

Deerfield Village Community Association
ARCHITECTURAL GUIDELINES COMMITTEE MEETING MINUTES
Thursday, August 26, 2025, 7:00 pm
Deerfield Village Clubhouse

Members in attendance were Eric Toureilles (Chairman), Terry Gray (Vice-Chair), Laurie Johnson (Secretary), Brent Burris, Steve Gunzelman, Robin Haworth, Elaine Mills, Deborah Plattsmier, Buddy Scott and Glenn Sommers. Alan Copeland was 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 there was a quorum present and called the meeting to order at 7:10pm.

II. APPROVAL OF MINUTES

Brent motioned that we approve the minutes of the meeting held on July 22, 2025. Eric seconded the motion; passed unanimously. There are no minutes for the meeting scheduled on August 7, 2025 because the meeting was cancelled.

III. RESIDENTIAL INQUIRIES

No residents were present, nor inquiries submitted.

IV. OLD BUSINESS.

- a) We began with a short discussion about artificial shrubbery and turf in front yards. Suggestions were offered about how to word a statement that will lead to seasonably appropriate installations. It was noted again that we shouldn't stray into recommendations in a document that is meant to be enforceable. Steve will send proposed wording based on that discussion to Eric for consideration at the next meeting.
- b) We returned to our previous discussion of the **Matrix policy** for evaluating deed violations and enforcement action. Glenn, Eric and Deborah spent some time explaining the thought process behind the document development, which helped clarify the structure for others who don't have similar backgrounds with Deeds issues. It was explained that the Matrix will not be incorporated into the updated PC document, but we need to understand it to be familiar with what the Board will be asked to adopt, since that in turn will influence how we frame enforcement statements when we get to that section of the updated PC. Steve suggested that a "key" summarizing the categories would be useful. It's not intended for

communication directly to the community because of the complexity, but we do want it to be transparent as possible. This is an internal process meant to provide structure that will improve efficiency and consistency. As such, it can be modified as needed. We noted again that this calls for administrative fees to reasonably cover enforcement expenses, not punitive fines. There was extended discussion about the timing and content of violation letters. Different priority violations have different response paths. It's important to identify what violations should require a Deed Committee member to review prior to initiating contact with the homeowner; the goal is to respectfully achieve compliance, not adversarial enforcement. The Deeds committee will review the document again and return it to the AGC for a final review before sending it to the Board. Eric asked that committee members send any specific suggestions for edits to Buddy and Glenn.

c) Remaining items under Old Business were deferred.

V. **NEW BUSINESS**

- a) The agenda items under New Business were deferred.
- b) The next meeting will be on Thursday, September 4, 2025.

VI. **ADJOURNMENT**

Eric motioned that the meeting be adjourned at 9:02 PM. Terry seconded the motion; passed unanimously.

Signed:  Date: 09/02/2025
Secretary: Laurie Johnson