

**ADDITIONAL DEDICATORY INSTRUMENT  
For  
CLEAR LAKE CITY COMMUNITY ASSOCIATION**

THE STATE OF TEXAS           §  
  §  
COUNTY OF HARRIS           §

BEFORE ME, the undersigned authority, on this day personally appeared Margaret R. Maddox who, being by me first duly sworn, states on oath the following:

My name is Margaret R. Maddox I am over twenty-one (21) years of age, of sound mind, capable of making this affidavit, authorized to make this affidavit, and personally acquainted with the facts herein stated:

I am the Attorney/Agent for **CLEAR LAKE CITY COMMUNITY ASSOCIATION**. Pursuant with Section 202.006 of the Texas Property Code, the following documents are copies of the original official documents from the Association's files:

**EMERGENCY POLICIES**

for

**CLEAR LAKE CITY COMMUNITY ASSOCIATION  
A TEXAS NON-PROFIT CORPORATION**

DATED this 9th day of NOVEMBER, 2020.

**CLEAR LAKE CITY COMMUNITY  
ASSOCIATION**

BY: Margaret R. Maddox  
Margaret R. Maddox, Attorney/Agent  
(Printed Name)

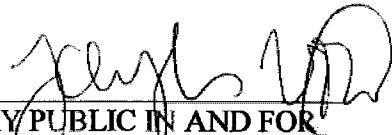
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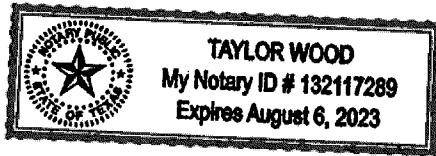
THE STATE OF TEXAS

§  
§  
§

COUNTY OF HARRIS

THIS INSTRUMENT was acknowledged before me on this the 9th day of November, 2020 by the said Margaret R. Maddox, Attorney/Agent for **CLEAR LAKE CITY COMMUNITY ASSOCIATION.**, a Texas non-profit corporation, on behalf of said corporation.

  
NOTARY PUBLIC IN AND FOR  
THE STATE OF TEXAS



After Recording Return To:  
Daughtry & Farine, P.C.  
17044 El Camino Real  
Houston, Texas 77058  
ATTN: MRM

RP-2020-547847

**CLEAR LAKE CITY COMMUNITY ASSOCIATION, INC.**  
**EMERGENCY POLICIES**

**HURRICANE SHUTDOWN CHECKLIST**

The Clear Lake City Community Association (CLCCA), Inc., Board of Trustees (BOT), has developed a plan in the event of a Tropical System (Storm / Hurricane) making landfall in the Clear Lake Area. The following is a checklist for the orderly shutdown and protection of CLCCA Assets within the Boundaries of the CLCCA.

**CLCCA HURRICANE SHUTDOWN CHECKLIST**

The following is to be initiated between 48 and 72 hours before landfall if Houston is in the projected path of a storm. Once secured, all staff is released to attend to their own needs and/or evacuation plans.

When the decision is made to initiate shutdown and secure – close all programs and activities and all personnel participate in shutdown, as necessary.

**Office:**

**Computers:**

- **PRIOR TO SHUTDOWN** – Update WEBSITE to indicate facility shutting down due to storm and will reopen as soon as possible after storm but giving employees chance to attend to own needs and safety.
- Tag all lines as needed and disconnect all CPU's and battery back-up units and store on file cabinets in back hallway.
- Cover all printers and monitors with large plastic bags and store in kitchen on countertop
- Disconnect all other lines of whatever type so there is no damage from lightening or electrical short.

**Other Office Electrical:**

- Put other electrical items in kitchen on counter or in file drawers in hallway. Move copier into kitchen. Cover with large plastic bag and secure bag with large bands or strap.
- Lamps, radios, electronic frames, etc. should be moved to kitchen or back hallway.

**Offices:**

- Clear all paperwork off into drawers, boxes, etc. and secure where wind cannot damage.
- Move bookcase into inner area and turn to wall.
- Close all blinds to help reduce effect of flying glass.
- When an office is ready, close doors to minimize potential damage.
- Clear all front desk items and file cabinet top items in there into drawers or inner rooms.
- To the extent possible, files need to be several feet above floor level versus at floor or first 3' above floor.

**Gym / Indoor Pool:**

- Dismount the six sliding screens and store in one of the inside storerooms.
- Store all chairs, the table, gear cart, pole, throw ring, tubes etc. in storerooms.
- Flip latches on left doors and lock right doors to storerooms.
- Put phone, clock, and other small stuff in secure storage in office.
- Close and secure the clerestory windows.

- Bring in any and all trash cans anywhere on the property. Store them in Gym office or storeroom. Also, inside trash cans need to be put away in case of glass breakage.
- Does Boiler and/or A/C equipment need to be secured, gas turned off, etc.
- Move any loose items in the gym into the corner storeroom.
- Clear out any moveable items from outer room of G 100 into inner space. Lock door between rooms.
- Check Gym office and cabinet area adjacent for loose items. Store them in the office.

**Rec. Center Pool Complex:**

- Store all chairs, chaise lounges, trash cans and any other similar item in the commode area of one of the dressing rooms. Check for any other loose items and secure them, then lock the door.
- Store all tubes, rings, poles, backboards, first aid gear, clocks, and other similar items in the guard room.
- Secure the pumps and close up the pump room. Also check water slide pump house door and pumps.
- If possible, remove the blue canvas awnings from the guard stands, the stairs, and the bleacher areas.
- Move all picnic tables from pool deck to the area between the brick wall and the storeroom at the entrance on the men's room side. Invert other picnic tables in place in grass.

**Outlying Pools and Parks:**

- Secure all chairs, tables, chaise lounges, trash cans, life rings, poles, guard tubes and anything else loose inside of guard shacks, rest rooms or pump rooms. Do not forget the trash cans outside the pool areas. Store them inside as well.
- At Camino South pool, put the one moveable guard stand in the pool or lying down in the breezeway.
- At all pools, remove the canopies to the extent possible and store inside somewhere.
- Wherever there are gates inside the pool fence that can be latched, or pump house doors that can be latched, ensure that they are latched and if possible, locked.
- Visit all parks and tennis courts to secure any items.
- Turn off all pumps, aqua sol units, etc. and secure all electrical items or pack up and take to the office kitchen.

**Rec. Center Grounds:**

- Put pre-made signs on doors/windows indicating that the facility is closed until after the storm and any clean-up required.
- If possible, clean debris away from all storm drains and discard as much as possible.
- Close Dumpster, then close Dumpster Gates and if needed, lock same.
- Check old tennis court behind maintenance building for loose items. Check also for plants, sheet metal, barrels, trash cans, other miscellaneous items.
- Maintenance building needs cleaning up and all loose items outside moved inside.
- Can the maintenance building be compressed inside enough to park the truck inside?
- If possible, move FIRST NEED items nearer to door for easier access.
- Trim trees such that they do not rub on roofs.

**Supplies to Maintain for Hurricane Shutdown:**

In a marked box or boxes in the office, maintain a supply of:

- Electrician's wire marking labels for labeling computer connector cables.

- Heavy duty 60/66-gallon trashcan liners for bagging up computers, printers, fax, monitors, etc.
- Smaller heavy-duty plastic bags.
- Supply of electrician's cable ties.
- Supply of Duct Tape and clear HD 2" tape.
- Lanterns, batteries,
- Contractors Visquene heavy gauge plastic in a roll.
- Extra-large plastic bag for the copier.

In a designated location in the maintenance building, or in another suitable location, maintain the following supplies:

- 10 sheets ½" or 5/8" exterior CDX grade plywood.
- 20 – 30 8' 2 x 4 studs
- Supply of 6 and 8" carriage bolts with nuts and large washers for boarding windows.
- Rubber boots, 2-piece heavy duty raingear and hardhats and hi-visibility vests.
- One truck size inner tube to use to cut large rubber bands for securing items.

### **EMERGENCY PROCEDURES**

It is the policy of the Board of Trustees of the Clear Lake City Community Association (CLCCA), Inc. that procedures will be followed in all emergencies, except Fire Department operations, as follows:

A. **Fire:**

1. Call 911 (Houston Fire Department) and report the location of the fire.
2. Wait for the fire truck in front of the gym or at the back-parking lot gate as appropriate.

B. **Medical:**

In the event of a non-life-threatening situation:

1. Call parents, wife, husband or relative as appropriate.
2. Make victim as comfortable as possible until the person called arrives.
3. If responsible person called arrives and an ambulance is desired, call for ambulance at 911.
4. If other than a minor accident, call one of the following in the order listed:
  - A. General Manager
  - B. President
  - C. Vice President or any other authorized person
5. Fill out complete accident report and submit to office.
6. Answer questions regarding insurance as follows:  
"I do not know – you will have to talk to the General Manager tomorrow."

In the event of a life-threatening situation:

1. Call for ambulance at 911 (Houston Fire Department) and report specific location of victim and have someone wait for ambulance at appropriate place.
2. Call parents, wife, husband or relative as appropriate.
3. Do not move the victim under any circumstances.
4. Call one of the following in the order listed:
  - A. General Manager
  - B. President
  - C. Vice President

If the responsible party called in is not available, and the ambulance has removed the victim and you cannot contact on the three individuals above and the hospital emergency room calls for

authorizations, give such authorization for "Clear Lake City Community Association, Inc." and continue to attempt to contact the three individuals above.

C. **Police:**

1. If an emergency occurs that requires immediate police attention/assistance, call 911-Houston Police Department and or 281.488.4040 Precinct 8 (PCT8) Constables Office, giving location and details. After contacting HPD or PCT8, call one of the three individuals in the order listed.
2. If a non-emergency situation occurs that requires police attention, call the Houston Police Department non-emergency dispatch 713.884.3131 or Harris County Constables 281.488.4040. After contacting HPD and or Constable, if the situation warrants it, call one of the three individuals in the order listed.
  - A. General Manager
  - B. President
  - C. Vice President

**INFLUENZA & OTHER PANDEMICS:**

CLCCA adopts this plan to prepare for and respond to a threat of influenza or other pandemics that causes serious widespread illness. The Board of Directors appoints the General Manager as Coordinator for the pandemic response plan.

The purpose of this plan is to address the following issues related to pandemics:

- Creating a culture of infection control in the workplace that is reinforced during the annual influenza season, to include, if possible, options for working offsite while ill, systems to reduce infection transmission, and worker education.
- Establishing contingency plans to maintain delivery of services during times of significant and sustained worker absenteeism.
- Where possible, establishing mechanisms to allow workers to provide services from home if public health officials advise against non-essential travel outside the home.
- Establishing partnerships with other members of the community to provide mutual support and maintenance of essential services during a pandemic.

The Coordinator will select a Pandemic Response Team Assistant who will be a back-up employee to assume their duties in case of their own illness. This person will be kept current on all emergency procedures.

It is the duty of the Coordinator and Pandemic Response Team Assistant to:

- Monitor issues and information related to pandemics.
- Recommend any changes to the plan as circumstances warrant.
- Conduct employee training.
- Communicate with public health agencies, emergency responders and others regarding the plan, and understand their capabilities should an outbreak occur.
- Attend external training/seminars about pandemic influenza outbreaks in order to remain current about the pandemic threat in our community.
- Implement a plan should it become necessary.

The Pandemic Response Team Coordinator and Assistant will have the following responsibilities:

- Identify and communicate which employees, vendors, suppliers, and systems are essential to maintaining operations.

- Identify and communicate the names of possible ancillary employees who could perform certain job duties in the case of a pandemic (e.g. consultants, temporary work services, etc.).
- Develop and submit a plan to continue operations with the least possible number of staff.
- Ensure that all employees are adequately trained on emergency procedures in the case of a pandemic and in the prevention of illness.
- Encourage all employees to be vaccinated annually for influenza.

The Coordinator shall recommend to the Board an emergency sick leave policy to be adopted in the event of a pandemic. The policy is to be non-punitive and require employees who have been exposed or who exhibit symptoms of the illness to remain at home.

The Coordinator will ensure that the agency has sufficient IT infrastructures to support employee telecommuting and remote access to agency services.

The Coordinator will establish the following policies and procedures:

- Flexible work hours, including staggered work hours and telecommuting
- Restricting employee travel to affected areas
- Guidance for employees returning to the United States from affected areas
- Special procedures/accommodations for employees and customers with special needs or disabilities

The Coordinator shall develop a plan to keep employees informed of developments as they occur, including those employees who remain at home. The Coordinator will see to it that the association obtain extra quantities of any necessary supplies and/or personal protection equipment that may be needed due to the outbreak.

The Coordinator is to follow governmental orders and may implement additional safety protocols as needed for all facility operations including recreational classes, parks, gymnasium, room, and pool rentals.

*This policy replaces the following policies: 401-18,405-8B*


*This policy replaces the policy filed with the State on September 8, 2016.*

*Amended at the Board of Trustee Meeting on September 21, 2016*

*Amended at the Board of Trustee Meeting on October 21, 2020*

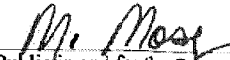
Adopted this 21st day of October 2020, by at least a majority of the Board of Directors of the Association.

**CLEAR LAKE CITY COMMUNITY ASSOCIATION**

  
Signature  
Printed Name: Leslie L. Eaton  
Title: SECRETARY

This instrument was acknowledged before me on 21<sup>st</sup> day of October, 2020, by Leslie Eaton the Secretary of CLEAR LAKE CITY COMMUNITY ASSOCIATION, a Texas non-profit corporation, on behalf of said corporation.



  
Notary Public in and for the State of Texas

RP-2020-547847

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# Pages 8  
11/10/2020 08:29 AM  
e-Filed & e-Recorded in the  
Official Public Records of  
HARRIS COUNTY  
CHRIS HOLLINS  
COUNTY CLERK  
Fees \$42.00

RECORDERS MEMORANDUM

This instrument was received and recorded electronically and any blackouts, additions or changes were present at the time the instrument was filed and recorded.

Any provision herein which restricts the sale, rental, or use of the described real property because of color or race is invalid and unenforceable under federal law.  
THE STATE OF TEXAS  
COUNTY OF HARRIS

I hereby certify that this instrument was FILED in File Number Sequence on the date and at the time stamped hereon by me; and was duly RECORDED in the Official Public Records of Real Property of Harris County, Texas.



COUNTY CLERK  
HARRIS COUNTY, TEXAS

RP-2020-547847