

Deerfield Village Community Association
ARCHITECTURAL GUIDELINES COMMITTEE MEETING MINUTES
Tuesday, January 13, 2026, 7:00 pm
Deerfield Village Clubhouse

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

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

Brent motioned that we approve the minutes of the meeting held on December 4, 2025. Steve seconded the motion; passed unanimously.

III. RESIDENTIAL INQUIRIES

No residents were present, nor inquiries submitted.

IV. OLD BUSINESS.

A. Review of Acronyms and Definitions

1. Prior to the meeting, Steve provided a summary of acronyms and terms in the PC along with suggested definitions and citations for where they were used. Laurie used that list to generate an alphabetical format for reference. Those materials were the basis for group discussion to agree on definitions and begin a review of the PC to standardize terminology. Definitions are still being developed; an interim copy of that document is attached.
2. Glenn and Eric noted that in fact, the Architectural Control Committee (ACC) and the Deed Restrictions Committee (DRC) are not one and the same, as was indicated in minutes from the prior meeting. According to DVCA bylaws, the DRC has responsibility for enforcement along with the approval responsibility given to the ACC by the state.
3. As a matter of form, we agreed the first usage of a term in the PC will include the complete term or title with the abbreviation in parenthesis. Subsequent references in the document will use the abbreviation.
4. We began a review of the PC, searching for terms on the definition list. Eric made changes in the working document to create uniform usage as we

progressed. That review is not complete and will be continued at the next meeting. We agreed this process is a significant step toward a final document.

B. Feedback on the new PC

1. While reviewing the language, we also modified a few format and content points raised by multiple members. Eric recorded those in the working document as well. In addition, there were two sections we decided to strike.
 - i) We tentatively agreed to strike Part III Enforcement, Section 5 - (Board authority to approve deviations). Glenn and Eric both feel Section 5 was in the original PCs to protect Friendswood during construction and is now irrelevant since it conflicts with Section 1. Eric will verify with the DVCA attorney.
 - ii) We voted (without a formal motion) to strike Part I Maintenance & Use Section 8 Landscape point 3 (additional landscape beds are desirable) as a recommendation rather than enforceable content.
2. We agreed we need to have an extensive discussion of how to “grandfather” non-compliant situations. That may require different approaches based on how hard it would be to remedy (ex: plant a new tree versus modify an existing structure.) State law will impact this discussion.


C. Eric will send us a copy of PC document with tracked changes showing and another with changes accepted to help everyone see what was modified but give us a cleaner copy for further review.

V. NEW BUSINESS

Eric mentioned that he has included notice about the adoption of the deeds Matrix in the newsletter, with targeted implementation in April 2026. We agreed to discuss our meeting schedule at the next meeting to see if any changes may be needed.

VI. ADJOURNMENT

Glenn motioned that the meeting be adjourned at 9:01 PM. Elaine seconded the motion; passed unanimously.

Signed: 

Date: 01/16/2026

Secretary: Laurie Johnson