

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.

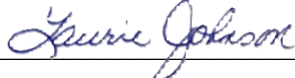
- a.) We agreed the actual Unified PC needs to be kept separate, as that content requires a homeowner vote for approval and adoption.
- b.) Additional explanatory content would be useful for the community to have. Including an introduction, a table of contents and/or index, a glossary of definitions/abbreviations 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: Laurie Johnson