

Deerfield Village Community Association
ARCHITECTURAL GUIDELINES COMMITTEE MEETING MINUTES
Tuesday, November 11, 2025, 7:00 pm
Deerfield Village Clubhouse

Members in attendance were Eric Toureilles (Chairman), Laurie Johnson (Secretary), Brent Burris, Alan Copeland, Steve Gunzelman, Elaine Mills, Buddy Scott and Glenn Sommers. Terry Gray (Vice-Chair), Robin Haworth 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 7:15 pm.

II. APPROVAL OF MINUTES

Steve motioned that we approve the minutes of the meeting held on October 2, 2025. Elaine seconded the motion; passed unanimously. There were no minutes to approve for October 26; that meeting was cancelled due to member conflicts. Nor were there minutes for November 6, 2025; that meeting was cancelled due to space conflicts with the Deerfield Bazaar set up.

III. RESIDENTIAL INQUIRIES

No residents were present, nor inquiries submitted.

IV. OLD BUSINESS.

A. AA Process and Deeds Feedback on Matrix

1. There was extensive discussion of the revisions to the Matrix made by the Deeds committee, which were approved at their meeting on November 10, 2025, to send on to the AGC for review. Buddy and Glenn explained their process and answered questions. Their goal is to have this version submitted to the Board for a vote, communication sent to the community to raise awareness that a change in procedure will be coming and begin utilizing it in early 2026.
2. Glenn motioned that the AGC approve the Matrix plan and recommend that the Board approve it. Elaine seconded the motion; passed unanimously.

B. Review of feedback on the new PC

1. There was very limited time left to discuss this topic, which will need to be continued. We agreed the document is not ready for legal review.

2. We noted the need to edit for both form and content (tense, capitalization, abbreviations).
3. It was suggested we also aim for more consistent phrasing, since most people are not going to read the whole document if they are looking for information on a single topic. We have many ways of saying “an AA form that has been approved by the Deeds committee must be submitted in advance”. One concise statement used across the document would be clearer.
4. We noted the absence of standards for roofing, and an inconsistency in heights cited for structures other than the dwelling and garage.

V. NEW BUSINESS

- A. Items listed under new business were deferred.
- B. Eric was asked to consolidate the state guided policies into one policy for Committee review. He will strive to have that done prior to the December 4th meeting.
- C. Glenn motioned that we cancel the meeting scheduled for November 25, 2025, which falls during Thanksgiving week. Eric seconded the motion; passed unanimously.
- D. The last meeting for this year will be Thursday, December 4, 2025. The fourth Tuesday, December 23rd, will conflict with the week of Christmas.

VI. ADJOURNMENT

Glenn motioned that the meeting be adjourned at 8:47 PM. Eric seconded the motion; passed unanimously.

Signed:  Date: 11/20/2025
Secretary: Laurie Johnson