



**Board of Trustees  
Business Open and Closed Meeting Agendas  
December 16, 2020 (Revised)**

The Clear Lake City Community Association, Inc. Board of Trustees will meet at **7:00 p.m.** on Wednesday, December 16, 2020. Due to the COVID-19 pandemic, the meeting will be held through Zoom Video Communications. These actions are being taken to mitigate the spread of COVID-19 by avoiding meetings that bring people into a group setting. Telephonic and videoconferencing capabilities will be utilized to allow individuals to address the board.

**Join Zoom Meeting Online:**

<https://us02web.zoom.us/j/85307167056?pwd=RW82S0F0c1Joc3NUOWtoTlZwRXZKZz09>

**Dial by your location: 1-346-248-7799 US (Houston)**

**Meeting ID: 853 0716 7056**

**Passcode: 474402**

*\*Please be sure to keep your microphone on mute at all times unless called upon by the Chair.*

**BUSINESS OPEN MEETING AGENDA**

- 1. Establish a quorum and call the Business Open Meeting of December 16, 2020 to order.**
- 2. Please turn all cellular phones to vibrate or off.**
- 3. Comments from the Audience (10 Minutes Maximum)** *\*If you wish to address the board, please complete the online form located on the website and submit it to [Rmorales@clcca.org](mailto:Rmorales@clcca.org) no later than 5:00pm on December 16. Upon entering the online meeting, please message the host to state you would like to address the board and whether you submitted the form. Once the host moves you into the meeting room, please keep your microphone on mute until the Board President calls on you to speak. Please have your information ready.*
  - a. Texas State Law prohibits the Board of Trustees from commenting on any statement or engaging in dialogue without an appropriate agenda item being posted in accordance with the Texas Open Meetings Act 551.042. Comments should be limited to **two (2) minutes** per policy and directed to the entire board, not individual members, or the audience. Engaging in verbal attacks or comments intended to insult, abuse, malign or slander any individual or creating a disturbance shall be cause for termination of speaking privileges and the guest will be removed from the meeting by the host.
  - b. As appropriate, Trustees may respond to an inquiry if listed on the Agenda or to identify the policy or procedure applicable to the inquiry or to request placing the inquiry on a future agenda.
- 4. Consider and approve the November 18, 2020 Business Open Meeting Minutes**
- 5. Consider and approve the December 3, 2020 Special BOT Meeting Minutes**
- 6. Officers Reports**
  - a. **President's Report – Mr. Canup**
    - i. General comments
  - b. **Treasurer's Report – Mrs. Stroud**
    - i. Present status of CLCCA finances and related activities
    - ii. CD renewals and make necessary motions
- 7. General Manager's Report – Ms. Morales**
  - a. Motion to approve January newsletter expense or send it out electronically
- 8. HPD PIP – Ms. Taylor, Scheduled 3<sup>rd</sup> Tuesday of the month – *No meeting this month***
- 9. ACLC – Ms. Dragamir, Scheduled 2<sup>nd</sup> Wednesday of the month**

**10. CLCWA** – Ms. Coblenz, Scheduled 2<sup>nd</sup> Thursday of the month

**11. Standing Committee Reports:**

- a. **Architecture Review** – Mr. Cook – Meeting held December 10
  - i. *Motion to approve any variances brought before the Board by the Committee’s recommendation requests*
    - 1007 Laurel Valley – Tree House
- b. **Budget and Finance** – Ms. Stroud – Meeting held December 7
  - i. *Motion to approve FY 2019-20 Audit*
- c. **Bylaws & Policies** – Ms. Coblenz – meeting to be held December 14 at 7pm
  - i. *Motion to approve recommended changes to the General POA Guidelines and the Recreation policy*
  - ii. *Any additional motions arising from committee meeting*
- d. **Communications** – Ms. Dragamir – no meeting, no report
- e. **Elections** – Ms. Eaton – no meeting, no report
- f. **Facilities** – Mr. Cook – no meeting, no report
- g. **Personnel** – Mr. Canup – no meeting, no report

**12. Special Committee Reports**

- a. **Revision of Restrictive Covenants** – Mr. Cook – no meeting, no report

**13. Trustees General Comments** (Left to Right) 2 Minutes, President going last

**14. Comments from the audience (20 Minutes Maximum)** *\*Please raise your hand or message the host ahead of time to state you would like to address the board. Keep your microphone on mute until the Board President calls on you to speak. Please have your information ready.*

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- b. As appropriate, Trustees may respond to an inquiry if listed on the Agenda or to identify the policy or procedure applicable to the inquiry or to request placing the inquiry on a future agenda.

**15. Recess to Business Closed Meeting under Texas Government Code Chapters 551.071, 551.072, 551.074 at:**

\_\_\_\_\_. *The Host will move all guests to the “waiting room” while the closed meeting is in progress.*

**Commence Business Closed Meeting at:** \_\_\_\_\_.

**BUSINESS CLOSED MEETING AGENDA**

**A. President’s General Comments**

**B. Vice President Comments**

**C. Treasurer’s Comments**

- i. 2019-20 Audit
  - Governance Communication Letter
  - Summary of Adjusting Entries
  - Client Representation Letter

**D. GM Report**

- i. Personnel
- ii. Legal report
- iii. Collections & request(s)
- iv. Deed violation(s), concern(s), and requests(s)

**E. Review the November 18, 2020 Closed Meeting Minutes**

**F. Review the December 3, 2020 Special Meeting Minutes**

**Recess Business Closed Meeting and return to Business Open Meeting under Texas Government Code Chapter 551.102 at:** \_\_\_\_\_.

**Recommence Open Meeting Agenda at:** \_\_\_\_\_.

*All guests in the “waiting room” will be moved back to the meeting.*

**BUSINESS OPEN MEETING AGENDA (continued)**

**16. Consider and approve the November 18, 2020 Closed Meeting Minutes**

**17. Any subsequent motions arising from Closed Meeting Discussions**

**18. Motion to not hold a BOT meeting on December 30, 2020**

**Adjourn the Business Open Meeting at:** \_\_\_\_\_

**Rachel Morales, CLCCA General Manager**

**Note:** Whenever any agenda item is not ready for action at the time it is reached on the agenda that item shall be placed at the end of the agenda for action when all other agenda items have been considered or may be skipped entirely. The Presiding Officer of the Board of Trustees reserves the right to take up agenda items out of the order in which they are posted on this agenda.