2026 Schedule-Base Plan

- a. 2 Garage Sales April 11, Oct.10
- b. 4 Music on the Green 4/11,5/16,9/12,10/10
- c. 5 Socials
- d. 5 Pancake breakfasts
- e. 3 Pool Parties 5/25,7/4,9/7
- f. 3 Seasonal Parties: Easter, Halloween, Christmas Snow Party
- g. 2 Teen Parties June 21. Aug. 9 End of school popsicles5/28
- h. 3 Outdoor movies-discussed at June RC meeting—generated a list.
- i. Special Events:
 - i. Ice Cream Social 8/9
 - ii. Craft Bazaar Nov. 6/7
 - iii. Family Campfire Nov.14
 - iv. Dog Show, Hayride, HS Grad Parade, Xmas lights/carols, Pajambore
The next meeting is FRIDAY Feb.6 at 10 am.

Deerfield Village Community Association
ARCHITECTURAL GUIDELINES COMMITTEE MEETING MINUTES
Thursday, December 4, 2025, 7:00 pm
Deerfield Village Clubhouse

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

I. DETERMINATION OF A QUORUM (6 required)

Eric determined we had a quorum and called the meeting to order at 7:12 pm.

II. APPROVAL OF MINUTES

Eric motioned that we approve the revised version of minutes from the meeting held on November 11, 2025. Brent seconded the motion; passed unanimously.

III. RESIDENTIAL INQUIRIES

No residents were present, nor inquiries submitted.

IV. OLD BUSINESS.

A. Feedback on the new Unified PC and Statutory Deeds Policy

1. Eric has consolidated several DVCA policies that are driven by state statutes into one document for clarity. The Board has approved that document and it is posted on the website.
2. Eric, Glenn and Brent noted that our local use of the term “Deeds Committee” refers to the group defined as the Architectural Control Committee by state HOA laws. (To be clear, that is NOT this Architectural Guidelines Committee.) The HOA attorney has suggested DVCA adopt the state language and Eric said that will be addressed by the board in the coming year.
3. We noted the need to review key topics in the PC to be sure nothing has been omitted. Roofing requirements, enforcement actions and a process for “grandfathering” existing non-compliant situations were mentioned specifically.
4. We discussed how to organize the Unified PC and supporting documents. The goal is to make them user friendly to residents, who for the most part are not familiar with the content when looking for information.

- a.) We agreed the actual Unified PC needs to be kept separate, as that content requires a homeowner vote for approval and adoption.
- b.) Additional explanatory content would be useful for the community to have. Including an introduction, a table of contents and/or index, a glossary of definitions/abbreviations would all help clarify the information presented.
- c.) Steve agreed to review the PC and propose a list of definitions and abbreviations.
- d.) Phrasing and placement of references to state law, to the right for homeowners to appeal to the Architectural Control Committee, and statements about Board exceptions also need additional review.

V. **NEW BUSINESS**

The next two regularly scheduled meetings would conflict with Christmas and New Year's holidays. We voted at the last meeting to cancel the meeting on December 23, 2025. Eric motioned that we move the regular meeting scheduled for January 1, 2026 to Thursday January 8, 2026. Elaine seconded the motion; passed unanimously.

VI. **ADJOURNMENT**

Eric motioned that the meeting be adjourned at 9:06 PM. Glenn seconded the motion; passed unanimously.

Signed:  Date: 12/30/2025
Secretary: Lauric Johnson

OLD BUSINESS

A. None

NEW BUSINESS

- A. Administrative Policy Regarding Architectural Review Authority-Updated by attorney**
- B. Supplemental Policy Update-Add trespassing sign and sign section**
- C. Approve By-Law clarification for Deed Restriction Committee**

DEERFIELD VILLAGE COMMUNITY ASSOCIATION, INC.

4045 Deerfield Village Drive * Houston, TX 77084

Office: (281) 463-2624 * Fax: (281) 463-7679

Email: dvmgr@deerfieldvillageonline.com

**ASSOCIATION'S CURRENT ADMINISTRATIVE POLICY
REGARDING ARCHITECTURAL REVIEW AUTHORITY**

**[Recorded Pursuant to Section 209.00505, 209.00506 and 209.00507,
Title 11, Texas Property Code]**

DEERFIELD VILLAGE COMMUNITY ASSOCIATION, INC. (the "Association") is a Texas Non-Profit Corporation and a property owners' association. The undersigned, being the Association's President and a Director of the Association, submits this instrument on behalf of the Association. This instrument supersedes only the portions of any prior Association instruments pertaining to the herein described matters filed by the Association. The Association certifies as to the following:

- I. The name(s) of the Subdivision(s) is/are DEERFIELD VILLAGE, Sections One (1) through Six (6) inclusive, DEERFIELD VILLAGE, Section Eight (8) and DEERFIELD VILLAGE PATIO HOMES, Sections One (1), Two (2) and Three (3).
- II. The name of the Association is DEERFIELD VILLAGE COMMUNITY ASSOCIATION, INC.
- III. The recording data (i.e., Map or Plat reference) for each Section of the Subdivision, recorded in the Map or Plat Records of Harris County, Texas, is as follows:

Map(s) or Plat(s) Records of Harris County, Texas:

Deerfield Village, Section One - Volume 229, Page 1.
Deerfield Village, Section Two - Volume 237, Page 44.
Deerfield Village, Section Three - Volume 256, Page 31.
Deerfield Village, Section Three Replat - Volume 290, Page 50.
Deerfield Village, Section Four - Volume 257, Page 13.
Deerfield Village, Section Five - Volume 306, Page 136.
Deerfield Village, Section Six - Volume 343, Page 40.
Deerfield Village, Section Eight - Volume 308, Page 146.
Deerfield Village Patio Homes, Section One - Volume 235, Page 124.
Deerfield Village Patio Homes, Section Two - Volume 243, Page 142.
Deerfield Village Patio Homes, Section Three - Volume 243, page 149.

- IV (a). The recording data for the Declaration (which may be referred to as the "Declaration," the "Restrictions," the "Deed Restrictions," the "Covenants, Conditions and Restrictions," the "Restrictions and Covenants" or the "CC&Rs") for each Section of the Subdivision, including Amendments, Modifications and/or Supplements as applicable, is as follows:

Declarations (Deed Records of Harris County, Texas):

Deerfield Village, Section One - Clerk's File No. E565236.
Deerfield Village, Section Two - Clerk's File No. E824180.
Deerfield Village, Section Three - Clerk's File No. G961226.
Deerfield Village, Section Four - Clerk's File No. F761973.
Deerfield Village, Section Five - Clerk's File No. J123883.
Deerfield Village, Section Six - Clerk's File No. M276167.
Deerfield Village, Section Eight - Clerk's File No. L792807.
Deerfield Village Patio Homes, Section One - Clerk's File No. E807466.
Deerfield Village Patio Homes, Section Two - Clerk's File No. H029605.
Deerfield Village Patio Homes, Section Three - Clerk's File No. J551385.

- IV (b).** The recording data for the "Community Services Charge" for each Section of the Subdivision, including Amendments, Modifications and/or Supplements as applicable, is as follows:

Community Services Charge (Deed Records of Harris County, Texas):

Deerfield Village, Section One - Clerk's File No. E564713.
Deerfield Village, Section Two - Clerk's File No. E564713.
Deerfield Village, Section Three - Clerk's File No. E564713.
Deerfield Village, Section Four - Clerk's File No. E564713.
Deerfield Village, Section Five - Clerk's File No. E564713.
Deerfield Village, Section Six - Clerk's File No. E564713.
Deerfield Village, Section Eight - Clerk's File No. E564713.
Deerfield Village Patio Homes, Section One - Clerk's File No. E764216.
Deerfield Village Patio Homes, Section Two - Clerk's File No. E764216.
Deerfield Village Patio Homes, Section Three - Clerk's File No. E764216.

- V.** The Association's architectural review authority may be referred to as "Architectural Control Committee," "Architectural Committee," "Architectural Review Committee," "Architectural Standards Committee," "Committee" or other similar name. The Association's current Administrative Policies regarding Architectural Review are as follows:

1. Except as provided by "5" below, a person may not be appointed or elected to serve on an architectural review authority if the person is: (1) a current Board member; (2) a current Board member's spouse; or (3) a person residing in a current Board member's household.
2. The members of the architectural review authority are appointed by the Association's Board of Directors (the "Board"). The members of the architectural review authority are subject to being removed or replaced by the Board at any time. A member of the architectural review authority may resign at any time in writing or by electronic communication, effective upon the Association's receipt of such resignation.
3. The architectural review authority shall report its actions to the Board on a regular basis as established by the Board. The Board may appoint a Director liaison for the architectural review authority so as to enhance communications between the architectural review authority and the Board.

4. Except as provided by “5” below, a person may not be appointed or elected to serve on an architectural review authority unless the person timely notifies the Association of the person’s interest in serving on the authority.
5. If a vacancy remains on the architectural review authority after each person eligible under “1” above who timely notifies the Association in accordance with “6” below, is appointed or elected to the authority, the Association may appoint any person to fill the vacancy, including a person not otherwise eligible under “1” above.
6. Solicitation of Candidates for Architectural Review Authority (Effective on September 1, 2025 and Thereafter). Not later than the 10th day before the date the Association or the Board takes action to elect or appoint or meets to elect or appoint a person to serve on the architectural review authority, the Association must provide notice to the Association members soliciting persons interested in serving on the architectural review authority. The solicitation notice must (1) be provided: (A) by mail to each owner; or (B) by: (i) posting the notice in a conspicuous manner reasonably designed to provide notice to Association members: (a) in a place located on the Association’s common property or, with the property owner’s consent, on other conspicuously located privately owned property within the subdivision; or (b) on any Internet website maintained by the Association or other Internet media; and (ii) sending the notice by e-mail to each owner who has registered an e-mail address with the Association; and (2) contain instructions for a person to notify the Association of the person’s interest in serving on the architectural review authority, including the date by which the person’s notification must be received by the Association. The date established by the Association by which notification of a person’s interest in serving on the architectural review authority must be received by the Association may not be a date earlier than the 10th day after the date the Association provides the notice described herein.
7. Architectural standards and/or architectural guidelines are promulgated and implemented by the Board. The architectural review authority shall enforce any such Board approved standards/guidelines.
8. A decision by the architectural review authority denying an application or request by an owner for the construction of improvements in the subdivision may be appealed to the Board. A written notice of the denial must be provided to the owner by certified mail, hand delivery, or electronic delivery. The notice must: (1) describe the basis for the denial in reasonable detail and changes, if any, to the application or improvements required as a condition to approval; and (2) inform the owner that the owner may request a hearing before the Association’s Board of Directors on or before the 30th day after the date the notice was mailed to the owner.
9. The Association’s Board of Directors (the “Board”) shall hold a hearing not later than the 30th day after the date the Board receives the owner’s request for a hearing and shall notify the owner of the date, time and place of the hearing not later than the 10th day before the date of the hearing. Only one such hearing is required.
10. Pursuant to *Section 209.0051(h), Title 11, Texas Property Code*, an owner’s appeal to the Board of a denial by an architectural review authority shall be heard in an open Board meeting for which prior notice was given to owners.

11. During a hearing, the Board or the designated representative of the property owners' association and the owner or the owner's designated representative will each be provided the opportunity to discuss, verify facts, and resolve the denial of the owner's application or request for the construction of improvements, and the changes, if any, requested by the architectural review authority in the notice provided to the owner.
12. Regarding an owner's appeal to the Board, the Board or the owner may request a postponement. If requested, a postponement shall be granted for a period of not more than 10 days. Additional postponements may be granted by agreement of the parties.
13. Regarding an owner's appeal to the Board, the property owners' association or the owner may make an audio recording of the meeting.
14. The Board may affirm, modify, or reverse, in whole or in part, any decision of the architectural review authority as consistent with the Subdivision's Declaration.

(Date, Certification, Signature and Acknowledgment are Contained on Page 5 Hereof)

CERTIFICATION

“I, the undersigned, being the President of DEERFIELD VILLAGE COMMUNITY ASSOCIATION, INC., hereby certify that the foregoing Association’s Current Administrative Policies Regarding Architectural Review Authority were adopted by at least a majority of the Association’s Board of Directors, and such Policies/Guidelines have never been modified or repealed, and are now in full force and effect.”

**DEERFIELD VILLAGE COMMUNITY
ASSOCIATION, INC.**

By: _____
ERIC JEAN-PAUL TOUREILLES, President

ACKNOWLEDGMENT

**THE STATE OF TEXAS §
 §
COUNTY OF HARRIS §**

BEFORE ME, A NOTARY PUBLIC, on this day personally appeared ERIC JEAN-PAUL TOUREILLES, President of DEERFIELD VILLAGE COMMUNITY ASSOCIATION, INC., a Texas Non-Profit Corporation, known to me to be the person whose name is subscribed to the foregoing instrument and, being by me first duly sworn and declared that he executed same in the capacity and for the consideration therein expressed, and as the act and deed of such Corporation.

GIVEN UNDER MY HAND AND SEAL OF OFFICE on this the ___ day of _____, 2025.

**NOTARY PUBLIC IN AND FOR
THE STATE OF TEXAS** _____

After recording, return to:
Deerfield Village Community Association, Inc.
4045 Deerfield Village Drive
Houston, Texas 77084

DEERFIELD VILLAGE COMMUNITY ASSOCIATION, INC. - Association’s Current Administrative Policies Regarding Architectural Review Authority

DEERFIELD VILLAGE COMMUNITY ASSOCIATION, INC.
4045 Deerfield Village Drive * Houston, TX 77084
Office: (281) 463-2624 * Fax: (281) 463-7679
Email: dvmgr@deerfieldvillageonline.com

ASSOCIATION'S SUPPLEMENTAL STATUTORY-DEEDS POLICIES/GUIDELINES
(AMENDED AND UPDATED)

(Recorded Pursuant to Chapter 202, Title 11, Texas Property Code and Section 259.002, Texas Election Code)

DEERFIELD VILLAGE COMMUNITY ASSOCIATION, INC. (the "Association") is a Texas Non-Profit Corporation and a property owners' association. The undersigned, being the Association's President and a Director of the Association, submits this Association Supplemental Policies and Guidelines on behalf of the Association. This instrument supersedes any prior Association Policies and Guidelines pertaining only to the herein described matters filed by the Association. The Association certifies as to the following:

- I. The name of the Subdivision(s) is/are DEERFIELD VILLAGE and DEERFIELD VILLAGE PATIO HOMES (together sometimes referred to herein as "Deerfield Village").
- II. The name of the Association is DEERFIELD VILLAGE COMMUNITY ASSOCIATION, INC. (a Texas Non-Profit Corporation, sometimes referred to herein as the "Association"). This instrument supersedes any prior Association Policies and Guidelines pertaining only to the herein described matters filed by the Association.
- III. The recording data (i.e., Map or Plat reference) for each Section of the Subdivision, recorded in the Map or Plat Records of Harris County, Texas, is as follows:

Deerfield Village, Section One	-	Clerk's File No. E565236;
Deerfield Village, Section Two	-	Clerk's File No. E824180;
Deerfield Village, Section Three	-	Clerk's File No. G961226;
Deerfield Village, Section Four	-	Clerk's File No. F761973;
Deerfield Village, Section Five	-	Clerk's File No. J123883;
Deerfield Village, Section Six	-	Clerk's File No. M276167;
Deerfield Village, Section Eight	-	Clerk's File No. L792807;
Deerfield Village Patio Homes, Section One	-	Clerk's File No. E807466;
Deerfield Village Patio Homes, Section Two	-	Clerk's File No. H029605; and
Deerfield Village Patio Homes, Section Three	-	Clerk's File No. J551385.

- IV. The recording data for the Protective Covenants or Declarations (i.e., Deed Restrictions) for each Section of the Subdivision, recorded in the Official Public Records of Real Property of Harris County, Texas, is as follows:

Deerfield Village, Section One	-	Volume 229, Page 1;
Deerfield Village, Section Two	-	Volume 237, Page 44;
Deerfield Village, Section Three	-	Volume 256, Page 31;
Deerfield Village, Section Three Replat	-	Volume 290, Page 50;
Deerfield Village, Section Four	-	Volume 257, Page 13;
Deerfield Village, Section Five	-	Volume 306, Page 136;
Deerfield Village, Section Six	-	Volume 343, Page 40;
Deerfield Village, Section Eight	-	Volume 308, Page 146;
Deerfield Village Patio Homes, Section One	-	Volume 235, Page 124;
Deerfield Village Patio Homes, Section Two	-	Volume 243, Page 142; and
Deerfield Village Patio Homes, Section Three	-	Volume 243, page 149.

- V. The Association's current Supplemental Statutory-Deeds Policies/Guidelines were approved by at least a majority vote of the Board of Directors of Deerfield Village Community Association, Inc. (the "Board"), at a duly called Meeting of the Board held on the 24 day of November 2025, at which Meeting a quorum was present:

A. **Policies/Guidelines regarding Solid-Waste Composting of Vegetation, Efficient Irrigation Systems (Including Underground Drip or Other Drip Systems) and Drought-Resistant Landscaping or Water-Conserving Natural Turf:**

1. Prior to installation of a composting device, irrigation system and/or drought-resistant landscaping or water conserving natural turf, the advance written approval of the Association's Architectural Control Committee is required.
2. The Association may regulate the requirements, including size, type, shielding, and materials, for or the location of a composting device that does not prohibit the economic installation of the device on the property owner's property where there is reasonably sufficient area to install the device;
3. A composting device is not allowed if it is located in or on property: (i) owned by the property owners' association; (ii) owned in common by the members of the property owners' association; or (iii) in an area other than the fenced yard or patio of a property owner.
4. The Association may regulate the installation of efficient irrigation systems, including establishing visibility limitations for aesthetic purposes;
5. The Association may regulate the installation or use of gravel, rocks, or cacti;
6. The Association may regulate yard and landscape maintenance that does not restrict or prohibit turf or landscaping design that promotes water conservation;
7. The Association may require an owner to submit a detailed description or a plan for the installation of drought-resistant landscaping or water-conserving natural turf for review and approval by the property owners' association to ensure, to the extent practicable, maximum aesthetic compatibility with other landscaping in the subdivision.

B. **Policies/Guidelines regarding Display or Affixing of Religious Items:**

These Policies/Guidelines relate to a property owner or resident displaying or affixing on the owner's or resident's property or dwelling one or more religious items the display of which is motivated by the owner's or resident's sincere religious belief. To the extent allowed by the U. S. Constitution and the Texas Constitution, the display or affixing of the following religious item(s) on the owner's or resident's property or dwelling is/are prohibited: (1) any religious item(s) that threaten(s) the public health or safety; (2) any religious item(s) which violate(s) a law other than a law prohibiting the display of religious speech; (3) any religious item(s) which contain(s) language, graphics, or any display that is patently offensive to a passerby for reasons other than its religious content; (4) any religious item(s) installed on property: (A) owned or maintained by the property owners' association; or (B) owned in common by members of the property owners' association; (5) any religious item(s) which violate(s) any applicable building line, right-of-way, setback, or easement; and 6) any religious item(s) attached to a traffic control device, street lamp, fire hydrant, or utility sign, pole, or fixture.

C. **Policies/Guidelines regarding Standby Electric Generators:**

These Policies/Guidelines relate to a property owner building or installing a standby electric generator:(1) powered by natural gas, liquefied petroleum gas, diesel fuel, biodiesel fuel, or hydrogen; (2) fully enclosed in an integral manufacturer-supplied sound attenuating enclosure; (3) connected to the main electrical panel of a residence by a manual or automatic transfer switch; and (4) rated for a generating capacity of not less than seven kilowatts. A standby electric generator must: a) be installed and maintained in compliance with: (A) the manufacturer's specifications; and

(B) applicable governmental health, safety, electrical, and building codes; **b**) be installed so that all electrical, plumbing, and fuel line connections are installed only by licensed contractors; **c**) be installed in accordance with applicable governmental health, safety, electrical, and building codes; **d**) be installed so that all natural gas, diesel fuel, biodiesel fuel, or hydrogen fuel line connections to be installed in accordance with applicable governmental health, safety, electrical, and building codes; **e**) be installed so that all liquefied petroleum gas fuel line connections are installed in accordance with rules and standards promulgated and adopted by the Railroad Commission of Texas and other applicable governmental health, safety, electrical, and building codes; **f**) be installed so that nonintegral standby electric generator fuel tanks are installed and maintained to comply with applicable municipal zoning ordinances and governmental health, safety, electrical, and building codes; **g**) be maintained in good condition, including, but not limited to, its electrical lines and fuel lines; **h**) be maintained in a manner requiring immediate repair, replacement, or removal of any deteriorated or unsafe component of a standby electric generator, including electrical or fuel lines; **i**) be screened if the standby electric generator is: (A) visible from the street faced by the dwelling; (B) located in an unfenced side or rear yard of a residence and is visible either from an adjoining residence or from adjoining property owned by the property owners' association; or (C) located in a side or rear yard fenced by a wrought iron or residential aluminum fence and is visible through the fence either from an adjoining residence or from adjoining property owned by the property owners' association; **j**) have reasonable set times, consistent with the manufacturer's recommendations, for the periodic testing of such standby electric generator; **k**) not generate all or substantially all of the electrical power to a residence, except when utility-generated electrical power to the residence is not available or is intermittent due to causes other than nonpayment for utility service to the residence; **l**) be located in a location in the back yard approved by the Association; **m**) not be located on property: (A) owned or maintained by the property owners' association; or (B) owned in common by the Page 3 of 5 Pages property owners' association members. The Association shall reasonably apply and enforce these Policies/Guidelines, which may not: (1) increase the cost of installing the standby electric generator by more than 10 percent; or (2) increase the cost of installing and connecting the electrical and fuel lines for the standby electric generator by more than 20 percent. The Association may not withhold approval if the proposed installation meets or exceeds the above requirements. The information required to be submitted to the Association as part of the application for the installation of a standby electric generator may not be greater or more detailed than the application for any other improvement.

D. Policies/Guidelines regarding Back Yard Swimming Pool Enclosures

These Policies/Guidelines relate to a property owner installing on the property owner's property a swimming pool enclosure that conforms to applicable state or local safety requirements, which enclosure: (1) surrounds a water feature, including a swimming pool or spa; (2) consists of transparent mesh or clear panels set in metal frames; (3) is not more than six feet in height; and (4) is designed to not be climbable. Regarding the appearance of such an enclosure, the Association approves only a swimming pool enclosure that is black in color and consists of transparent mesh set in metal frames.

E. Policies/Guidelines regarding Security Measures

These Policies/Guidelines relate to a property owner building or installing security measures on a property owner's private property, including but not limited to a security camera, motion detector, or perimeter fence (enclosing any portion of a Lot). The Association regulates the type of fencing that a property owner may install. The following security measures are prohibited: 1) the installation of a security camera, motion detector, or other security measure by a property owner in a place other than the property owner's private property; 2) a security measure installed in, on, upon or over a street right-of-way; (3) a security measure installed on a Common Area, unless installed by the Association; 4) any perimeter fence(s) which violate(s) any applicable building line, right of way or

easement; and 5) any fencing type, dimension, material, exterior color, construction method, appearance or location of perimeter fence(s) not approved in advance and in writing by the Association Authority Committee (“AAC”). A property owner must submit an Architectural Approval (“AA”) form and obtain approval before commencing work. The AA form must include information on the type of security measure, location of the security measure, general purposes of the security measure, and construction plans. Further, the Association may regulate the placement of security measures so as to maintain the aesthetics of the community. Any proposed perimeter fence must be in harmony of exterior design with existing and proposed structures in the community. Although a perimeter fence may not encroach on, upon or over building lines or rights-of-way/easements, the Association may consider alternative security measures such as: a request to install a flush mounted wrought iron or aluminum gate enclosing a covered front porch; a request to install aesthetic burglar bars (with quick release mechanisms) on the interior of windows; or a request to fence in an area behind the building line (such as an recessed court yard) utilizing an Architectural Authority Committee’s approved location and style/type of fence (i.e., location, style/type, height and all other details approved in advance and in writing).

The Association may:

1. prohibit the placement of fencing that obstructs:
 - (A) a license area, as defined by a written license agreement or plat;
 - (B) a sidewalk in the public right-of-way or otherwise installed for public or community use; or
 - (C) a drainage easement or drainage area;
2. require a driveway gate to be set back at least 10 feet from the right-of-way if the driveway intersects with a laned roadway, as defined by Section 541.302, Transportation Code; or
3. if provided by a restrictive covenant, prohibit the installation of fencing in front of the front-most building line of a dwelling.

Notwithstanding item “3” above, a property owner may maintain any ACC approved perimeter fencing or fencing in front of a dwelling’s front-most building line installed or constructed before September 1, 2025.

Subject to “1” and “2” above, notwithstanding the preceding paragraph and/or “3” above, and subject to receiving advance written ACC approval therefor, commencing September 1, 2025, the Association may not prohibit a property owner from installing perimeter fencing or fencing in front of the front-most building line of a dwelling if:

- (1) the property owner’s residential address is exempt from public disclosure under state or federal law; or
- (2) the property owner provides to the association documentation from a law enforcement agency of the property owner’s need for enhanced security measures.

F. Policies/Guidelines regarding Flags and Flag Poles:

1. Prior to installation of a freestanding flagpole, the advance written approval of the Association’s Architectural Control Committee is required as set forth in the Restrictions.
2. The following flags may be displayed by an Owner or Resident of an occupied premises: 1) one flag of the United States of America; 2) one flag of the State of Texas; 3) one official or replica flag of any branch of the United States armed forces; 4) one college or school flag.
3. The flag of the United States must be displayed in accordance with 4 USC Sections 5-10.
4. The flag of the State of Texas must be displayed in accordance with Chapter 3100, Texas

Government Code.

5. A flagpole attached to a dwelling, or a freestanding flagpole must be constructed of permanent, long-lasting materials, with a finish appropriate to the materials used in the construction of the flagpole and harmonious with the dwelling.
6. The display of a flag and/or the location and construction of the supporting flagpole must comply with any and all applicable easements and setbacks of record.
7. A displayed flag and the flagpole on which it is flown must be maintained in good condition. Further, any deteriorated flag or deteriorated or structurally unsafe flagpole must be timely repaired, replaced or removed.
8. Only one of each type of flag identified in item "2" above may be displayed at an occupied premise.
9. Only one Permitted Flag may be displayed on a flagpole attached to a structure, with a maximum of two per structure, and two on an approved free-standing flagpole that is at least fifteen feet (15') tall. There is a maximum of two freestanding poles per lot.
10. No flags may be displayed at any unoccupied (i.e., vacant) premises;
11. Any displayed flag may be no larger than 3' x 5' in size and must be flown from an approved flagpole attached to a dwelling or from an approved freestanding flagpole. A freestanding flagpole may not exceed twenty feet (20') in height. The diameter, design, materials, color and location of any flagpole (whether attached to a dwelling or freestanding) must be approved in advance, and in writing, by the Association's Deeds Committee.
12. The intensity of any lights installed to illuminate a flag or flags is subject to approval by the Association so as to avoid a potential nuisance or annoyance to the neighborhood. Further, no flag may be installed or displayed in such a manner as to create excessive noise caused by an external halyard of a flagpole.
13. Unless installed or displayed by the Association, a flag or flags may not be displayed on any property owned or maintained by the Association.

G. Policies/Guidelines regarding Solar Panels and/or Solar Energy Devices:

1. Prior to installation of any solar panel or any other solar energy device, the advance written approval of the Association's Deeds Committee is required as set forth in the Restrictions.
2. A solar panel and/or any other solar energy device are not allowed if it threatens the public health or safety and/or if it violates any Federal, State or local law.
3. Any approved solar panel and/or any other approved solar energy device must be installed on the roof of the home or of another structure allowed under the Restrictions or, alternatively, in a fenced yard or patio owned and maintained by the property owner.
4. The following solar panels and/or other solar energy devices are prohibited:
 - a. if installed on the roof of the home: (i) it extends higher than or beyond the roofline; (ii) it is located in an area other than an area designated by the Association, unless the alternate location increases the estimated annual energy production of the device, as determined by using a publicly available modeling tool provided by the National Renewable Energy Laboratory, by more than ten percent (10%) above the energy production of the device if located in an area designated by the Association; (iii) it does not conform to the slope of the roof and has a top edge that is not parallel to the roofline; and/or (iv) it has a frame, a support bracket, or visible piping or wiring that is not in a silver, bronze, or black tone commonly available in the marketplace;
 - b. if installed in a fenced yard or patio, it is taller than the fence line;
 - c. if as installed, it voids material warranties;
 - d. if it was installed without the property owner first receiving the advance written approval of the Association's Deeds Committee; and/or

- e. if the Association or its Deeds Committee determines in writing that placement of the device as proposed by the property owner constitutes a condition that substantially interferes with the use and enjoyment of land by causing unreasonable discomfort or annoyance to persons of ordinary sensibilities (*note*: for the purpose of making a determination under this sub-paragraph “e,” the written approval of the proposed placement of the device by all property owners of adjoining property constitutes *prima facie* evidence that such a condition does not exist).
5. Unless installed by the Association, a solar panel and/or any other solar energy device may not be installed on any property owned or maintained by the Association.

H. Policies/Guidelines regarding Storm, Solar and/or Energy Efficient Roof Shingles (i.e., roof shingles designed primarily to be wind and hail resistant, provide heating and cooling efficiencies greater than those provided by customary composite shingles, and/or provide solar generation capabilities):

1. Prior to installation of storm, solar and/or energy efficient roof shingles, the advance written approval of the Association’s Deeds Committee is required as set forth in the Restrictions.
2. When installed, any such shingles must: (a) resemble the shingles used or otherwise authorized for use on property in the Subdivision; and (b) are more durable than and are of equal or superior quality to shingles used or otherwise authorized for use on property in the Subdivision.
3. When installed, any such shingles must match the aesthetics of the property surrounding the owner’s property.

I. Policies/Guidelines regarding Rain Barrels and/or Rainwater Harvesting Systems:

1. Prior to installation of a rain barrel(s) and/or rainwater harvesting system, the advance written approval of the Association’s Deeds Committee is required as set forth in the Restrictions.
2. A rain barrel(s) and/or rainwater harvesting system is not allowed if: (i) it is located between the front of the property owner’s home and an adjoining or adjacent street; (ii) the barrel(s) or system is of a color other than a color consistent with the color scheme of the property owner’s home; and/or (iii) the barrel(s) or system displays any language or other content that is not typically displayed by such a barrel or system as it is manufactured.
3. The Association may regulate the size, type, and shielding of, and the materials used in the construction of, a rain barrel, rainwater harvesting device, or other appurtenance that is located on the side of a house or at any other location that is visible from a street, another lot, or a common area if: (a) the regulation (or restriction) does not prohibit the economic installation of the device or appurtenance on the property owner’s property; and (b) there is a reasonably sufficient area on the property owner’s property in which to install the device or appurtenance.
4. Unless installed by the Association, a rain barrel(s) and/or rainwater harvesting system may not be installed on any property owned or maintained by the Association.

J. Policies/Guidelines regarding Yard Decoration and/or Displays:

1. To the extent allowed by the U. S. Constitution and the Texas Constitution, the following displays are prohibited: (i) displays that threaten the public health or safety; (ii) displays that violate a Federal, State or local law; (iii) displays that contain language, graphics, or any display that is patently offensive.
2. An Owner, resident or tenant can place seasonal appropriate yard decorations, lights and displays for that season, and at the conclusion of the season, must remove those seasonal items displayed in a timely manner.
3. The Association may remove such decorations or displays in violation of a restrictive covenant.

K. Policies/Guidelines regarding Political Signs:

1. A property owner may display on the owner's property (i.e., Lot) one or more signs advertising a political candidate or ballot item for an election only on or after the 90th day before the date of the election to which the sign relates until the 10th day after that election date.
2. Any such political sign must be ground-mounted, and a property owner(s) may display on his and/or her Lot only one sign for each candidate or ballot item.
3. Prohibited political signs include any sign that: (1) contains roofing material, siding, paving materials, flora, one or more balloons or lights, or any other similar building, landscaping, or nonstandard decorative component; (2) is attached in any way to plant material, a traffic control device, a light, a trailer, a vehicle, or any other existing structure or object; (3) includes the painting of architectural surfaces; (4) threatens the public health or safety; (5) is larger than four feet by six feet; (6) violates a law; (7) contains language, graphics, or any display that would be offensive to the ordinary person; or (8) is accompanied by music or other sounds or by streamers or is otherwise distracting to motorists.
4. The Association may remove, or cause to be removed, a sign displayed in violation of the foregoing Policy for Political Signs, at property owners expense.

L. Policies/Guidelines regarding Front Yard Signs:

Only specific quantities and types of signs are permitted. Each specific type of sign must comply with specific regulations listed below. Signs should have no commercial advertisements, and no lighted signs are permitted. No signs are allowed in windows. The Deeds Restrictions Committee will require removal of signs which have deteriorated or not maintained. The Deeds Restrictions Committee has the authority to remove or cause to be removed a sign displayed in violation of this policy at the owner's expense.

- A.. Only one (1) "For Sale or "Lease" sign on Owners lot, not exceeding 2'x3' in area. The sign must be fastened to a stake(s) or post on the ground and extend to no more than five feet above the surface of the property for sale.
- B. Community, local elementary, middle, and high school youth affiliated sports and any activity sign approved by the Board shall be permitted. Signs must be located in the landscaping beds and blend in with the existing shrubbery or trees. Signs are to be no larger than forty-two (42) inches in height above the natural ground nor be wider than eighteen (18) inches. One (1) sign per child is permitted.
- C. Only two (2) "Beware of Dog" signs are permitted and should be attached to your fence or gate going to the area where the dog(s) are present, generally a back or side yard. The signs should not be larger than 12"x12".
- D. Home security signs shall be permitted for the purpose of warning of the presence of a home security system. One sign shall be allowed at each entrance. For example, one sign at the front entryway, and one sign for any side entryway. Signs must be maintained in good condition.
- E. Only two (2) "No Trespassing or No Soliciting" signs are permitted, one in the yard and one attached to the house or fence. The sign(s) must not exceed a maximum of 144 inches squared (i.e. 12"x12"). The placement must be at ground level or attached to the house or fence. Color can be black w/gold, silver or white letters.

CERTIFICATION

“My name is ERIC JEAN-PAUL TOUREILLES. I am fully competent and authorized to make this Affidavit. I have personal knowledge of the facts stated herein, and they are all true and correct. I am the President of DEERFIELD VILLAGE COMMUNITY ASSOCIATION, INC. (the “Association,” a Texas Non-Profit Corporation). I hereby certify that the foregoing Policies/Guidelines were adopted by at least a majority of the Association’s Board of Directors, and such Policies/Guidelines have never been modified or repealed and is now in full force and effect.”

**DEERFIELD VILLAGE COMMUNITY
ASSOCIATION, INC.**

Printed Name: ERIC JEAN-PAUL TOUREILLES
Position Held: President

ACKNOWLEDGMENT

THE STATE OF TEXAS §
 §
COUNTY OF HARRIS §

BEFORE ME, A NOTARY PUBLIC, on this day personally appeared ERIC JEAN-PAUL TOUREILLES, President of DEERFIELD VILLAGE COMMUNITY ASSOCIATION, INC., a Texas Non-Profit Corporation, known to me to be the person whose name is subscribed to the foregoing instrument and, being by me first duly sworn and declared that he executed same in the capacity and for the consideration therein expressed, and as the act and deed of such Corporation.

GIVEN UNDER MY HAND AND SEAL OF OFFICE on this the ___ day of _____, 2026.

**NOTARY PUBLIC IN AND FOR
THE STATE OF TEXAS**

Deerfield Village Community Association, Inc. - Association’s Supplemental Statutory-Deeds Policies/Guidelines regarding Solid-Waste Composting of Vegetation, Efficient Irrigation Systems (Including Underground Drip or Other Drip Systems) and Drought-Resistant Landscaping or Water-Conserving Natural Turf, Religious Displays, Standby Electric Generators, Back Yard Swimming Pool Enclosures, Security Measures, Flags, Flagpoles, Solar Panels, Solar Energy Devices, Storm Roof Shingles, Solar Roof Shingles, Energy Efficient Roof Shingles, Rain Barrels, Rainwater Harvesting Systems, Yard Decorations and/or Displays, Political Signs and Yard Signs.

DEERFIELD VILLAGE COMMUNITY ASSOCIATION, INC.

BY-LAWS

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BY-LAWS
DEERFIELD VILLAGE COMMUNITY ASSOCIATION

ARTICLE I
NAME, PURPOSE AND LOCATION

- 1.1 **Name** - The name of the Corporation is DEERFIELD VILLAGE COMMUNITY ASSOCIATION, INC.
- 1.2 **Purpose** - The purpose of this Association is set out in Article II of the Articles of Incorporation.
- 1.3 **Location** - The principal office of the Association shall be located at 4045 Deerfield Village Drive, Harris County, Texas, or such other place within Harris County, Texas, as may be determined by the Board of Trustees (hereinafter referred to as the Board).

ARTICLE II
DEFINITIONS

- 2.1 **Association** - Shall mean and refer to DEERFIELD VILLAGE COMMUNITY ASSOCIATION, INC., its successors and assigns.
- 2.2 **Properties** - Shall mean and refer to that certain real property described in the Protective Covenants and such changes thereto as may be made within the jurisdiction of the Association.
- 2.3 **Common Area** - Shall mean all real property owned by the Association for the common use and enjoyment of the owners and described in the Deed of Gift from Friendswood Development Company to the Association, including subsequent amendments approved by the Association.
- 2.4 **Lot** - Shall mean and refer to any single family platted Lot or patio home platted Lot shown upon any recorded subdivisions map of the Properties with the exception of the Common Area.
- 2.5 **Owner** - Shall mean and refer to the owner of record, whether one or more persons or entities, of the fee simple title to any Lot which is part of the Properties, including contract sellers but excluding those having such interest merely as security for the performance of any obligation.
- 2.6 **Restrictions** - Shall mean and refer to the Protective Covenants in Community Service Charge applicable to the Properties recorded in the Office of the County Clerk, Harris County, Texas, and any amendments thereafter or such other restrictions created by changes in Properties dedicated to the subdivision by Friendswood Development Company, its successors and assigns.

- 2.7 Majority - Shall mean and refer to more than half the total present and eligible to vote, except when a two-thirds majority is called for. NOTE: If six or seven Board members were present, four (4) votes would be required for a majority. (A vote of 3 to 2, with the remainder abstaining would not carry). If eight (8) or (9) nine Board members are present, five (5) votes are required for a majority.
- 2.8 Member - Every Owner of a single family or patio home Lot which is subject to an annual Community Service Charge (assessment) pursuant to that certain instrument entitled "Community Service Charge, Deerfield Village, Harris County, Texas", shall be a Member of DEERFIELD VILLAGE COMMUNITY ASSOCIATION, INC. Membership shall be appurtenant to and may not be separated from ownership of any Lot which is subject to assessment.
- 2.9 Members in Good Standing – Members who are current in the payment of their assessment and any other additionally assessed fees or charges and have not received a notice that their privileges have been suspended because of deed restriction violations.

2.10 Voting and Proxies -

A. Voting-

1. Annual Election of Trustees - Members are mutually entitled to one ballot regarding the lot they own, i.e. only one ballot per lot. When more than one owns a lot, they shall be responsible for determining who will cast the votes on the ballot. Only one vote per candidate shall be permitted. Write-in candidates and Proxies are permitted. Members need to be able to verify and validate that they are the owner of their lot in order to vote.
2. Other voting (Meeting of Members) - Members are mutually entitled to one vote regarding the lot they own, i.e. only one vote per lot. When more than one owns a lot, they shall be responsible for determining who will cast the vote. Proxies are permitted. Members need to be able to verify and validate that they are the owner of their lot in order to vote.
3. Committee Voting - Each Officer is entitled to one vote. The Trustee Representative on a committee is not entitled to vote. When more than one person residing in the same dwelling is on a committee, they are mutually entitled to one vote and they shall be responsible for determining who shall cast the vote. Proxies are not permitted.

B. Proxies - Members are mutually entitled to designate one person to act as Proxy regarding the lot they own, i.e. only one Proxy per lot. When more than one owns a lot, they shall be responsible for designating or revoking a Proxy. A designation or revocation of a Proxy must be in writing, notarized and delivered to the office. The Office Manager shall maintain a file of Proxy designations. A Proxy shall automatically cease when a member no longer owns property in DVCA.

2.11 Public Notice

A. Meetings of Members - Written notice specifying the date, time and location of the Annual Meeting and the date and time, location and

purpose of a Special Meeting shall be delivered either personally or by mail, to each property Owner at such Owner's address as carried on the books of the association. Notice shall not be given less than ten (10) nor more than thirty (30) days prior to the date of the meeting to which it applies.

B. Meeting of the Board - At least ten (10) days written notice shall be given to each Trustee and notice shall be posted for the public.

C. Posted notice shall be at 4045 Deerfield Village Drive, Houston, Texas.

2.12 Executive Session - Shall be a meeting of the Board closed to the public to discuss the following matters.

A. Personnel matters.

B. Contracts, claims, deed restriction violations and/or possible litigation.

C. Deliberation of appeal against any committee action by a resident. Trustee voting on any item discussed in Executive Session shall be conducted in a public meeting.

2.13 With Cause - With respect to removal from office, "With Cause" means:

- for reasons which law and public policy recognize as sufficient to warrant removal;
- for reasons of breach of the DVCA Trustee Code of Ethics" which the Board of Trustees deem worthy of censure by removal; and
- for reason of refusal to sign the "DVCA Trustee Code of Ethics".

2.14 Officers – Officers are those who serve on the Board or Committees. All Members in Good Standing who reside in Deerfield Village are eligible to become Officers; however no significant other or others living within the same household may serve as a trustee and/or committee chair at the same time so as to avoid any conflict of interest.

ARTICLE III MEETING OF MEMBERS

3.1 Annual Meeting - The Annual Meeting of the Members shall be held on the second Tuesday in April of each year at a time and location selected by the Board. The purpose of the Annual Meeting is to receive the report of the Election Committee and the Annual Statement of the condition of the Association, together with any other business as shall be introduced. A quorum shall not be necessary for the purpose of receiving reports.

3.2 Special Meetings - Special Meetings of the Members may be called by a majority of the Trustees, or by petition to the President by Members who are entitled to cast one-fourth (1/4) of all the votes eligible to be cast. Upon receipt of either petition, the President must convene the requested Special Meeting, giving fifteen (15) days Public Notice of the reason for such Special Meeting to all Members. Voting, Public Notice and Proxy voting as provided for in Article 2.10 and 2.11 shall apply for such Special Meetings of the Members.

- 3.3 Quorum - The presence at a Meeting of Members entitled to cast votes or of proxies from Members entitled to cast votes, one third (1/3) of the votes eligible to be cast shall constitute a Quorum for any action except as otherwise provided in the Articles Incorporation or these By-Laws. If, however, such Quorum shall not be present or represented at any meeting, the Members entitled to vote shall have power to adjourn the meeting from time to time, without notice other than announcement at the meeting, until a Quorum as aforesaid shall be present or be represented. It shall not be necessary for a Quorum to be present at an Annual Meeting for purpose of receiving the Election Committee report.
- 3.4 Binding Vote - A majority vote of the Members constituting a Quorum at a Meeting of the Members shall be binding on the Association.

ARTICLE IV TERM OF OFFICE OF TRUSTEE

- 4.1 General - Trustees are representatives of the Members and should encourage the active participation of the residents in the work of the Standing Committees (see Article IX). Each Trustee, except the President will serve on at least one of the Standing Committees, said committees being defined herein under Article IX. The Trustee Representative, whose primary function is to act as a liaison to the Board, shall as a non-voting representative, attend all meetings of the committee to which the representative has been assigned; act as counsel to the committee regarding matters concerning the Articles of Incorporation, By-Laws, general issues where committee actions may overlap and to answer questions which might unreasonably slow committee business if such questions could not otherwise be addressed prior to the next meeting of the Board of Trustees. The Trustee Representative shall not, when in attendance at meetings of the committee be counted as a member of the said committee for establishing a quorum nor, except as specified above, participate in the functioning of said committee unless specifically requested to do so by the committee membership. This specific instance of participation will be communicated to and approved by the Board; and, this approval does not grant voting rights on the committee. In addition, the Trustee will not be involved in actual contract negotiations and/or may be requested by the Board to recuse himself /herself from voting on that project (at a DVCA Board meeting) when there might be a conflict of interest as outlined in our Code of Ethics. No significant other or others living within the same household may serve as a trustee and/or committee chair at the same time so as to avoid any conflict of interest.
- 4.2 Selection of Candidates - Members of the Association shall elect Trustees at the Annual Election each year as described in Article 5.1.
- 4.3 Term of Office - Tenure of office for each Trustee shall be three years, except as noted in Article 4.4 and 4.5. The number of Trustees is fixed at nine (9). The term of office for the Board shall commence immediately following the Annual Meeting of the Members in the year in which they are elected.
- 4.4 Succession - Until replaced by a Trustee elected by vote of the Members or otherwise removed from office as provided in these By-Laws, each Trustee

shall continue to serve until death, resignation or incapacity. However, any Trustee who is absent from three consecutive scheduled Regular Meetings of the Board will automatically forfeit his/her position on the Board and the President must declare the position vacant. When notified of a vacancy, the Board must give thirty (30) days Public Notice of the vacancy to the Members including the date of the Special Board Meeting to be held to fill the vacancy and at the same time, solicit eligible candidates. Successor Trustees to fill vacancies shall be elected by secret ballot (if two or more nominations are presented) by a majority of all remaining Trustees present at the Special Meeting of the Board. Trustees selected to fill vacancies shall be seated and begin serving at the next Regular or Special Meeting of the Board following their selection and shall serve for the unexpired term of their predecessor. In the event there are no Trustees remaining, an interim Board that shall serve until the next Annual Meeting shall be selected by a majority vote of an ad/Hoc committee composed of Standing Committee chairpersons at a Special Meeting for which public notice has been given. If this is not possible, then selection shall be made by the Attorney General of the State of Texas.

- 4.5 Removal from Office - Any Trustee may be removed from the Board With Cause (see Article 2.13) by a vote of at least two thirds (2/3) of those serving on the Board. Any or all Trustees may be removed by a majority vote of Members attending a Special Meeting of the Members called expressly for that purpose (see Articles 3.2 and 3.3). This vote of the Members shall be binding on the Trustee.
- 4.6 Compensation - Trustees shall not receive compensation for any service they may render to the Association in any capacity. However, Trustees may be reimbursed for their actual expenses incurred in the performance of their duties.

ARTICLE V ANNUAL ELECTION OF TRUSTEES

- 5.1 Election Committee – The purpose of the Committee is to solicit and receive nominations, and to conduct the Annual Election. It shall be appointed by the Board at its September meeting and serve until the close of the following Annual Meeting. It shall have at least five members with the following description and roles:

Committee Chair - Elected from & by DVCA Board, voting member
Vice Chairmen – A DVCA member who is not on the DVCA Board, voting member
Committee Member from DVCA - can be either on the Board or not, voting member
Committee Administrator - Normally DVCA Office Manager, non-voting member
Committee Observer - A volunteer NOT on DVCA Board, non-voting member

The Committee shall:

1. Notify the Members in the January and February Newsletters of the election.
Such notice shall:
 - a. Request nominations,
 - b. State the number of positions to be filled,
 - c. Provide a form to submit nominations including space to include a résumé,
 - d. Provide notice that nominations will be closed on February 10th.
2. Verify that those nominated are eligible to hold office in accord with Article

- 2.14, delete nominations of those who are not eligible, and notify those whose names were deleted as to why their nomination was deleted.
 3. Provide in the March Newsletter the names of the eligible candidates along with their résumés, the place, dates and times votes can be cast, and an explanation of the DVCA Election Process and verification requirements.
 4. Obtain a ballot box, lock and key, and ballot box seal as described in the DVCA Election Manual prior to the commencement of voting.
 5. Run the Election based on the processes and guidelines defined in the DVCA Election Manual.
 6. After the voting is complete count the votes and verify the accuracy of the count by following the DVCA Election Manual, including cross tabulation.
 7. Report the results of the election per the DVCA Election Manual and at the DVCA Annual Meeting.
 8. Give the election materials, all of the ballots, and all of the worksheets and documents used in the counting process to the Office Manager for filing. The file shall be kept based on the guidelines in the DVCA Election Manual (at least until the next election).
- 5.2 Annual Election – The Election shall be held during the last week of March specifically on Tuesday through Friday during the hours the Deerfield Office is normally open for business and on Saturday between the hours of 10:00 a.m. and 2:00 p.m. In the event only one nomination is received for each position, an election shall never the less be conducted to assure members their write-in privilege. Voting will be in accord with Article 2.10. It will be in person or by proxy and by secret ballot that is deposited in a locked box that is only opened by the Election Committee following the close of the election as described in the DVCA Election Manual. Ballots received by mail, email, fax or dropped in the DVCA lockbox will not be counted.

ARTICLE VI
MEETINGS OF TRUSTEES

- 6.1 General - The Board shall act or carry on the business of the Association at meetings open to the Members. Those matters or business transactions requiring a vote shall be discussed and voted on at an open meeting. Exception made for Executive Sessions only, but the vote must be taken at an open meeting. Minutes of all Regular and Special Meetings must be made available to the Members.
- 6.2 Regular Meeting - Regular Meetings of the Trustees shall be held monthly at the Recreation Center located at 4045 Deerfield Village Drive, with Public Notice given. All Regular Meetings shall be open to all Deerfield Village residents.
- 6.3 Special Meetings - Special Meetings of the Trustees may be called at any time by the President or by three of the Trustees acting jointly, or by one Trustee if there are less than three serving at that time. Public Notice shall be given and shall be open to all Deerfield Village residents.
- 6.4 Quorum - A two-thirds (2/3) majority of the Trustees currently serving shall constitute a Quorum for transaction of business and the vote of a majority of

Trustees thus present shall be sufficient for the transaction of ordinary business of the Association and all other business except as otherwise provided by the Articles of Incorporation and these By-Laws.

- 6.5 Waiver of Notice - Special Meetings may be held without notice if each Trustee waives notice in writing and consents to the meeting, whether before or after the meeting time.
- 6.6 A. Exceptions - The Trustee may, under exceptional circumstances, carry on Association business without a formal meeting, upon consent in writing of all the Trustees. However, any action taken must be described in the minutes of the next Regular Meeting of the Board. (See Procedures of the Board, Article 7.2A).

B. Rules governing the E-Mail voting process:

1. Notification: The President sends an E-Mail to all Trustees stating the problem in the form of a motion advising that he needs a waiver from a 2/3 majority of the Trustees currently serving and at least one (1) second.
2. President: The President acknowledges to all Trustees that he has a quorum, motion and a second.
3. Discussion: Each Trustee of the quorum discusses the motion and or votes.
4. Acceptance: Upon receipt of 2/3 Trustees voting, the President takes action as approved.
5. Documentation: The E-Mail messages constitute documentation of the action taken and must be entered by the Secretary into the minutes of the next regular meeting.
6. Trustee Response: Each Trustee must copy all other Trustees with his/her waiver and second.

ARTICLE VII POWER AND DUTIES OF THE BOARD OF TRUSTEES

- 7.1 General - The direction and management of the affairs of the Association including control and disposition of its property and fund shall be vested in the Board.
- 7.2 Powers
- A. The Board shall have the power to adopt procedures which shall be subject to these By-Laws and shall be attached to these By-Laws as standing rules.
- B. The Board is required to act in the following areas:

1. The establishment of policy and procedure.
2. The preparation and approval of the Annual Budget.
3. The approval and execution of contracts.
4. The writing of checks and disbursement of funds.
5. The taking of any policy or legal action.
6. The collection of the Community Service Charge (Assessment).

C. Additionally, the Board shall have the power to:

1. Adopt and publish rules and regulations governing use of Common Area and facilities, and the personal conduct of the Members and their guests thereon, and, to establish penalties for infractions thereof. Such rights may be suspended after notice and hearing, for a period not to exceed sixty (60) days for infraction of published rules and regulations. Any such suspension is applicable to the Owner(s) of the premises, tenant(s), occupant(s) and their guest(s). However, in the event of an additional violation or violations in the same calendar year, or in the event of a pattern of continued violations (as determined by the Board) regardless of the period of time involved, such rights may be suspended for any duration as determined to be reasonable at the sole discretion of the Board without the necessity of first having a hearing. In the event the DVCA issues notice of suspension of such rights without a hearing, the Owner(s) may request to be placed on the agenda for the next Board meeting following ten (10) days from the date the Association receives the suspended Owner's written request for a hearing.
2. Suspend the voting rights and right to use the DVCA facilities and common areas for any Member during any period in which such Member is not a Member in Good Standing (see Article 2.9).
3. Employ a manager, independent contractors or such employees as they deem necessary and to prescribe their duties.
4. Exercise for the Association all powers, duties and authority vested in or delegated by the Association and not reserved to the Members by other provisions of these By-Laws, the Articles of Incorporation or the Restrictions.

7.3 Duties - It shall be the duty of the Board to:

- A. Keep a complete record of all its acts and corporate affairs and to present a statement thereof at the Annual Meeting of the Members and at any Special Meeting when such statement is requested in writing by one fourth (1/4) of all members who are entitled to cast a vote?
- B. Supervise all officers, agents and employees of this Association and to see that their duties are properly performed.

- C. As more fully provided in the Restrictions:
 - 1. Fix the amount of the Community Service Charge against each lot.
 - 2. Send written notice of each such Charge to Lot Owner.
 - 3. File a lien against any property for which such Charge (assessment) is not paid within one hundred and eighty (180) days after the January 1 due date and to bring action at law against the Owner personally obligated to pay the same if in the judgment of the Board is appropriate. (See Article 10.6).
- D. Issue, or to cause an appropriate officer to issue, upon demand by any person, a certificate setting forth whether or not any Community Service Charge has been paid. If a certificate states such Charge has been paid, such certificate shall be conclusive evidence of such payment.
- E. Procure and maintain liability and hazard insurance on the property owned by the Association.
- F. To cause the Common Area to be maintained, as required by the terms of the Deed of Gift from Friendswood Development Company to the Association.

ARTICLE VIII
OFFICERS AND THEIR DUTIES

- 8.1 Enumeration of Officers - The offices of the Association shall be President, Vice-President, Secretary and Treasurer and such other officers as the Board may, from time to time, by resolution determine. The President and Vice-President shall be Trustees, unless there is only one Trustee serving at the time. Other officers need not be Trustees. No person shall simultaneously hold more than one office except in the case of Special Appointments created pursuant to Article 8.4.
- 8.2 Election of Officers - Officers shall be elected annually at the Board meeting held for that purpose immediately following the Annual Meeting of the Members.
- 8.3 Term of Office - Officers of the Association shall take office immediately following their election and shall serve until the end of the next Annual Meeting unless they shall sooner resign, be removed or otherwise be disqualified to serve. (See Article 8.6)
- 8.4 Special Appointments - The Board may elect such other officers as the affairs of the Association may require, each of whom hold office for such period, have such authority and perform such duties as the Board may, from time to time, determine not to exceed the term of office stated in Article 8.3.
- 8.5 Resignation and Removal - Any officer may be removed from office With Cause (see Article 2.12) by the Board by an affirmative vote of two thirds (2/3) majority

of those serving on the Board. An officer may resign at any time by giving written notice to the Board. Such resignation shall take effect on the date of receipt or any later time specified therein, and unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

- 8.6 Vacancies - A vacancy in any office shall be filled by appointment by the Board. The officer appointed to such vacancy serve for the remainder of the term vacated.
- 8.7 Compensation - Officers shall not receive any compensation for service they may render to the Association in any capacity. However, officers may be reimbursed for actual expenses incurred in the performance of their duties.
- 8.8 Duties - The duties of the officers are as follows:

A. President - The President shall:

1. Preside at all meetings of the Board.
2. Be the chief executive officer of the Association
3. Have general and active management of the business of the Association.
4. See that all orders and resolutions of the Board are carried out.
5. Execute, with Board approval, contracts, resolutions and other written instruments.

B. Vice-President - The Vice-President shall:

1. Perform the duties of the President in case of his/her absence, inability or refusal to act.
2. Exercise or discharge such other duties as may be required by the President of the Board.

C. Secretary - The Secretary shall:

1. Record the votes and keep the Minutes of all meetings and proceedings of the Board and/or the Members.
2. Keep, or cause to be kept, appropriate records of the Members of the Association and their addresses, including their telephone numbers and email addresses.

D. Treasurer - The Treasurer shall:

1. Keep, or cause to be kept, full and accurate accounts and records of receipts, disbursements and other transactions in books belonging to the Association.

2. Deposit, or cause to be deposited, all monies and other valuable effects in the name and to the credit of the Association in such depositories as may be designated by the Board.
3. Be authorized by the Board to designate depositories and to withdraw or transfer deposits or authorize others to do so in accordance with resolutions of the Board.
4. Disburse the funds of the Association in accordance with orders of resolutions of the Board, maintaining proper receipts and records for such disbursements.
5. Render to the President and the Board at its Regular Meetings, or when the President or Board so require, an account of all Association transactions and of the financial condition of the Association.
6. Give the Association a bond of such type, character and amount as the Board may require.
7. Act as agent for the Association in collection of Community Service Charge.

ARTICLE IX COMMITTEES

- 9.1 Enumeration - The Board shall create and maintain the following Standing Committees:
 1. Financial Services
 2. Recreation Center
 3. Security
 4. Deed Restrictions
 5. Community Services
 6. Tennis
 7. Swim Pool
 8. Landscape and Ground Maintenance
- 9.2 Chairman and Membership - Each Standing Committee shall have a chairman who shall be selected by the Committee and approved by the Board to serve a one-year term. Membership of the Standing Committees is open to all Members in Good Standing (Article 2.9) who reside in Deerfield Village. However, membership of Deed Restrictions is subject to the recommendation of the Deeds Chair but limited to a maximum of Nine (9) members who are subject to Board approval.
- 9.3 Removal from Office - Any chairman may be removed as chairman from any Standing Committee, With Cause, by a vote of two thirds (2/3) majority of the serving Board.

9.4 Duties - The activities and responsibilities of the Standing Committee shall be governed by committee By-laws and procedures and shall include but not be limited to the following:

- A. Financial Services Committee - Prepare the Annual Budget, establish Financial procedures, monitor income and expenditures, conduct periodic audits and submit insurance bids and contracts for Board approval.
- B. Recreation Center Committee - Provide social and recreational events which consider the needs and interests of the community.
- C. Security Committee - Encourage and promote crime prevention, safety and fire protection, Neighborhood Crime Watch Program and submit contracts and bids for required services for Board approval.
- D. Deed Restriction Committee (DRC) – The purpose of this committee is to work with the Board in monitoring compliance with deed restrictions, and ensure architectural requirements are followed as described in the Protective Covenants. This Committee is also known as Deeds for short.

The purpose of the Deed Restrictions Committee falls into two major categories:

- 1. Architectural Review and Control – Evaluate and approve the plans, specifications and locations for all external improvements on a Members property as described in the Protective Covenants. In this role, the DRC acts as the Architectural Control Committee (ACC) as required by Texas Law (give section). This role is documented in the DVCA Administrative Policy regarding Architectural Review Authority
- 2. Deed Restrictions Enforcement – To enforce the covenants and restrictions contained in the Protective Covenants and deeds of conveyance. The DRC shall submit to the Board any violations that are complex, unusual, have not been addressed before, or may require board input or legal action.

Commented [GS1]: Do we describe this in the new unified PC?

- E. Community Services Committee - Monitor services provided by contractors for garbage collection, mosquito control, street lighting, cable TV. Provide Members with information services (e.g., newsletters, directory, etc.). With Board approval, furnish, repair and maintain the Recreation Center and Annex and related building structures.
- F. Tennis Committee - Recommend rules governing court use, submit contracts and bids for court maintenance to the Board for approval and coordinate related activities (e.g., leagues, tournaments, lessons. etc.).
- G. Swim Pool Committee - Submit a pool service contract and bids for Board approval, monitor such services, recommend pool hours, pool rules and dates of opening and closing to the Board for approval; enforce established pool rules, coordinate related activities (e.g., swim team, special events, lessons. etc.).
- H. Landscape and Grounds Maintenance Committee - Submit for Board approval contracts and bids for the maintenance and enhancement of

grounds, greenbelts, playground area and equipment, athletic field and related structures, street repair. Monitor services provided by contractors and others.

- 9.5 Additional Committees - The Board may create additional Standing and Special Committees, with such powers, duties and terms of appointment as the Board may determine, within the limits provided by the Articles of Incorporation and these By-Laws.

ARTICLE X GENERAL INFORMATION

- 10.1 Annual Statement - The Board shall review at each Annual Meeting a full and clear statement of the business and condition of the Association.
- 10.2 Annual Budget - The Board shall prepare and adopt an Annual Budget that includes anticipated operating expenses by Committee as well as current year accruals (designated reserves) for capital and long-term maintenance items. Concurrently, the Board should strive to maintain an amount equal to approximately twenty (20) percent of the annual operating expenses for emergencies.
- 10.3 Checks - All checks or demands for money and notes of the Association shall be signed by such officer or officers or such other person or persons as the Board may, from time to time, designate or as may be designated pursuant to resolution of the Board.
- 10.4 Fiscal Year - The fiscal year of the Association shall be fixed by resolution of the Board.
- 10.5 Seal - The Association shall be in such form as may be proscribed by the Board. The seal may be used by causing it, or a facsimile thereof, to be impressed on, affixed to, or in any manner reproduced upon, instruments of any nature required to be executed by officers of the Association.
- 10.6 Books and Records - The Articles of Incorporation, By-Laws, Protective Covenants, financial records, minutes, contracts, correspondence and other and the Board shall be held at the Association's office or other place designated by the Board for as long as the Board shall determine. They shall be subject to inspection by Members with the exception of any documents referring to current litigation, personnel matters and violations of deed restrictions.
- 10.7 Indemnity - The Association shall indemnify any Trustee, former Trustee, officer or former officer of the Association for expenses and costs (including attorney's fees) actually and necessarily incurred in connection with any claim asserted, by action in court or otherwise, by reason of such person being or having been such Trustee or officer, except in relation to matters as to which such person shall have been guilty of willful misconduct with respect to any matter in which indemnity is sought.
- 10.8 Remedies for Non-Payment of Assessments - As more fully provided the restrictions, each Member is obligated to pay the Community Service Charge

Special Assessments, payment of which is secured by a continuing lien upon the Property against which the assessment is made. Any Assessments which are not paid when due shall be delinquent. If the assessment is not paid by the due date, the assessment shall bear interest from the date of delinquency at a rate not to exceed the maximum permitted by law. Furthermore, the Association may bring an action at law against the Owner personally obligated to pay the same or foreclose the lien against the Property. Interest, costs, filing fees plus reasonable attorney's fees of any action, shall be added to the amount of such assessment. Owners may not waive or otherwise escape liability for assessments provided herein by non-use of the Common Area or abandonment of their Lots.

ARTICLE XI APPEALS

- 11.1 A Member may appeal any decision of any Committee appointed pursuant to Article IX hereof to the Board provided that subordinate avenues of resolution have been pursued and provided further that all parties involved comply with the decision of such committee until such time, if any, as the Board amends or reverses the committee's decision.
- 11.2 Appeals petitions shall be legibly written and shall be submitted in a form satisfactory to the Board.
- 11.3 Any Member filing an appeal as set forth above shall be entitled to a hearing before the Board upon at least ten (10) days prior written notice to all interested parties.
- 11.4 Following the hearing the Board may, by a majority vote, uphold decision of the committee in its entirety, may amend such decision or may overturn such decision.
- 11.5 A member shall exhaust all available remedies as herein provided before such Member may resort to a court of law for relief with respect to any committee decision, provided that such limitation shall not apply to the Board or any Member where the complaint alleges non-payment of assessments.

ARTICLE XII AMENDMENTS

- 12.1 General - These By-Laws are subject to the provisions of the Articles of Incorporation and restrictions (see Article 2.6)
- 12.2 Amendments - Amendments may be proposed in writing by any Member(s) to the Board. Such amendments may be approved by two thirds (2/3) majority at any Regular or Special Meeting of those serving on the Board, provided that notice of the proposed amendments is given in writing to all the Trustees at least ten (10) days before such meeting.

Amendment History Notes

Amended third sentence of Article 9.2.
Approved and passed by Board on February 10, 1988.

Amended Article 9.4 H - Added patio street maintenance to Landscape Committee.
Approved and passed by Board on March 26, 1991.

Amended Article 4.2 - Approved and passed by Board on April 22, 1991.

Amended Article 4.3 - Term of office to (3) years.
Approved and passed by Board January 24, 1994.

Amended Article 9.2 to read - membership to Deed Restrictions is limited to a maximum of nine (9) members. Approved by Board 1/23/95.

Amended Article IV, Section 4.1 – Add 2nd and 3rd paragraph.
Approved by Board 3/27/95.

Amended Article 9.2 to read - membership to Deed Restrictions is limited to a maximum of eleven (11) members. Approved by Board 8/24/98

Amend Article VI, Section 6.6 - Add E-Mail Voting Process.
Approved by board 7/23/01.

Amended Article 2.12 - With Cause - Approved by Board 11/26/07

Amended Article 4.1 General to clarify the role of the Trustee on Committees
Approved by Board 4/28/08

Added Article 2.9 and amended Articles 7.2.C.2 and 9.2 to define and handle references to “Members in Good Standing”. Approved by Board 7/28/08

Added Article 2.10 - Voting and Proxies to replace sections - Voting Rights and Proxies, added section 2.14 – Officers, updated articles 3.2 and 5.2 (numbering) and 4.2, replace old articles 5.1 and 5.2 with new ones. Approved by Board 9/22/08

Amended Article 2.10 and 7.2.C.2 to clarify that only members in good standing have the right to vote. Approved by Board on 1/26/09

Amended Article 5.1 to move the formation of the Election Committee to the September Board Meeting, expand the Election Committee to include an Observer position, and clarify the source and voting status of each Election Committee member. Approved by the Board on 8/27/18.

Amended Article 9.2 to read - membership of Deed Restrictions is limited to a maximum of eleven (9) members. This is a result of the change in process to have the DVCA Office responsible for drive-by of sections, and to allow a more consistent review. Approved by the Board on 01/28/2019.

Amended Article 7.2.C.1 to handle longer suspensions for repeat offenders of rules and regulations. Approved by Board on 2/28/22

Amended Article 8.8.C.2 to clarify that telephone numbers and emails are part of the Association records. Approved by Board on 9/25/23

Removed Article 7.2.C.5 regarding fines, as this will be addressed in the Unified PC, being worked on by the AGC Committee. Approved by Board on 11/25/2024

Amended Article 9.4.D to clarify that the Deeds Restrictions Committee has both review and approval authority for lot improvement applications (Known as AA) and enforcement authority of the Covenant Restrictions, also known as the Protective Covenants. It also recognizes that this committee may be referred to as the Deeds Committee or the DRC. Approved by Board on 1/26/2026

EXECUTIVE SESSION-

(Property discussions, referrals, legal and personnel)

- A. Property referrals/liens requested by Finance or Deeds.**
- B. Personnel benefit review**