

**CLEAR LAKE CITY COMMUNITY ASSOCIATION, INC.
ADOPT A COMMON AREA POLICIES**

ADOPT A COMMON AREA

The Clear Lake City Community Association (CLCCA), Inc., Board of Trustees (BOT, has developed a means for a family or group to assist the CLCCA in maintaining certain public areas of the CLCCA. Areas such as Medians, Ball fields, and Right-of-ways are just a few areas to help beautify the CLCCA common areas. Please fill out the form and send it to the General Manager for consideration.

ADOPT-A-COMMON AREA

Program Application and Maintenance Agreement

Thank you for your interest in the *Adopt-A-Common Area* Program. We value your commitment to help beautify and maintain the Clear Lake City Community Association (CLCCA), Inc., green space. Please tell us more about your organization / family and your plans for the common area you wish to adopt.

Location:

Common Area Proposed:	
This is a:	<input type="checkbox"/> Park <input type="checkbox"/> Entrance <input type="checkbox"/> Esplanade <input type="checkbox"/> Other
(describe: _____)	

Adopting Organization/Family Information:

Name:	
Mailing Address:	
Phone:	Fax:
Email:	

Adoption Specifics:

One-Time Project	On-Going Project
<i>Ideas for adoption include but are not limited to: mowing, trimming bushes, installing flowers, trash pickup and removal, etc.</i>	
Describe your plan/project:	
If your project involves installing new plant materials, it will be your responsibility to maintain the plant material. This includes: Watering and fertilizing, mowing, edging and pruning, seasonal plant replacement, and removal of dead plant materials.	
By signing below, _____ (association/individual/organization) agrees to perform all necessary and required maintenance	

RP-2016-435981

RP-2016-435981

to the common area as described above. CLCCA reserves the right to remove all improvements/plant material within the common area if maintenance under this adoption agreement ends.	
Agreed and accepted:	
_____	_____
Name	Date

Completion of this form does not constitute approval to proceed with planned projects. Your application will be reviewed and you will receive instructions to submit proposed plans within 30 days. Adoption of a common area shall not connote the transfer of public spaces to any corporation, organization or individual, for private or commercial use.

Return the completed application to:

CLCCA
 Attn: General Manager
 16511 Diana Lane
 Houston, TX 77062
 (281) 488-0360
 (281) 480-3226 fax

SMOKING

It is the policy of the Board of Trustees of the Clear Lake City Community Association that smoking of tobacco or herbal products or vaporizing at all Association facilities are prohibited, unless the Board or a committee acting with authority given by the Board makes an exception.

1. Facilities including all buildings, pool areas, and tennis courts.
2. "No Smoking" signs shall be posted on or near the entryways to all facilities.
3. An exception to allow designated smoking areas, if any, shall be made by the General Manager and approved by the Facilities Committee. An ashtray shall be provided at each designated smoking area and it shall be posted as a smoking area.

*This policy replaces the following policies: 401-17,401-07B
 This policy replaces the policy filed with the State on September 8, 2016.
 Amended at the Board of Trustee Meeting on September 21, 2016*

Adopted this 21st day of September, 2016, by at least a majority of the Board of Directors of the Association.

CLEAR LAKE CITY COMMUNITY ASSOCIATION

Leslie Eaton
 Signature

Printed Name: LESLIE EATON

Title: SECRETARY

This instrument was acknowledged before me on 21st day of September, 2016, by LESLIE EATON the Secretary of CLEAR LAKE CITY COMMUNITY ASSOCIATION, a Texas non-profit corporation, on behalf of said corporation.

Ana Medlin
 Notary Public in and for the State of Texas

