

Deerfield Village Community Association
ARCHITECTURAL GUIDELINES COMMITTEE MEETING MINUTES
Thursday, May 7, 2026, 7:00 pm
Deerfield Village Clubhouse

Members in attendance were Eric Toureilles (Chairman), Laurie Johnson (Secretary), Steve Gunzelman, Robin Haworth, Elaine Mills. Brent Burris, Alan Copeland, Terry Gray (Vice-Chair), Deborah Plattsmier, Buddy Scott and Glenn Somers 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 did not have a quorum present in person but noted he had proxies from Brent and Terry. The meeting was called to order at 7:08 PM.

II. APPROVAL OF MINUTES

Steve motioned that we approve the minutes from the meeting held on March 24, 2026. Elaine seconded the motion; passed unanimously. There were no April minutes to approve because both meetings were cancelled.

III. RESIDENTIAL INQUIRIES

No residents were present, nor inquiries submitted.

IV. OLD BUSINESS

A. Definitions document

The definitions page will remain open for further revision until the rest of the UPC is completed.

1. We agreed to move TMCS to the beginning of the section on Texas Minimum Construction Standards, to be consistent with format of other items.
2. We also agreed the list should be alphabetized.

B. UPC review

1. We reviewed and agreed to accept the recommendations Steve submitted in advance of the April 28, 2026 meeting, which was cancelled. Those items were largely editorial in nature.
2. We removed some highlights as encountered.
3. We reviewed and accepted some of the Section I comments Laurie submitted by email prior to this meeting. Sections II – IV will be addressed at the next meeting.

- a. We agreed to standardize use of “**single family**”, rather than the mix of that with hyphenated and capitalized versions that were in use.
- b. We fine-tuned some phrasing and agreed to revision of bullet formats and consistent capitalization in multiple sections.
- c. We discussed **Items in View** yet again, debating the distinction between using versus strictly storing items, particularly tire swings and sports equipment. The decision of the group was to let it stand as written.
- d. We noted there is currently no AA form that addresses tree removal for whatever reason. One is implied in **Landscaping**; we may want to consider adding that for documentation purposes.
- e. We agreed to return to **Sidewalk and Driveways** to ensure new wording is agreeable to other members. The statement that existing driveways *must be replaced in kind* was modified to avoid automatic approval of a replacement driveway that otherwise would not be approved (e.g. asphalt, pea gravel).
- f. In the introduction of Section II, we agreed to keep the statement that includes “MOST exterior changes” and delete the following redundant statement that included “ALL exterior changes”. The remainder of Section II was deferred.

V. **NEW BUSINESS**

New business on the agenda was deferred, except for discussion of the next meeting date. The regularly scheduled date of Tuesday, May 26 conflicts with the Board Meeting, which was rescheduled due to Memorial Day on Monday, May 25. Committee members present had multiple conflicts with Thursday, May 28, the proposed date on the agenda. **The consensus was to hold the next meeting on Wednesday, May 27, 2026.**

VI. **ADJOURNMENT**

Eric motioned that the meeting be adjourned at 8:46 PM. Robin seconded the motion; passed unanimously.

Signed:  Date: 05/13/2026
Secretary: Laurie Johnson